

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
June 20<sup>th</sup>, 2018

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, June 20<sup>th</sup>, 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; Steve Wookey; Deb Laverty;

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

Regrets: Elizabeth Bourque;

**Approval of Agenda**

18-53 Moved by S. Wookey, seconded by J. Rymal that the agenda be adopted as presented. CARRIED.

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

**Presentation:** Gender Identity - Alicia Malcolm, Central Community Health Centre

**Minutes of May 16<sup>th</sup>, 2018**

18-54 Moved by J. Dunn, seconded by J. Rymal that the Minutes of the Meeting of May 16<sup>th</sup>, 2018 be approved. CARRIED.

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

**Management Team Reports**

CEO's Report - Received for information

Memorial Auditorium Presentation – It was suggested that we emphasize in further discussions that we were approached by City staff about this idea.

Annual Report - Received for information

The Revenue and Expenditures will need to be revised to reflect actual Audited financial numbers before being distributed.

Gratitude Report - Received for information

**Policies**

18-55 Policy #02-13 – Exit Interviews

Moved by T. Metcalf, seconded by D. Feenstra that St. Thomas Public Library Board approve the revised Policy – Exit Interviews as presented with the spelling correction to the word “Establish” . CARRIED.

Outreach Report- Received for information.

OLCF-RI Report - Received for information

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

Friends Liaison Report – May 2018 - Received for information.

### **Reports - Standing Committees**

#### **Finance**

18-56 Revenue and Expenditures May 31<sup>st</sup>, 2018 Statement  
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the May 31<sup>st</sup>, 2018 Revenue and Expenditure Statement as presented. CARRIED.

18-57 Trust Fund Statement May 31<sup>st</sup>, 2018  
Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the May 31<sup>st</sup>, 2018 Trust Fund Statement as presented. CARRIED.

Personnel Committee- None

Public Relations and Fundraising Committee – None.

Southern Ontario Library Service- Received for information.

Federation of Ontario Public Libraries- Received for information.

Correspondence – Donna Hanson Retirement Thank You Card

**Health and Safety** – Received for information.

**Other Business** – None.

#### **Adjournment**

18-58 Moved by T. Metcalf, seconded by J. Rymal that the meeting adjourn at 5:03 p.m. CARRIED.

Next Meeting: September 19<sup>th</sup>, 2018

  
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Chair

  
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Secretary