

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
SEPTEMBER 21, 2016

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, September 21, 2016 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Deanne Feenstra; Deb Laverty; Don Naylor; Steve Wookey; Kelly Hoogstra

Regrets: Joan Rymal

Staff: Rudi Denham, CEO; Heather Robinson; Sarah Macintyre; Amber-Lyn Sitland

Staff Long-term Service Recognition

Cindy Cookson 15 Years

Approval of Agenda

16-80 Moved by D. Naylor, seconded by D. Laverty that the agenda be adopted as amended. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of June 29, 2016

16-81 Moved by T. Metcalf, seconded by J. Dunn that the Minutes of the Meeting of June 15, 2016 be approved. CARRIED.

Minutes – Special Meeting of August 11, 2016

16-82 Moved by J. Dunn, seconded by T. Metcalf that the Minutes of the Meeting of June 15, 2016 be approved. CARRIED.

Minutes - Special Meeting of September 15, 2016

16-83 Moved by D. Naylor, seconded by K. Hoogstra that the Minutes of the Meeting of June 15, 2016 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

It was noted that the "Between Friends" book is being published as a Friends Fundraiser and will be available for purchase October 1st. It includes over 50 entries, submitted by over 30 participants.

Strategic Plan Report 2017-2020 – Received for information. A committee will work on the "Tag line".

16-84 Moved by T. Metcalf, seconded by D. Feenstra that the Strategic Plan Principles be accepted as presented. CARRIED.

Library Activities

Public Services Librarian Report - Received for information.

The new quarterly "STaPLe" was presented and handed out.

Systems and Public Services Librarian Report – Received for information.

STEAM had their "Soft Launch" on September 15 with about 70 people in attendance. The full launch is still to be confirmed with a possible date of October 13, 2016.

The Book Kiosk launched September 21, 2016 with patrons already using it today. It will hold 300 books consisting of 20 titles. Photos were distributed.

Edge Benchmark Assessment – Received for information

Friends Liaison Report - September 2016 - Received for information.

Friends Book Sales Report – August 2016 - Received for information.

Reports - Standing Committees

Finance

16-85 Revenue and Expenditures Statement
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, 2016. CARRIED.

16-86 Trust Fund Statement May 31, 2016
Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the May 31, 2016 Trust Fund Statement CARRIED.

16-87 Appointment of Auditors
Moved by T. Metcalf, seconded by D. Lavery that the St. Thomas Public Library Board approve Graham Scott Enns LLP as the auditors for 2016 CARRIED.

Southern Ontario Library Service – There was none

Personnel – It was noted that J. Rymal has graciously taken over as chair from D. Naylor

Fundraising and Public Relations – There was none

Federation of Ontario Public Libraries – There was none

Correspondence

Rudi Denham, Letter of Resignation – It was noted by the Board that the Library was “a very different place 10 years ago”. The board thanked Rudi for her exceptional work.

Dinner at the Roadhouse, in honor of Rudi’s retirement, will follow the October 19th meeting.

A reception is being planned in honor of Rudi’s Retirement on October 27th.

Policies

- 16-88 Respect in the Workplace
Moved by D. Naylor, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the revised Respect in the Workplace Policy. CARRIED.
- 16-89 Creator’s Community
Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the revised Creator’s Community Policy. CARRIED.
- 16-90 Job Description: Acquisition Services Coordinator
Moved by S. Wookey, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Acquisition Services Coordinator job description. CARRIED.
- 16-91 Job Description: Acquisition Services Assistant
Moved by D. Naylor, seconded by D. Feenstra that the St. Thomas Public Library Board approve the revised Acquisition Services Assistant job description. CARRIED.

Health and Safety

Health and Safety Quarterly Board Report – Received for information
The water damage to the lower entrance and windows are still an issue but they are expected to be included in the major maintenance repairs for next year.

Other Business

2017 Accessibility Plan – Received for information

It was noted that the columns have been transformed with a vinyl tree that allows the column to be more noticeable. The Elgin Community Living clients helped install the leaves on the tree.

SOLS Leadership by Design – Information on online courses for Board Members was handed out. It is recommended that members take advantage of these courses.

Adjournment

16-92 Moved by J. Dunn, seconded by S. Wookey that the meeting adjourn at 4:47 p.m. CARRIED.

Next Meeting: October 19, 2016

Chair

Secretary