

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
March 21st, 2018

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, March 21st, 2018 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

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

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

Regrets:

Approval of Agenda

18-17 Moved by S. Wookey, seconded by D. Laverty that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of February 21st, 2018

18-18 Moved by J. Rymal, seconded by K. Hoogstra that the Minutes of the Meeting of February 21st, 2018 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Reports - Staff

CEO's Report - Received for information

18-19 Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library Board approve the change of the previously approved staff training day from November 23rd to July 18th. CARRIED.

Management Team Reports

Space Usage Report - Received for information. The square footage of the library will be confirmed.

Benefits of Shared Space – Received for information.

Policies

18-20 Job Description: Circulation Team Leader #02-10-3.1

Moved by S. Wookey, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Job Description: Circulation Team Leader #02-10-3.1 as presented. CARRIED.

- 18-21 Job Description: Public Services Page #02-10-2.5
Moved by T. Metcalf, seconded by E. Bourque that St. Thomas Public Library Board approve the revised Job Description: Public Services Page #02-10-2.5 as presented. CARRIED.
- 18-22 Policy: Performance Planning and Appraisal – CEO #02-18
Moved by S. Wookey, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy: Performance Planning and Appraisal – CEO #02-18 as presented. CARRIED.
- 18-23 Policy: Board Succession Planning
Moved by E. Bourque, seconded by D. Lavery that St. Thomas Public Library Board approve the new Policy: Board Succession Planning as presented. CARRIED.
- 18-24 Job Description: Board Chair
Moved by S. Wookey, seconded by T. Metcalf that St. Thomas Public Library Board approve the new Job Description: Board Chair as presented with a change in the preamble from “he or she” to “they”. CARRIED.
- 18-25 Job Description: Board Vice-Chair
Moved by J. Rymal, seconded by E. Bourque that St. Thomas Public Library Board approve the new Job Description: Board Vice-Chair as presented. CARRIED.
- 18-26 Job Description: Board Member
Moved by J. Rymal, seconded by K. Hoogstra that St. Thomas Public Library Board approve the new Job Description: Board Member as presented. CARRIED.

Friends Book Sales Report – February 2018- Received for information.

Friends Liaison Report – February 2018 - Received for information. Note that there is a typo. “Bank: as to Feb. 12th \$112,612.11” should be “\$12,612.11”

Reports - Standing Committees

Finance

- 18-27 Revenue and Expenditures February 28th, 2018 Statement
Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library Board approve the February 28th, 2018 Revenue and Expenditure Statement as presented. CARRIED.

Trust Fund Statement February 28th, 2018

18-28 Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the February 28th, 2018 Trust Fund Statement as presented. CARRIED.

Personnel Committee- None

Public Relations and Fundraising Committee – None.

It was noted that the Committee met earlier today and will report on what was discussed in next month's board report.

Southern Ontario Library Service – None

Federation of Ontario Public Libraries – None

Correspondence – Distributed at meeting: STaPLe Spring 2018

Health and Safety – None

Other Business – None.

Adjournment

18-29 Moved by S. Wookey, seconded by K. Hoogstra that the meeting adjourn at 4:31 p.m. CARRIED.

Next Meeting: April 18th, 2018


Chair


Secretary