

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
May 16th, 2018

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, May 16th, 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

18-38 Moved by D. Feenstra, seconded by J. Rymal that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Presentation: 2017 Audited Financial Statements, Trevor Scott

18-39 Moved by T. Metcalf, seconded by K. Hoogstra that the 2017 Audited Financial Statements be approved as presented. CARRIED.

18-40 Moved by S. Wookey, seconded by T. Metcalf that Graham Scott Enns LLP be St. Thomas Library Board's Auditor for 2018. CARRIED.

Minutes of April 18th, 2018

18-41 Moved by S. Wookey, seconded by E. Bourque that the Minutes of the Meeting of April 18th, 2018 be approved. CARRIED.

Matters Arising from the Minutes – There was none.

Management Team Reports

CEO's Report - Received for information

Staff Training Day

18-42 Moved by J. Dunn, seconded by J. Rymal that St. Thomas Public Library Board approve the cancellation of the Staff Training Day on July 18. CARRIED.

Library and Political Election Policy

18-43 Moved by E. Bourque, seconded by J. Rymal that St. Thomas Public Library Board approve St. Thomas Public Library new policy, Library and Political Election . CARRIED.

Fundraising Presentation - Received for information.

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

Friends Liaison Report – April 2018 - Received for information.

Policies

18-44 Job Description: Library Assistant

Moved by S. Wookey, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Job Description: Library Assistant as presented with the revision of removing “he/she” and replacing with “they”. CARRIED.

18-45 Job Description: Library Services Coordinator

Moved by D. Laverty, seconded by S. Wookey that St. Thomas Public Library Board approve the revised Job Description: Library Services Coordinator as presented. CARRIED.

Reports - Standing Committees

Finance

Revenue and Expenditures April 30th, 2018 Statement

18-46 Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the April 30th, 2018 Revenue and Expenditure Statement as presented. CARRIED.

Trust Fund Statement April 30th, 2018

18-47 Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the April 30th, 2018 Trust Fund Statement as presented. CARRIED.

**Personnel Committee-
In Camera Session**

18-48 Moved by S. Wookey, seconded by T. Metcalf that the St. Thomas Public Library Board move, “In Camera” to discuss Labour Relations and personal matters about identifiable individuals. CARRIED.

18-49 Moved by T. Metcalf, seconded by J. Rymal that the St. Thomas Public Library Board move, “Out of Camera”. CARRIED.

18-50 Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library accept the Collective Agreement as Presented. CARRIED.

18-51 Moved by T. Metcalf, seconded by E. Bourque that St. Thomas Public Library Board withdraw from the STEAM Board effective immediately. CARRIED.

Public Relations and Fundraising Committee – None.

Southern Ontario Library Service- Received for information.

Federation of Ontario Public Libraries- Received for information.

Correspondence – None

Health and Safety

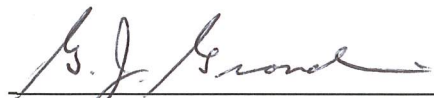
Joint Health and Safety Committee Board Report May 2018 – Received for information.

Other Business – None.

Adjournment

18-52 Moved by S. Wookey, seconded by E. Bourque that the meeting adjourn at 4:45 p.m. CARRIED.

Next Meeting: June 20th, 2018


Chair


Secretary