

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
SEPTEMBER 16, 2015

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, September 16, 2015 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Deanne Feenstra; Don Naylor; Joan Rymal; Steve Wookey; Deb Laverty (4:30 p.m.)

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre; Becky Stark; Glenda Sikora

Additions to Agenda

4.1 RFP for Architectural Services

7.1 Jacqueline De Leebeeck – Resignation letter from Board

Corrections to Agenda - Highlighted

6.1.1 Revenue and Expenditure Statement – August 31, 2015

6.1.2 Trust Fund Report – August 31, 2015

Approval of Agenda

15-54 Moved by S. Wookey, seconded by T. Metcalf that the agenda be adopted, as amended. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of Regular Meeting June 17, 2015

15-55 Moved by S. Wookey, seconded by J. Dunn that the Minutes of the Regular Meeting of June 17, 2015 be approved. CARRIED.

Minutes of Special Board Meeting July 18, 2015

15-56 Moved by S. Wookey, seconded by J. Dunn that the Minutes of the Special Board Meeting of July 18, 2015 be approved. CARRIED.

Matters Arising from the Minutes – Distributed and received for information.

15-57 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board authorize the CEO to submit a report to City Council for the next Council meeting requesting approval for an unbudgeted expenditure related to a 2015 expenditure for Architectural Services for the development of a library atrium. CARRIED.

Reports - Staff

CEO's Report - Received for information.

Accessibility Commitments for 2015/2016- Received for information.

15-58 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the Accessibility Commitments for 2015/2016.
CARRIED.

Scope for Consulting Services for the Design of a Library Atrium – Received for information.

A discussion took place regarding mandatory and optional components for the RFP Scope for consulting services for the design of a Library atrium. The Board agreed to have G. Grondin, T. Metcalf and S. Wookey approve the final RFP Scope.

D. Lavery arrived at 4:30 p.m.

15-59 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve in principle the Scope for Architectural Consulting Services to include mandatory and optional components, at a budget of \$500,000.
CARRIED.

Revised Format for Job Descriptions – Received for information.

15-60 Moved by J. Rymal, seconded by D. Naylor that the St. Thomas Public Library Board approve the seven core competencies of the revised format for Job Descriptions. CARRIED.

Library Activities

Public Services Librarian Report - Received for information.

15-61 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve an Amnesty on fines for overdue items returned October 18 to 24, 2015 in celebration of Ontario Public Library Week and also dismiss fines that are more than two years old. CARRIED.

Systems and Public Services Librarian Report – Received for information.

Outreach and Community Development Librarian Report - Received for information.

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

Friends Liaison Report – July and August 2015 - Received for information.

Statistics – January to August 2015 – Received for information.

The CEO advised that the number of Library members for September of 12,748 only reflects 30% of the City of St. Thomas population. She advised that the total usage should reflect higher membership, for example a mother may use her card for the whole family instead of each person in the family having a library card.

Reports - Standing Committees

Finance

Revenue and Expenditure Statement – August 31, 2015 – Received for information.

The CEO reviewed the budget detail. By the end of August all accounts should be approximately 66% spent but many accounts show totally different percentages – ranging from about 24% to 107%! In spite of appearances most accounts were not out of line. The CEO anticipates that year end accounts will be on target.

15-62 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to August 31, 2015. CARRIED.

Trust Fund Report – August 31, 2015 – Received for information.

15-63 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the Trust Fund report to August 31, 2015. CARRIED.

Southern Ontario Library Service – There was no report.

Personnel – There was no report.

Fundraising and Public Relations – There was no report.

Federation of Ontario Public Libraries – In the CEO's report under "Statistics Webinars".

Correspondence

Jacqueline De Leebeeck – Resignation Letter from Board – Distributed and received for information.

15-64 Moved by D. Naylor, seconded by J. Rymal that the St. Thomas Public Library Board accept Jacqueline De Leebeeck's resignation letter from the Board. CARRIED.

The CEO reported that the City placed advertisements in the newspapers for applications to fill the Board vacancy. The CEO will contact the City to see if anyone applied.

Policies

Job Description – CEO/Chief Librarian – Revised and Existing – Received for information.

15-65 Moved by D. Naylor, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised CEO/Chief Librarian Job Description in the new format. CARRIED.

Job Description – Public Services Librarian – Revised and Existing – Received for information.

15-66 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Public Services Librarian Job Description in the new format. CARRIED.

Job Description – Systems and Support Services Librarian – Revised and Existing – Received for information.

15-67 Moved by D. Naylor, seconded by J. Dunn that the St. Thomas Public Library Board approve the revised Systems and Support Services Librarian Job Description in the new format. CARRIED.

Job Description – Outreach and Community Development Librarian – Revised and Existing – Received for information.

15-68 Moved by D. Naylor, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Outreach and Community Development Librarian Job Description in the new format. CARRIED.

Job Description – Technical Services Coordinator – Revised – Received for information.

15-69 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Technical Services Coordinator Job Description. CARRIED.

Job Description – Technical Services Assistant – Revised– Received for information.

15-70 Moved by D. Naylor, seconded by J. Dunn that the St. Thomas Public Library Board approve the revised Technical Services Assistant Job Description. CARRIED.

Use of Electronic Resources – Received for information.

15-71 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Use of Electronic Resources policy. CARRIED.

Dress Code – Received for information.

The CEO advised that this policy is for the Board's information only. The Library's policy is to accept the City's Dress Code policy and this is an amendment to that policy.

In answer to a question regarding "Dress down Fridays", the CEO advised that the City's Human Resources selects the charity for each month of the year. The donations for September are for the Diabetes Society.

Other Business – There was none.

Adjournment

15-72 Moved by S. Wookey, seconded by J. Rymal that the meeting adjourn at 5:17 p.m. CARRIED.

Next Meeting: October 21, 2015 in the Carnegie Room

Backgrounders

- What is an ILS?

In answer to a question, the Library was given permission to access the SirsiDynix data from Ontario Library Consortium (OLC) but the request had to go through Katherine Slimman. Our data was required to be reprogrammed for our migration to Sierra. With the new vender, iii, we have direct access to customer care to help us troubleshoot or set up the system.

The CEO will be attending the OLC meeting in Kempenfelt on September 29, 2015.

- Trends in Programming

Distributed at Meeting: September 2015 Events Calendar

Chair

Secretary