

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
December 20th, 2017

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, December 20th, 2017 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

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

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

Regrets: Steve Wookey; Deb Laverty

Approval of Agenda

17- 113 Moved by J. Rymal, seconded by J. Dunn that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of November 8th, 2017

17- 114 Moved by K. Hoogstra, seconded by E. Bourque that the Minutes of the Meeting of November 8th, 2017 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information

The draft hand out versions of the new Strategic plan were distributed. One version will be the one distributed to stakeholders, and the public and the other is the size of a business card. The latter has an abbreviated version of the Plan as well as quick facts about the Library. It is designed to be carried by Library board and staff members.

2018 Operating Budget

17- 115 Moved by T. Metcalf, seconded by J. Rymal that the Board approve the 2018 Operating Budget as presented. It has been approved by Council. CARRIED.

Staff Reports to the Board – Received for information

The Managers' reports to the Board will move from being activities based to being reports on a particular topic.

Library Activities

Managers Board Report – Received for information.

Policies

17- 116 Job Description: #02-10-1.4 Marketing Coordinator
Moved by T. Metcalf, seconded by D. Feenstra that St. Thomas Public Library Board approve the revised Job Description: #02-10-1.4 Marketing Coordinator as presented. CARRIED.

17- 117 Job Description: #02-10-1.5 Marketing Assistant
Moved by E. Bourque, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Job Description: #02-10-1.5 Marketing Assistant as presented. CARRIED.

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

Friends Liaison Report – November 2017 - Received for information.

Statistics Report – No Report

Reports - Standing Committees

Finance

17- 118 Revenue and Expenditures November 30th, 2017 Statement
Moved by T. Metcalf, seconded by K. Hoogstra that St. Thomas Public Library Board approve the Revenue and Expenditure Statement November 30th, 2017 as presented. CARRIED.

17- 119 Trust Fund Statement November 30th, 2017
Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the November 30th, 2017 Trust Fund Statement as presented. CARRIED.

Southern Ontario Library Service - Received for information.

H. Robinson will follow up with Brian Masschaele to see if he has any association with Malcolm Bramwell who is apparently from the Aylmer area.

Middlesex County Library Letter - Received for information.

Fundraising and Public Relations

Fundraising Committee Minutes – Received for information.

Fundraising Committee Report – Received for information.

Fundraising Goal

17 - 120 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Fundraising Goal as presented. CARRIED.

Monthly Giving Society

17 - 121 Moved by J. Rymal, seconded by T. Metcalf that the St. Thomas Public Library Board approve the Monthly Giving Society as presented. A name will be required in the future. CARRIED.

Lower Courtyard Design

17 - 122 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve the Lower Courtyard design as presented with the amendment of no water feature and research if the current statue of Mother and Child can be moved into this space. CARRIED.

"You've paid your dues"

17 - 123 Moved by T. Metcalf, seconded by K. Hoogstra that the St. Thomas Public Library Board approve distributing "You've Paid Your Dues" library cards to Friends of the Library and loyal donors as presented. CARRIED

Federation of Ontario Public Libraries – Received for information.

Investigate the use of the FOPL tag line "A Visit Will Get You Thinking" on our marketing materials

Correspondence – None

Health and Safety

Joint Health & Safety Committee Board Report – Received for information.

Health & Safety Report – WSIB Workshop – Received for information.

Personnel – In Camera

17 - 124 Moved by T. Metcalf, seconded by J. Dunn that the St. Thomas Public Library Board move in camera. CARRIED.

17 - 125 Moved by E. Bourque, seconded by J. Rymal that the St. Thomas Public Library Board move out of in camera. CARRIED.


17 - 126 Moved by K. Hoogstra, seconded by E. Bourque that the CEO Performance Appraisal be approved as presented. CARRIED.

Other Business – None

Adjournment

17- 127 Moved by J. Dunn, seconded by D. Feenstra that the meeting adjourn at 5:05 p.m. CARRIED.

Next Meeting: January 17th, 2018


Chair


Secretary