

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
JANUARY 18, 2017

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, January 18, 2017 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Deb Laverty; Don Naylor; Joan Rymal;

Regrets: Steve Wookey; Deanne Feenstra; Kelly Hoogstra

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

Approval of Agenda

17-01 Moved by J. Dunn, seconded by J. Rymal that the agenda be adopted.
CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Introduction – Aaron DeVries, Manager Customer Engagement

Minutes of December 21, 2016

17-02 Moved by D. Naylor, seconded by J. Rymal that the Minutes of the Meeting of December 21, 2016 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information.

- Two new types of Library cards have been purchased. One is the general library card and the other will be sent to retired board and staff members and will have special privileges assigned to it.
- Ontario Early Years Centre has partnered with St. Thomas Public Library to provide hold pick up and drop off service and holds at the Northside Hub. OEYC will be using their van to transport materials back and forth between the Library and the Hub.

Library Activities

Activities Annual Report 2016 - Received for information.

Staff Newsletter - Received for information.

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

Friends Liaison Report - December 2016 - Received for information.

Statistics January - December 2016 - Received for information.

STEAM Centre

Final OLCF-RI Grant Interim Report - Received for information.

Budget - Received for information.

Timeline - Received for information.

Reports - Standing Committees

Finance

17-03 Revenue and Expenditures Statement
Moved by T. Metcalf, seconded by D. Lavery that the St. Thomas Public Library Board approve the Revenue and Expenditure Statement January to December 31, 2016. CARRIED.

17-04 Trust Fund Statement December 31, 2016
Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board approve the December 31, 2016 Trust Fund Statement. CARRIED.

Palmer Maker Report - Received for information.

Southern Ontario Library Service – No Report

Personnel – No Report

Fundraising and Public Relations – No Report

Federation of Ontario Public Libraries – No Report

Correspondence – There was none

Policies

17-05

Job Description: Circulation Team Leader

Moved by T. Metcalf, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Circulation Team Leader job description.
CARRIED.

Health and Safety – Report will be presented at February Board meeting

Other Business

Press Release – Rudi Denham’s “Lifetime Achievement” Award - Received for information.

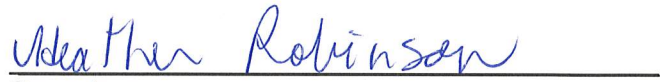
Adjournment

17-06

Moved by J. Rymal, seconded by J. Dunn that the meeting adjourn at 4:35 p.m. CARRIED.

Next Meeting: February 15, 2017


Chair


Secretary