

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
June 21st, 2017

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, June 21st, 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; Deb Laverty; Elizabeth Bourque

Regrets: Deanne Feenstra

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

Guests: Scott Trevors – Graham Scott Enns LLP; Jamie Hardie – Hardie & Company

Welcome to new board member: Elizabeth Bourque

Approval of Agenda

17- 54 Moved by S. Wookey, seconded by J. Rymal that the agenda be adopted. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

2016 Financial Statements and 2016 CRA Registered Charity Information Return – Graham Scott Enns, LLP – Scott Trevors

Scott Trevors presented the 2016 financial statements and responded to general questions. There were no concerns.

17-55 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the 2016 St. Thomas Public Library Board Audited Financial Statements as presented. CARRIED.

17-56 Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the 2016 St. Thomas Public Library Board CRA Registered Charity Information Return. CARRIED.

17-57 Moved by J. Dunn, seconded by J. Rymal that the St. Thomas Public Library Board approve Graham Scott Enns LLP as the auditors for 2017 CARRIED.

Rebranding Presentation - Jamie Hardy from Hardie & Company

Minutes of May 17th, 2017

- 17- 58 Moved by K. Hoogstra, seconded by S. Wookey that the Minutes of the Meeting of May 17th, 2017 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information

Plans for West End Garden - Received for information

Library Activities

Managers' Activities Report - Received for information.

Marketing Report - Received for information.

Strategic Planning Report - Received for information.

Library Closure – Haunted Library-

- 17- 59 Moved by K. Hoogstra, seconded by J. Dunn that St. Thomas Public Library close for set up for the Haunted Library at 4:00pm on Friday October 27th be approved. CARRIED.

Staff Newsletter – Received for information.

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

Friends Liaison Report – May 2017 and Treasurer Report - Received for information.

Statistics Report – Received for information.

Reports - Standing Committees

Finance

- 17- 60 Revenue and Expenditures May 31st, 2017 Statement
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the Revenue and Expenditure Statement May 31st, 2017. CARRIED.
- 17- 61 Trust Fund Statement May 31st, 2017
Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the May 31st, 2017 Trust Fund Statement. CARRIED.

Southern Ontario Library Service – No Report

Personnel — No Report

Fundraising and Public Relations – No Report

Federation of Ontario Public Libraries – No Report

Correspondence

- Elgin St. Thomas Community Foundation - Bids for Benefit Letter
- Letter from Breanna Pawlak - Appointment of Elizabeth Bourque

Policies

- 17- 62 Job Description # 02-10-3.1 – Circulation Team Leader
Moved by J. Rymal, seconded by S. Wookey that St. Thomas Public Library Board approve the revised Circulation Team Leader job description as presented. CARRIED.
- 17- 63 Job Description # 02-10-3.3 – Circulation Support Level 2
Moved by J. Rymal, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Circulation Support Level 2 job description as presented. CARRIED.
- 17- 64 Policy # 02-10-0 – Organizational Chart
Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the revised Organizational Chart Policy as presented. CARRIED.

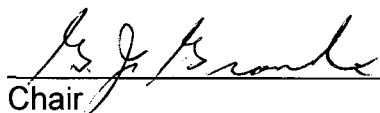
Health and Safety – No Report

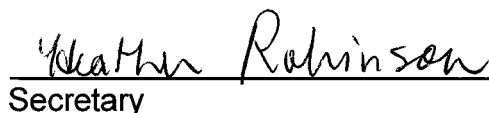
Other Business – No Report

Adjournment

- 17- 65 Moved by S. Wookey, seconded by J. Rymal that the meeting adjourn at 5:30 p.m. CARRIED.

Next Meeting: September 20th, 2017


Chair


Secretary