

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
February 20th, 2019

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, February 20th, 2019 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Councillor Joan Rymal; Councillor Lori Baldwin-Sands; Deanne Feenstra; Elizabeth Bourque; Pam Hedden

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

Regrets: Peter Thornton; Terry Metcalf, Vice-Chair; Deb Lavery;

Addition to the Agenda – The Staff Presentations from Amelia and Mallory will be postponed due to illness.

Approval of Agenda

19-27 Moved by L. Baldwin-Sands, seconded by E. Bourque that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of January 16th, 2019

19-28 Moved by J. Rymal, seconded by L. Baldwin-Sands that the Minutes of the Meeting of January 16th, 2019 be approved as presented. CARRIED.

Matters Arising from the Minutes

Selection of Committee Chairs

19-29 Moved by L. Baldwin-Sands, seconded by P. Hedden that J. Rymal be appointed as Chair of the Personnel Committee as nominated. CARRIED.

19-30 Moved by D. Feenstra, seconded by L. Baldwin-Sands that T. Metcalf be appointed as Chair of the Finance Committee as nominated. CARRIED.

19-31 Moved by E. Bourque, seconded by P. Hedden that L. Baldwin-Sands be appointed as Chair of the Public Relations and Fundraising Committee as nominated. CARRIED.

Presentations

Staff Presentations - Mallory Pearce - Postponed

- Amelia Bainbridge – Postponed

- Fundraising Presentation – S. Macintyre & D. Vanzanten

Board Training

Governance Webinar from SOLS

Management Team Reports

CEO's Report - Received for information

Express Checks – Talking Points – Received for information

19-32

IT Coordinator Job Description #02-10-4-4.4

Moved by E. Bourque, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy #02-10-4-4.4 – IT Coordinator Job Description as presented. CARRIED

Management Reports

OLA Superconference Report – Received for information

19-33

Scheduling Software

Moved by J. Rymal, seconded by E. Bourque that St. Thomas Public Library Board approve the purchase of SNAP schedule 365 software as presented. CARRIED

Friends

Friends Book Sales Report – January 2019 - Received for information.

Friends Liaison Report – January 2019 – Received for information

Reports - Standing Committees

Finance

19-34 Revenue and Expenditures January 31st, 2019 Statement
Moved by J. Rymal, seconded by D. Feenstra that St. Thomas Public Library Board approve the January 31st, 2019 Revenue and Expenditure Statement as presented. CARRIED.

Personnel Committee - None

Public Relations and Fundraising Committee – None.

Southern Ontario Library Service - None

Federation of Ontario Public Libraries – None

Correspondence – None


Health and Safety – None

Other Business

Adjournment

19-35 Moved by L. Baldwin-Sands, seconded by E. Bourque that the meeting adjourn at 5:05 pm CARRIED.

Next Meeting: March 20th, 2019


Chair


Secretary