

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
September 19<sup>th</sup>, 2018

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, September 19<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; Elizabeth Bourque;

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

Regrets:

**Approval of Agenda**

18-59 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 June 20<sup>th</sup>, 2018**

18-60 Moved by J. Rymal, seconded by D. Laverty that the Minutes of the Meeting of June 20<sup>th</sup>, 2018 be approved as presented. CARRIED.

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

**Management Team Reports**

CEO's Report - Received for information

There will be a dinner to thank current Board Members for their Service after the November Board meeting. More information will be provided and an invitation sent.

18-61 Organizational Chart  
Moved by T. Metcalf, seconded by D. Laverty that the revised Organizational Chart be approved as presented. CARRIED.

18-62 Policy: #03-03 Rules of Conduct and Trespass  
Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the revised Policy – Rules of Conduct and Trespass as presented. CARRIED.

Courtyard Drawings - Received for information

- 18-63      West End Garden Awning  
Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library Board approve the transfer of \$5,537.00 from trust funds to finance the Awning in the West End Garden as presented. CARRIED.
- 18-64      Food for Fines  
Moved by S. Wookey, seconded by J. Rymal that St. Thomas Public Library Board approve Foods for Fines program during Ontario Public Library Week in October as presented. CARRIED.
- 18-65      Haunted Library – Closure of Department  
Moved by J. Dunn, seconded by S. Wookey that St. Thomas Public Library Board approve the closure of the Children’s and Teens’ Department at 4:00pm on October 26<sup>th</sup>, 2018 to prepare for Haunted Library as presented. CARRIED.

Capital Projects - Received for information

Management Reports

Website / Google Analytics Update - Received for information

Communications Update - Received for information

Summer Program Review - Received for information

- 18-66      Policy: #03-11 Circulation  
Moved by J. Rymal, seconded by S. Wookey that St. Thomas Public Library Board approve the revised Policy – Circulation as presented. CARRIED.

Strategic Plan Progress - Received for information

**Presentation:** Customer Service Visioning

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

Friends Liaison Report – August 2018 - Received for information.

**Reports - Standing Committees**

Finance

18-67      Revenue and Expenditures August 31<sup>st</sup>, 2018 Statement  
Moved by T. Metcalf, seconded by S. Wookey that St. Thomas Public Library Board approve the August 31<sup>st</sup>, 2018 Revenue and Expenditure Statement as presented. CARRIED.

18-68      Trust Fund Statement August 31<sup>st</sup>, 2018  
Moved by T. Metcalf, seconded by J. Dunn that St. Thomas Public Library Board approve the August 31<sup>st</sup>, 2018 Trust Fund Statement as presented. CARRIED.

Personnel Committee

**In Camera Session**

18-69      Moved by J. Rymal, seconded by S. Wookey that the St. Thomas Public Library Board move, "In Camera" to discuss Labour Relations and personal matters about identifiable individuals. CARRIED.

18-70      Moved by S. Wookey, seconded by J. Rymal that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.

18-71      Moved by J. Rymal, seconded by T. Metcalf that St. Thomas Public Library accept the amended Non-Union By-Law as Presented. 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** – Received for information.

**Other Business** – None.

**Adjournment**

18-72      Moved by T. Metcalf, seconded by E. Bourque that the meeting adjourn at 5:27 p.m. CARRIED.

Next Meeting: October 17<sup>th</sup>, 2018

  
Chair

  
Secretary