

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
MAY 17<sup>th</sup>, 2017

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, May 17<sup>th</sup>, 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; Deanne Feenstra; Deb Laverty

Regrets:

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

**Approval of Agenda**

17- 44 Moved by J. Rymal, seconded by S. Wookey that the agenda be adopted. CARRIED.

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

**Minutes of April 19, 2017**

17- 45 Moved by J. Dunn, seconded by S. Wookey that the Minutes of the Meeting of April 19, 2017 be approved. CARRIED.

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

**Reports - Staff**

CEO's Report - Received for information

Staff Development Days

17- 46 Moved by J. Rymal, seconded by S. Wookey that the Staff Development date change from November 3<sup>rd</sup>, 2017 to June 26<sup>th</sup>, 2017 be approved. CARRIED.

Organizational Chart

17- 47 Moved by J. Rymal, seconded by K. Hoogstra that the revised Organizational Chart be approved as presented. CARRIED.

Library Activities

Managers' Activities Report - Received for information.

Literacy & Poverty Fact Sheet - Received for information.

Local History Report - Received for information.

Exam Proctoring Report - Received for information.

Marketing Report - Received for information.

Staff Newsletter - Received for information.

Employee Handbook - Received for information.

Friends Liaison Report – April 2017 - Received for information.

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

Statistics Report – No Report.

## **Reports - Standing Committees**

### Finance

17- 48      Revenue and Expenditures April 30<sup>th</sup>, 2017 Statement  
Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library Board approve the Revenue and Expenditure Statement April 30<sup>th</sup>, 2017. CARRIED.

17- 49      Trust Fund Statement April 30<sup>th</sup>, 2017  
Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the April 30<sup>th</sup>, 2017 Trust Fund Statement. CARRIED.

Southern Ontario Library Service – Received for information.

### Personnel – In Camera – CEO 6 Month Performance Appraisal

17 - 50      Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board move in camera. CARRIED.

17 - 51      Moved by J. Dunn, seconded by S. Wookey that the St. Thomas Public Library Board move out of in camera. CARRIED.

Out of camera action: None

Fundraising and Public Relations – No Report

Federation of Ontario Public Libraries – Received for information.

## Correspondence

### Policies

17- 52      Job Description # 02-10-4-4.4 – eServices Coordinator  
Moved by T. Metcalf, seconded by S. Wookey that the St. Thomas Public Library Board approve the revised eServices Coordinator job description as presented. CARRIED.

### Health and Safety

Health and Safety Board Report May 2017 – Received for information.

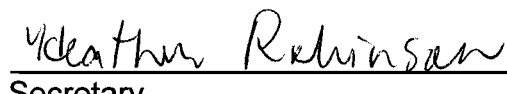
**Other Business** – Discussion Paper – Ontario Public Library Funding Review – Received for information.

### Adjournment

17- 53      Moved by S. Wookey, seconded by J. Dunn that the meeting adjourn at 4:50 p.m. CARRIED.

Next Meeting: June 21<sup>st</sup>, 2017

  
Chair

  
Secretary