

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
OCTOBER 19, 2016

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, October 19, 2016 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Deanne Feenstra; Deb Laverty; Don Naylor; Joan Rymal; Steve Wookey,

Regrets: Kelly Hoogstra

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre; Amber-Lyn Sitland

Additions to Agenda

7.1.6 2017 Proposed Budget
13 Next Meeting Date should be November 16, 2016.

Approval of Agenda

16-93 Moved by T. Metcalf, seconded by J. Rymal that the agenda be adopted as amended. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Special Presentations

- Presentation from Management Staff to H. Robinson "CEO Survival Kit"
- Presentation from Board to R. Denham – Retirement Gift Cheque
- G. Grondin thanked the board for the flowers that were sent to him

Minutes of September 21, 2016

16-94 Moved by S. Wookey, seconded by D. Naylor that the Minutes of the Meeting of September 21, 2016 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

Recruitment update:

- Administrative Clerk Tina Peckham, will start October 24th, 2016
- Customer Engagement position: Six telephone interviews have been completed. The top two or three will be asked to come in for a face to face interview.
- Advocacy and Community Development: The application deadline is October 23rd. H. Robinson and S. Macintyre will be doing the interviews in November.

Library Activities

Public Services Librarian Report - Received for information.

St. Thomas Public Library is one of two businesses that have been nominated for an award for the best WiFi in the city. The awards will take place October 21st, 2016.

Adult programs may now charge a nominal fee to encourage registrants to participate.

16-95 Moved by J. Dunn, seconded by D. Naylor that the Library be closed on May 5th and November 3rd, 2017 for Staff Training. CARRIED.

Systems and Public Services Librarian Report – Received for information.

- STEAM Centre brochure was handed out.
- Ontario Library Capacity Grant has been approved for just over \$3000. This adjustment will be reflected in the 2017 Budget being brought forward to City Council for machine readable media.
- In spite of the WiFi award nomination, there is still concern for the Library's internet speed. S. Wookey and J. Rymal will send an email to other City councilors requesting a faster resolution.

Friends Liaison Report - October 2016 - Received for information.

Friends Book Sales Report – September 2016 - Received for information.

Statistics Report – January - September 2016 - Received for information.

Reports - Standing Committees

Finance

2017 Budget Highlights for Financial Committee - Received for information.

The 2017 Budget request reflects a 5% increase in Library materials to compensate for the provincial cut in funding.

16-96 Finance Committee Meeting Minutes
Moved by J. Rymal, seconded by S. Wookey that the Minutes of the Finance Meeting of October 3, 2016 be approved. CARRIED.

16-97 2017 Capital Requests
Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the 2017 Capital Requests as presented. CARRIED.

16-98 Revenue and Expenditures Statement
Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to September 30, 2016. CARRIED.

Trust Fund Statement September 30, 2016

- 16-99 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the September 30, 2016 Trust Fund Statement. CARRIED.

2017 Proposed Budget

The addition of \$3623 be added to Miscellaneous Grants Revenue and Machine Readable Expenditures.

- 16-100 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the 2017 Proposed Budget as amended. CARRIED.

Southern Ontario Library Service

It was noted that there will be a Trustees Council meeting in St. Thomas in the Library Carnegie Room, on November 12th at 10:00 a.m.

Personnel – No Report.

Fundraising and Public Relations – No Report.

Federation of Ontario Public Libraries – No Report.

Correspondence

Letter from Social Committee – Christmas Party November 19th, 2016

- 16-101 Moved by T. Metcalf, seconded by J. Rymal that the Board approve \$600 to support the event. This amount may be amended after the event once the actual costs are reviewed. CARRIED.

Policies

16-102 Health and Safety Policy

Moved by D. Naylor seconded by J. Rymal that the St. Thomas Public Library Board approve the updated Health and Safety Policy. CARRIED.

16-103 Children's and Teens' Services Policy

Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the revised Children's and Teens' Services Policy. CARRIED.

16-104 Job Description: Caretaker 1

Moved by S. Wookey, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Caretaker 1 job description. CARRIED.

16-105 Job Description: Caretaker 2

Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Caretaker 2 job description. CARRIED.

Health and Safety – No Report.

Other Business - R. Denham's Retirement Reception will take place October 27th, 2016
from 3:00 p.m. – 5:00 p.m.

Adjournment

16-104 Moved by S. Wookey, seconded by J. Rymal that the meeting adjourn at
4:50 p.m. CARRIED.

Next Meeting: November 16, 2016

Chair

Secretary