

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
September 20th, 2017

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, September 20th, 2017 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Joan Rymal; Steve Wookey; Kelly Hoogstra; Elizabeth Bourque, Deanne Feenstra

Staff: Heather Robinson - CEO; Aaron DeVries; Sarah Macintyre; Dana Vanzanten; Amber-Lyn Sitland

Regrets: Deb Laverty

Approval of Agenda

17- 66 Moved by J. Rymal, seconded by S. Wookey that the agenda be adopted.
CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of June 21st, 2017

17-67 Moved by S. Wookey, seconded by J. Rymal that the Minutes of the Meeting of June 21st, 2017 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information

Addition to agenda

5.1.6 Development Charges

Incident Report Summary - Received for information. Board recommends this report is sent to City Hall for information and to support the possible installation of security cameras.

Internet Filtering Report

17-68 Moved by T. Metcalf, seconded by K. Hoogstra that St. Thomas Public Library Board recommends maintenance of current service, without filtering software.
CARRIED.

Annual Report

- 17-69 Moved by E. Bourque, seconded by J. Dunn that St. Thomas Public Library Board approve the 2016 Annual Report as presented with corrections to the commas in both Circulation and Gale course section. CARRIED.

November Board Meeting: Date Change

- 17- 70 Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library November Board Meeting date be changed to November 8th, 2017. CARRIED.

Strategic Plan Presentation

Development Charges

- 17- 71 Moved by T. Metcalf, seconded by D. Feenstra that St. Thomas Public Library proceed with getting quotes for a Holds Locker and investigate "Ask a Librarian" remote service for the mall to use the \$54,000 saved for the library from development charges. CARRIED.

Library Activities

Managers Board Report – Received for information.

Manager, Access Services ALA Conference Report – Received for information.

Manager, Access Services PL Leaders Report – Received for information.

Marketing Report – Received for information.

CASL Policy

- 17- 72 Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the CASL Policy and format it into a St. Thomas Public Library Policy. CARRIED.

Printing Report

- 17- 73 Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve increasing the cost of black and white photocopies to \$0.25 as presented. CARRIED.

Wi-Fi splash page report

- 17- 74 Moved by S. Wookey, seconded by K. Hoogstra that St. Thomas Public Library Board approve the Wi-Fi splash page with the recommended changes as presented. CARRIED.

Staff Newsletter – Received for information.

Friends Book Sales Report – August 2017- Received for information.

Friends Liaison Report – August 2017 - Received for information.

Statistics Report – Received for information.

Reports - Standing Committees

Finance

Revenue and Expenditures August 31st, 2017 Statement

17- 75 Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the Revenue and Expenditure Statement August 31st, 2017 as presented. CARRIED.

Trust Fund Statement August 31st, 2017

17- 76 Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library Board approve the August 31st, 2017 Trust Fund Statement as presented. CARRIED.

Trust Fund Transfer Summary - Received for information.

2018 Capital Window Replacement Phase 1 of 2

17- 77 Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library Board approve the 2018 Capital Window Replacement Phase 1 of 2 as presented. CARRIED.

2018 Capital Ranking

17- 78 Moved by J. Rymal, seconded by D. Feenstra that St. Thomas Public Library Board approve the 2018 Capital Ranking as presented. CARRIED.

Southern Ontario Library Service – No Report

Personnel — No Report

Fundraising and Public Relations – No Report

Federation of Ontario Public Libraries – No Report

Correspondence

- Letter from Bruce Johnson, Elgin OGS Branch

Policies

17- 79 Policy: Rules of Conduct and Trespass #03-03

Moved by E. Bourque, seconded by K. Hoogstra that St. Thomas Public Library Board approve the revised Rules of Conduct and Trespass Policy as presented. CARRIED.

17- 80 Policy: Regulations – Schedule of Fees and Fines #03-04

Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the revised Regulations – Schedule of Fees and Fines Policy as presented. CARRIED.

17- 81 Policy: City of St. Thomas Confidentiality

Moved by S. Wookey, seconded by J. Rymal that St. Thomas Public Library Board approve and adopt the Cith of St. Thomas' Confidentiality Policy as presented. CARRIED.

Health and Safety

Joint Health & Safety Committee Board Report – Received for information.


Other Business – None

Adjournment

17- 82 Moved by K. Hoogstra, seconded by T. Metcalf that the meeting adjourn at 5:15 p.m. CARRIED.

Next Meeting: October 18th, 2017


Chair


Secretary