

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
MARCH 22, 2017

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, March 22, 2017 in the Carnegie Room, St. Thomas Public Library.

Present: Terry Metcalf, Vice-Chair; JoAnn Dunn; Deanne Feenstra; Deb Laverty; Don Naylor; Joan Rymal; Steve Wookey;

Regrets: Greg Grondin, Chair; Kelly Hoogstra

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

**Approval of Agenda**

17- 15 Moved by D. Naylor, seconded by S. Wookey that the agenda be adopted. CARRIED.

**Declaration of Pecuniary Interest** - There was none declared.

**Minutes of February 15, 2017**

17- 16 Moved by J. Dunn, seconded by J. Rymal that the Minutes of the Meeting of February 15, 2017 be approved. CARRIED.

**Matters Arising from the Minutes** – There was none.

**Reports - Staff**

CEO's Report - Received for information

It was noted that there have been over 200 surveys completed and submitted either in paper form or online in the first three days

Superconference 2017 - CEO – Received for information.

It was suggested that next year interested Board members be invited to attend the OLBA Bootcamp on the Saturday of OLA Super conference. The date will be February 3<sup>rd</sup>, 2018.

2017 Library Board Stakeholder Activity - Received for information.

Library Activities

Managers' Activities Report - Received for information.

Room Usage Report - Received for information.

The Studio Marketing Plan - Received for information.

It was suggested that a partnership could be explored with Parks and Recreation using The Studio.

Marketing Plan 2017 - Received for information.

Professional Development Brochure - Received for information.

Superconference 2017 – Manager, Advocacy & Community Development – Received for information.

Livegauge Report – Received for information.

17- 17 Moved by S. Wookey, seconded by D. Naylor that Livegauge be purchased for a six month project at a cost of \$5500 from the Trust account be approved.  
CARRIED.

Staff Newsletter - Received for information.

Friends Liaison Report – February 2017 - Received for information.

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

## **Reports - Standing Committees**

### Finance

17- 18 Revenue and Expenditures Statement  
Moved by S. Wookey, seconded by J. Dunn that St. Thomas Public Library Board approve the Revenue and Expenditure Statement February 28, 2017.  
CARRIED.

17- 19 Trust Fund Statement February 28, 2017  
Moved by J. Rymal, seconded by S. Wookey that St. Thomas Public Library Board approve the February 28, 2017 Trust Fund Statement. CARRIED.

Southern Ontario Library Service – The next meeting will be on April 22<sup>nd</sup> in Dorchester. A new SOLS staff member will replace Helene Golden who has retired.

### Personnel

#### **“In Camera” Session**

17- 20 Moved by S. Wookey, seconded by J. Dunn that St. Thomas Public Library Board move, “In Camera” to discuss personal matters about identifiable individuals. CARRIED.

17- 21 Moved by J. Dunn, seconded by S. Wookey that St. Thomas Public Library Board move, “Out of Camera”. CARRIED.

- 17- 22 Moved by S. Wookey, seconded by D. Naylor that St. Thomas Public Library Board approve, without prejudice, the one time only “Grandparenting” of the unionized positions that were rated lower than current hourly wages and that the retro date of January 19, 2016 be applied for the Joint Job Evaluation results. CARRIED.

### Fundraising and Public Relations

#### Fundraising & Public Relations Meeting Minutes March 7, 2017

- 17- 22 Moved by S. Wookey, seconded by J. Dunn that St. Thomas Public Library Board approve the Fundraising & Public Relations Minutes from March 7, 2017 and that a professional fundraiser be hired on a part time basis for a period of two years to assist with laying a firm foundation for future fundraising efforts and a possible capital campaign. An amount not exceeding \$30,000 over a period of 2 years will be allotted from the Library’s trust funds to pay this person as a consultant. CARRIED.

The Board requested quarterly updates on the Pay Equity/Joint Job Evaluation Maintenance process.

### Federation of Ontario Public Libraries – No Report

### **Correspondence**

Thank You Cards – Recipients of Special Edition Library Cards

### **Policies**

- 17- 23 Job Description: Circulation Team Leader  
Moved by J. Dunn, seconded by S. Wookey that the St. Thomas Public Library Board approve the revised Circulation Team Leader job description. CARRIED.
- 17- 24 Job Description: Circulation Support Level 2  
Moved by S. Wookey, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Circulation Support Level 2 job description. CARRIED.
- 17- 25 Job Description: Marketing Coordinator  
Moved by S. Wookey, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Marketing Coordinator job description. CARRIED.
- 17- 26 Job Description: Marketing Assistant  
Moved by D. Naylor, seconded by S. Wookey that the St. Thomas Public Library Board approve the revised Marketing Assistant job description. CARRIED.
- 17- 27 Circulation #03-11  
Moved by S. Wookey, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Circulation Policy. CARRIED.

- 17- 28      Regulations – Schedule of Fines and Fees #03-04  
Moved by S. Wookey, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Regulations – Schedule of Fines and Fees Policy. CARRIED.
- 17- 29      Social Media #03-14  
Moved by J. Rymal, seconded by D. Naylor that the St. Thomas Public Library Board approve the revised Social Media Policy. CARRIED.
- 17- 30      Facility #06-01  
Moved by J. Dunn, seconded by S. Wookey that the St. Thomas Public Library Board approve the revised Facility Policy. CARRIED.
- 17- 31      Privacy #03-06-1  
Moved by S. Wookey, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Privacy Policy. CARRIED.
- 17- 32      Health & Safety #05-01  
Moved by D. Naylor, seconded by J. Rymal that the St. Thomas Public Library Board approve the revised Health & Safety Policy. CARRIED.

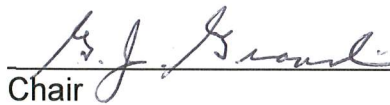
**Health and Safety – No Report**


**Other Business - None**

**Adjournment**

- 17- 33      Moved by J. Dunn, seconded by J. Rymal that the meeting adjourn at 4:45 p.m. CARRIED.

Next Meeting: April 19, 2017

  
Chair

  
Secretary