

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
OCTOBER 21, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, October 21, 2015 in the Carnegie Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Deanne Feenstra; Kelly Hoogstra; Joan Rymal; Steve Wookey; Deb Lavery (4:20 p.m.)

Regrets: Don Naylor

Staff: Rudi Denham, CEO; Heather Robinson; Glenda Sikora; Donna Hanson

Approval of Agenda

15-73 Moved by S. Wookey, seconded by T. Metcalf that the agenda be adopted. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

G. Grondin welcomed Kelly Hoogstra back to the Board, replacing Jacqueline De Leebeeck.

Presentation to Donna Hanson for 25 Years of Service

G. Grondin read the letter for Donna Hanson's 25 years of service and presented her with an engraved gold ID bracelet.

D. Hanson thanked the Board for the letter and gift. She has enjoyed her diverse work here, and doesn't know where the years went!

Minutes of September 16, 2015

15-74 Moved by T. Metcalf, seconded by J. Rymal that the Minutes of the Meeting of September 16, 2015 be approved. CARRIED.

Matters Arising from the Minutes

The scope of the Neely library project has not been firmed up. A generic Capital Project request will be submitted.

Health and Safety Training

The Board completed the Public Service Health and Safety Association's (PSHSA) health and safety training that identifies the roles and responsibilities of the Board. The Board will review the training annually.

It was felt that the only way the library could improve our Health and Safety Program was to keep the board better informed. Joint Health and Safety Committee minutes and a report will be provided quarterly.

Reports - Staff

CEO's Report - Received for information.

CEO Update

The CEO reported that the library receives the largest portion of our materials from Library Services Centre (LSC). The CEO advised that she was asked by Michael Monahan, the Executive Director, if she would agree to serve on the LSC Board. She asked for the Board's support. If elected, her three year term begins in November.

The work on extending the landing at the front of the library will be done the week of November 9, 2015.

Library Activities

Public Services Librarian Report - Received for information.

A donor event will be held the evening of December 5, 2015. If members are able to donate items for gift baskets, please advise the CEO.

15-75 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the closing of the Children's and Teens' Services Department on Friday, October 30, 2015 at 4 p.m. in order to prepare for the annual Haunted Library. CARRIED.

15-76 Moved by J. Dunn, seconded by D. Lavery that the St. Thomas Public Library Board approve the closing for a Staff Development Day on Thursday, November 26, 2015. CARRIED.

Systems and Public Services Librarian Report – Received for information.

Self-Serve Lending Service – Received for information.

The CEO advised that S. Macintyre will investigate the terms of the warranty.

15-77 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the purchase of two self-serve library lending kiosks in 2016. CARRIED.

Extended Loan Period in December 2015 – Received for information.

15-78 Moved by J. Dunn, seconded by D. Lavery that the St. Thomas Public Library Board approve a six week loan period for all items, EXCEPT Fast Films, Express Reads, DVDs, and Videogames checked out between November 23rd and December 19th, 2015. CARRIED.

Outreach and Community Development Librarian Report - Received for information.

Community Profile – Distributed and received for information.

Friends Book Sales Report – April 2015 - Received for information.

Friends Liaison Report - April 2015 - Received for information.

Reports - Standing Committees

Finance

Revenue and Expenditure Statement – September 30, 2015 – Received for information.

15-79 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to September 30, 2015. CARRIED.

Trust Funds Report – September 30, 2015 – Received for information.

15-80 Moved by T. Metcalf, seconded by D. Feenstra that the St. Thomas Public Library Board approve the Trust Funds report of September 30, 2015. CARRIED.

Finance Meeting Minutes – October 1, 2015 – Received for information.

15-81 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Finance Meeting Minutes of October 1, 2015. CARRIED.

2016 Draft Operating Budget – Received for information.

15-82 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the amended 2016 Draft Operating Budget and report a surplus in Salaries and Benefits to the City. CARRIED.

2016 Capital Project Proposal – Library Expansion – Received for information.

15-83 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the 2016 Capital Project Proposal of the Library Expansion. CARRIED.

2016 Capital Project Proposal – Elevator – Received for information.

15-84 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the 2016 Capital Project Proposal for the elevator in the amount of \$125,000. CARRIED.

Southern Ontario Library Service

T. Metcalf advised that there will be a Trustee meeting on Saturday, November 7, 2015 in Ingersoll. Please advise T. Metcalf if you would like to attend.

Personnel – There was no report.

Fundraising and Public Relations – There was no report.

Federation of Ontario Public Libraries – There was no report.

Correspondence

City of St. Thomas – Library Board Appointment – Kelly Hoogstra – Received for information.

Ministry of Citizenship, Immigration and International Trade – June Callwood Outstanding Achievement Award for Voluntarism in Ontario – Received for information.

Policies

Library Services – Collection Management Policy – Received for information.

15-85 Moved by J. Rymal, seconded by S. Wookey that the St. Thomas Public Library Board approve the Library Services – Collection Management policy. CARRIED.

Library Services – Privacy Statement Policy – Received for information.

15-86 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Library Services – Privacy Statement policy. CARRIED.

Library Services – Information and Readers’ Advisory Services Policy – Received for information.

15-87 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the Library Services – Information and Readers’ Advisory Services policy. CARRIED.

Finance – Purchasing Policy – Received for Information.

15-88 Moved by K. Hoogstra, seconded by S. Wookey that the St. Thomas Public Library Board approve the Finance – Purchasing policy. CARRIED.

Financial – Sponsorship Policy – Received for information.

15-89 Moved by D. Feenstra, seconded by T. Metcalf that the St. Thomas Public Library Board approve the Financial – Sponsorship policy. CARRIED.

Health and Safety Policy – Received for information.

15-90 Moved by D. Lavery, seconded by J. Rymal that the St. Thomas Public Library Board approve the Health and Safety policy. CARRIED.

Strategic Plan Update – Received for information.

The plan reported the progress that has been made in meeting the library's goals. The plan for 2016 and 2017 will be prepared.

Other Business

Joint Health and Safety Committee Minutes – August 18, 2015 – Received for information.

The next quarterly meeting of the JHSC will be held on October 27, 2015.

Joint Health and Safety Committee Report – October 21, 2015 – Received for information.

2014 Incident Report Summary – Received for information.

The CEO reported that our library bans more people than other libraries.

Backgrounders

- The New Public Library: A Change of Focus
- Libraries of the Future – Societal Trends

Distributed at Meeting

- October 2015 Events Calendar
- Revised STPL Board Members List of September 21, 2015

Adjournment

15-91 Moved by S. Wookey, seconded by T. Metcalf that the meeting adjourn at 5:20 p.m. CARRIED.

Next Meeting: November 18, 2015 in Carolyn Kneeshaw Board Room

Chair

Secretary