

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
SEPTEMBER 18, 2013

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, September 18, 2013 in the Board Room, St. Thomas Public Library.

Present: Martin van Weert, Vice-Chair; Lori Baldwin-Sands; Kelly Hoogstra; Deb Laverty Terry Metcalf; Shirley Poirier; David Warden

Regrets: Greg Grondin, Chair; Wendy Crocker

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

Guests: John Scott, C.A., Graham Scott Enns, LLP, Chartered Accountants

Introduction: Sarah Macintyre, Systems and Support Services Librarian

S. Macintyre introduced herself and advised members that she has assisted school libraries in migrating to a new ILS -- one of her major responsibilities with us – and has worked at a similar sized public library on Montreal’s South Shore, in St. Lambert, (population 40,000). S. Macintyre was glad to be given the opportunity of Systems and Support Services Librarian.

Presentation

M. van Weert, Vice-Chair welcomed John Scott.

J. Scott reviewed the St. Thomas Public Library Board’s 2012 Financial Statements page by page. He indicated that there was no surplus or deficit.

S. Poirier asked why there was a difference in the final figure for Reserve Funds in two separate entries. He was also asked to clarify the “due to City of St. Thomas” figure.

J. Scott advised that he would investigate and send a response before the next Board meeting.

- 13-59 Moved by D. Warden, seconded by S. Poirier that the St. Thomas Public Library Board approve the 2012 St. Thomas Public Library Board Audited Financial Statements subject to clarification of the following two items:
- Page 4 – Building Maintenance Reserve Fund - Balance, End of Year states \$1,712 but Page 2 Reserve fund (Page 4) states \$1,521.
 - Page 2 Statement of Financial Position - Liabilities – Due to the City of St. Thomas \$30,000. CARRIED.

Approval of Agenda

- 13-60 Moved by D. Warden, seconded by T. Metcalf that the agenda be adopted. CARRIED.

Declaration of Interest - There was none declared.

Minutes of June 19, 2013

13-61 Moved by T. Metcalf, seconded by S. Poirier that the Minutes of the Meeting of June 19, 2013 be approved. CARRIED.

Matters Arising from the Minutes

The date of the second Staff Development Day will be November 21, 2013.

Reports - Staff

CEO's Report - Received for information.

Update

An e-services presentation was promised for the September 2013 Board meeting but was postponed as Ruth Crocker is away and Tyson Macklin could not be here.

D. Laverty, M. van Weert, K. Hoogstra, and S. Poirier volunteered to assist in the Library's Anniversary Committee.

Accreditation Report – Received for information.

A Policy Committee will be held in advance of the next Board meeting to review mandatory policies for accreditation. M. van Weert, T. Metcalf, and S. Poirier volunteered to assist.

Library Activities Report - Received for information.

13-62 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board approve the closing of the Children's and Teens' Services Department on Friday, October 25, 2013 at 4 p.m. in order to prepare for the annual Haunted Library. CARRIED

Update

H. Robinson updated members on the fall programs. S. Poirier commented that a super job was done with the Summer Reading Club. The Staff were wonderful using their own initiatives.

Friends Book Sales Report - Received for information.

The Friends will be having a beer tasting event in the new year. It is safe to assume that the Friends book sales totals will not exceed last year's.

Friends Report - March 2013 - Received for information.

Reports - Standing Committees
Finance and Building and Grounds

13-63 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to August 31, 2013. CARRIED.

Confirmation of Auditors for 2013

13-64 Moved by T. Metcalf, seconded by S. Poirier that the St. Thomas Public Library Board confirm the appointment of Graham Scott Enns, auditors for the fiscal year 2013. CARRIED.

Personnel and Public Relations

13-65 Moved by S. Poirier, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Personnel Committee Minutes of September 11, 2013. CARRIED.

Correspondence

London-Windsor Management Area re: Emergency Alternate Work Location at STPL –
Received for information.

This letter was received earlier in the year. We are waiting for their response to a number of issues, such as what constitutes an emergency, and how long would the space be required.

Other Business

Policies – Received for information.

13-66 Moved by T. Metcalf, seconded by D. Warden that the St. Thomas Public Library approve the following policies:

Job Description – Public Services Librarian
Job Description – Adult and E-Services Librarian – withdrawal
Job Description - Circulation Services Coordinator
Job Description - Cleaner – withdrawal
Statutory Holiday – withdrawal
Volunteer
Volunteer Recognition – withdrawal
Community Service Order Program – withdrawal
Dogs in the Library Personal Assistance Dogs – withdrawal

Security – withdrawal
Lost Child Prevention Plan – withdrawal
Non-Smoking Policy – withdrawal
Green Policy
CARRIED.

Strategic Planning – Received for information.

The committee met and reviewed the proposed strategic plan and action as drafted over the summer. Recommendations from the committee are incorporated. Action items were developed directly from the goals, rather than tied to individual objectives. At a later stage, timelines, responsibility and budget columns will be added.

Federation of Ontario Public Libraries – Influencing Skills: Advocacy for Public Libraries – Distributed and received for information.

In preparation for the 2014 municipal election, Board members were invited to participate in the following:

- November 21, 2013 at noon: Webinar – The Top 6 Best Practices for Advocates in Any Setting Instructor: Professor Wendy Newman, MLS, University of Toronto
- December 12, 2013 at noon: Webinar – Networking for Positive Influence and Positioning Instructor: Ken Haycock, MLS, MBA, PhD, University of Southern California
- December 17, 2013 at noon: Teleconference – Real Life: Advocacy Practitioners Sharing Session 4 Panel: Stephen Abram, Host TBA – Learning Objective: Advocacy Roles for Trustees

Adjournment

13-67 Moved by T. Metcalf, seconded by K. Hoogstra that the meeting adjourn at 4:50 p.m. CARRIED.

Next Meeting: November 20, 2013

Chair

Secretary