

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
SEPTEMBER 17, 2014

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, September 17, 2014 in the Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Kelly Hoogstra; Deb Laverty Terry Metcalf; Don Naylor; Shirley Poirier

Regrets: David Warden

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre; Miranda Maguire; Glenda Sikora; Barb Hoskins, Jeff Wilson

Additions to Agenda

5.2.2.3	Library Materials RFP Results and Recommendation	MOTION
6.1.3	Trust Fund Report - August 31, 2014	MOTION
6.3.5	Policy - 2015 Revised Board Agenda	INFO.
6.3.4	"In Camera" Session to be moved to end of meeting	

Approval of Agenda

14-61 Moved by T. Metcalf, seconded by M. van Weert that the agenda be adopted, as amended. CARRIED.

Declaration of Interest - There was none declared.

Presentation - Barb Hoskins for 25 Years of Service

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

B. Hoskins thanked the Board for the letter and gift.

Introduction - Jeff Wilson, Library Assistant 1

The CEO introduced J. Wilson and reported that he is now a permanent part-time employee. At present, he is working in Adult Services covering a maternity leave replacement. Previously, he was working in Children's and Teens' and Adult. G. Grondin welcomed Jeff to the staff.

Introduction - Miranda Maguire, Outreach and Community Development Librarian

The CEO introduced M. Maguire to the Board. Her introduction is noted in her Board report. She will be dealing with community groups.

Minutes of June 18, 2014

14-62 Moved by L. Baldwin-Sands, seconded by D. Naylor that the Minutes of the Meeting of June 18, 2014 be approved with the following amendment:

- **Presentation - Mary Kinczyk for 25 Years of Service**
CARRIED.

Matters Arising from the Minutes

Reports - Staff

CEO's Report - Received for information.

Development Charges

The Board will be investigating potential growth, and determining whether it would be reasonable to expect a significant impact on service levels - significant enough to consider a satellite location or expansion.

OLC Meeting on September 15, 2014 in Kempenfelt

The OLC is working on an RFI for our ILS. This week, Heather Robinson and Sarah Macintyre went to Kempenfelt to view different vendor presentations.

Staff Development Day

14-63 Moved by D. Naylor, seconded by M. van Weert that the St. Thomas Public Library Board approve the closing for a Staff Development Day on Wednesday, November 26, 2014. CARRIED.

Haunted Library - October 17, 2014

14-64 Moved by D. Naylor, seconded by M. van Weert that the St. Thomas Public Library Board approve the closing of the Children's and Teens' Services Department on Friday, October 17, 2014 at 4 p.m. in order to prepare for the annual Haunted Library. CARRIED.

T. Metcalf suggested that a thank you letter be sent to Tim Bridge and Jeff Heather, SPH Engineering Inc. for their assistance during the skylight replacement project. The Board agreed to send letters.

Library Activities

Public Services Librarian Report - Received for information.

Systems and Public Services Librarian Report – Received for information.

Library Materials RFP Results and Recommendation - Distributed and received at meeting.

The CEO apologized for the report being distributed late but could not receive the information required until this week.

A discussion took place regarding deferring this item until the October 2014 Board meeting.

- 14-65 Moved by L. Baldwin-Sands, seconded T. Metcalf that the St. Thomas Public Library Board defer the Library Materials RFP Results and Recommendation to the October 2014 meeting. DEFEATED.
- 14-66 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library approve for the 2015 through 2019, St. Thomas Public Library vendors of record for library materials will be Library Bound and Library Services Centre in approximately equal proportions and specialty material would continue to be purchased from specialty publishers. CARRIED.

G. Grondin thank S. Macintyre for her report.

Computer Usage - Received for information.

- 14-67 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the increasing of the hourly limit of our computer workstation access from 1 hour to 2 hours. CARRIED.

Visit to Innisfil Public Library's Makerspace - Received for information.

S. Poirier noted that having a makerspace would be expensive. G. Grondin advised that funding for the project is being investigated.

Outreach and Community Development Librarian Report - Received for information.

Friends Book Sales Report – August 2014 - Received for information.

It was noted that the Friends book sales are doing well.

Friends Liason Report - August 2014 - Received for information.

Reports - Standing Committees
Finance and Building and Grounds

- 14-68 Moved by T. Metcalf, seconded by M. van Weert that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to August 31, 2014. CARRIED.

Palmer Report - April, May and June 2014 - Received for information.

In a response to a question, Heather advised that the Lego Robotic Team from St. Joseph's High School is a free program and it will be expanding.

Trust Fund Report - August 31, 2014 - Distributed and received for information.

14-69 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the Trust Fund Report January to August 31, 2014. CARRIED.

Southern Ontario Library Service

SOLS Update: Ontario Libraries Capacity Fund - Received for information.

The CEO advised that the online survey was completed by our library. We have requested to purchase electronic materials with the Capacity Fund.

Personnel and Public Relations

Personnel and Public Relations Minutes - July 21, 2014 - Received for information.

14-70 Moved by M. van Weert, seconded by D. Naylor that the St. Thomas Public Library Board approve the Personnel and Public Relations Committee Minutes of July 21, 2014. CARRIED.

Policy - Board Policies - Received for information.

Policy - Board Code of Ethics - Received for information.

Policy - 2015 Revised Board Agenda - Received for information.

14-71 Moved by T. Metcalf, seconded by D. Naylor to approve the following:

- 6.3.2 Board Policies
- 6.3.3 Board Code of Ethics with the exception of "Conflict of Interest"
- 6.3.5 Policy - 2015 Revised Board Agenda

and that the following be deferred to the October 2014 Board meeting:

- 6.3.3 Board Code of Ethics "Conflict of Interest" only
- CARRIED.

Federation of Ontario Public Libraries

Correspondence - There was no correspondence.

Other Business

Legacy Report - Draft September 2014 - Received for information.

14-72 Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the Legacy Report of Draft September 2014. CARRIED.

"In Camera Session"

14-73 Moved by M. van Weert, seconded by S. Poirier that the St. Thomas Public Library Board move, "In Camera" to discuss personal matters about an identifiable individual. CARRIED.

14-74 Moved by S. Poirier, seconded by D. Laverty that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.

14-75 Moved by M. van Weert, seconded by S. Poirier that the St. Thomas Public Library Board approve terms of employment for Outreach and Community Development Librarian Miranda Maguire as proposed by the Personnel and Public Relations Committee July 21, 2014. CARRIED.

Adjournment

14-76 Moved by D. Laverty, seconded by D. Naylor that the meeting adjourn at 5:05 p.m. CARRIED.

Next Meeting: October 15, 2014

Chair

Secretary