

Agenda  
Board Meeting  
St. Thomas Public Library Board  
December 20<sup>th</sup>, 2017  
4:15 p.m. Carolyn Kneeshaw Board Room

**Mission of the St. Thomas Public Library**

***Enriching and enhancing our community by providing equitable access to information and ideas, and by fostering creativity and the joy of reading.***

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| 1. Adoption of Agenda  | MOTION |
| 2. Declaration of Pecuniary Interest                                     |        |
| 3. Minutes from Meetings   |        |
| 3.1 Minutes of Meeting November 8 <sup>th</sup> , 2017                   | MOTION |
| 4. Matters Arising from the Minutes                                      |        |
| 5. Reports - Staff   |        |
| 5.1 CEO Report   | REPORT |
| 5.1.1 2018 Operating Budget  | MOTION |
| 5.1.2 Staff Reports to the Board   | REPORT |
| 5.2 Library Activities   |        |
| 5.2.1 Managers' Board Report   | REPORT |
| 5.3 Policies   |        |
| 5.3.1 Job Description: #02-10-1.4 Marketing Coordinator                  | MOTION |
| 5.3.2 Job Description: #02-10-1.5 Marketing Assistant                    | MOTION |
| 5.4 Friends  |        |
| 5.4.1 Friends Book Sales Report – November 2017                          | REPORT |
| 5.4.2 Friends Liaison Report   | REPORT |
| 5.5 Statistics - None  |        |
| 6. Reports - Standing Committees - Reports                               |        |
| 6.1 Finance and Building and Grounds                                     |        |
| 6.1.1 Revenue and Expenditure Statement November 30 <sup>th</sup> , 2017 | MOTION |
| 6.1.2 Trust Fund – November 30 <sup>th</sup> , 2017                      | MOTION |

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| 6.2  | Southern Ontario Library Service                  | REPORT |
| 6.2.1  | Middlesex County Library                          | REPORT |
| 6.3  | Personnel – In Camera (CEO Performance Review)    | MOTION |
| 6.4  | Fundraising and Public Relations                  |        |
| 6.4.1  | Fundraising Committee Minutes                     | REPORT |
| 6.4.2  | Fundraising Committee Report                      | REPORT |
| 6.4.3  | Fundraising Goal                                  | MOTION |
| 6.4.4  | Monthly Giving Society                            | MOTION |
| 6.4.5  | Lower Courtyard Design                            | MOTION |
| 6.4.6  | “You’ve paid your dues”                           | MOTION |
| 6.4.7  | In Camera   | MOTION |
| 6.5  | Federation of Ontario Public Libraries            | REPORT |
| 7. Correspondence                                  |   |        |
| 8. Health and Safety                               |   |        |
| 8.1  | Joint Health & Safety Committee Report            | REPORT |
| 8.2  | Health & Safety Report – WSIB Workshop            | REPORT |
| 8.2.1  | Workplace Inspection Procedure                    |        |
| 8.2.2  | Hazard Reporting Procedure                        |        |
| 8.2.3  | Personal Protective Equipment Procedure           |        |
| 8.2.4  | Incident/Illness/Accident Investigation Procedure |        |
| 8.2.5  | Fire Emergency Response Procedure                 |        |
| 9. Other Business - None                           |   |        |
| 10.  | Motion for Adjournment                            | MOTION |
| 11. Next Meeting – January 17 <sup>th</sup> , 2018 |   |        |

Distributed at meeting:

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