

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
November 8<sup>th</sup>, 2017

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, November 8<sup>th</sup>, 2017 at the St. Thomas Memorial Arena.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; JoAnn Dunn; Joan Rymal; Steve Wookey; Kelly Hoogstra; Elizabeth Bourque, Deanne Feenstra; Deb Laverty

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

Regrets: Sarah Macintyre

**Approval of Agenda**

17- 98 Moved by S. Wookey, seconded by J. Rymal that the agenda be adopted with the amendment of moving the "In Camera" session to the end of the meeting. CARRIED.

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

**Minutes of October 18<sup>th</sup>, 2017**

17- 99 Moved by J. Dunn, seconded by K. Hoogstra that the Minutes of the Meeting of October 18<sup>th</sup>, 2017 be approved. CARRIED.

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

**Reports - Staff**

CEO's Report - Received for information

- Introduced Andy Moore and welcomed him to the meeting.

Memorial Arena

- Why is the meeting being held here? The St. Thomas Library Board was approached by the City and offered this space as a satellite Library. The plan for the future of this arena is to become a community hub. The cost, to the library for the space, would be utilities. Further discussion to follow regarding costs of such a plan. (accessible washrooms, renovations, age of the building etc)

Board Succession Planning – Received for information

- It is recommended that the St. Thomas Public Library Board continue in the direction presented and create Job Descriptions for Library Board Positions and have them available on the Library and City websites once approved.

2018 Holiday Closings

17- 100 Moved by E. Bourque, seconded by T. Metcalf that the 2018 Holiday Closings be approved as presented. CARRIED.

**Library Activities**

Managers Board Report – Received for information.

17- 101 Moved by T. Metcalf, seconded by K. Hoogstra that the Board approve a “Food for Fines” campaign from November 13<sup>th</sup> - December 16<sup>th</sup>, with donated items be delivered to “Christmas Cares” be approved as amended. CARRIED.

**Policies**

17- 102 Job Description: #02-10-5.1 Caretaker 1  
Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library Board approve the revised Job Description: #02-10-5.1 Caretaker 1 as presented. CARRIED.

17- 103 Job Description: #02-10-5.2 Caretaker 2  
Moved by E. Bourque, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Job Description: #02-10-5.2 Caretaker 2 as presented. CARRIED.

17- 104 Job Description: #02-10-1.4 Marketing Coordinator  
Moved by J. Rymal, seconded by S. Wookey that St. Thomas Public Library Board approve Job Description: #02-10-1.4 Marketing Coordinator as presented. CARRIED.

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

Friends Liaison Report – October 2017 - Received for information.

Statistics Report – No Report

**Reports - Standing Committees**

Finance

17- 105 Revenue and Expenditures October 31<sup>st</sup>, 2017 Statement  
Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the Revenue and Expenditure Statement October 31<sup>st</sup>, 2017 as presented. CARRIED.

17- 106 Trust Fund Statement October 31<sup>st</sup>, 2017  
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the October 31<sup>st</sup>, 2017 Trust Fund Statement as presented. CARRIED.

Southern Ontario Library Service – No Report

Fundraising and Public Relations – No Report

Federation of Ontario Public Libraries – No Report

**Correspondence –**

Letter from Social Committee – Holiday Party Request December 2<sup>nd</sup>, 2017

17 - 107 Moved by T. Metcalf, seconded by J. Rymal that the Board approve \$600.00 to support the event. CARRIED.

**Health and Safety**

Joint Health & Safety Committee Board Report – No Report

**Other Business – None**

Personnel — In Camera

17 - 108 Moved by K. Hoogstra, seconded by E. Bourque that the St. Thomas Public Library Board move in camera. CARRIED.

17 - 109 Moved by D. Feenstra, seconded by J. Rymal that the St. Thomas Public Library Board move out of in camera. CARRIED.

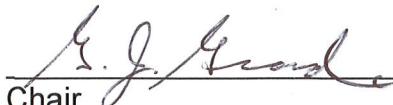
17 - 110 Moved by J. Rymal, seconded by K. Hoogstra that the Memorandum of Agreement be approved as presented. CARRIED.

17 - 111 Moved by E. Bourque, seconded by S. Wookey that the Non-Union by-laws be amended and approved as presented. CARRIED.

**Adjournment**

17- 112 Moved by S. Wookey, seconded by K. Hoogstra that the meeting adjourn at 5:00. p.m. CARRIED.

Next Meeting: December 20<sup>th</sup>, 2017

  
Chair

  
Secretary