

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
January 16<sup>th</sup>, 2019

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, January 16<sup>th</sup>, 2019 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

Present: Greg Grondin, Chair; Terry Metcalf, Vice-Chair; Councillor Joan Rymal; Councillor Lori Baldwin-Sands; Deanne Feenstra; Elizabeth Bourque; Deb Laverty;

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

Regrets: Peter Thornton; Pam Hedden

**Addition to the Agenda**

19-01 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the St. Thomas Public Library Board allow P. Thornton a leave of absence for health reasons and asked that a card be sent to him on behalf of the board. CARRIED.

Visioning Tour – Tour of Library (moved to beginning of meeting)

**Approval of Agenda**

19-02 Moved by J. Rymal, seconded by E. Bourque that the agenda be adopted as presented. CARRIED.

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

**Minutes of December 19<sup>th</sup>, 2018**

19-03 Moved by J. Rymal, seconded by D. Feenstra that the Minutes of the Meeting of December 19<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

Fundraising Report – Received for information

19-04 Holiday Closings

Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the Holiday Closings 2019 as presented CARRIED.

Management Reports

Manager Introductions – Presentation

Friends

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

Friends Liaison Report – December 2018 – None

**Reports - Standing Committees**

Finance

- 19-05 Revenue and Expenditures December 31<sup>st</sup>, 2018 Statement  
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the December 31<sup>st</sup>, 2018 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

Policies

- 19-06 Policy #01-00 - Organization By-Laws – Foundation Policy  
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy #01-00 - Organization By-Laws – Foundation Policy as presented. CARRIED.
- 19-07 Policy #01-01 – Mission Statement  
Moved by E. Bourque, seconded by D. Lavery that St. Thomas Public Library Board approve the revised Policy #01-01 – Mission Statement as presented. CARRIED.
- 19-08 Policy # 01-02 - Planning  
Moved by J. Rymal, seconded by D. Lavery that St. Thomas Public Library Board approve the revised Policy # 01-02 - Planning as presented. CARRIED.
- 19-09 Policy # 01-03 - Organization  
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy # 01-03 - Organization as presented. CARRIED.
- 19-10 Policy # 01-04 - Meetings  
Moved by L. Baldwin-Sands, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Policy # 01-04 - Meetings as presented. CARRIED.

- 19-11 Policy # 01-05 – Minutes, Agendas and Reports  
Moved by E. Bourque, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy # 01-05 – Minutes, Agendas and Reports as presented. CARRIED.
- 19-12 Policy # 01-06 – Standing Committees  
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy # 01-06 – Standing Committees as presented. CARRIED.
- 19-13 Policy # 01-07 – Duties and Responsibilities of Standing Committees  
Moved by J. Rymal, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the revised Policy # 01-07 – Duties and Responsibilities of Standing Committees as presented. CARRIED.
- 19-14 Policy # 01-08 - Advocacy  
Moved by T. Metcalf, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the revised Policy # 01-08 - Advocacy as presented. CARRIED.
- 19-15 Policy # 01-09 - Policy  
Moved by E. Bourque, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy # 01-09 - Policy as presented. CARRIED.
- 19-16 Policy # 01-10 – Code of Ethics  
Moved by J. Rymal, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Policy # 01-10 – Code of Ethics as presented. CARRIED.
- 19-17 Policy # 01-11 – Retention Policy and Schedules  
Moved by L. Baldwin-Sands, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Policy: as presented. CARRIED.
- 19-18 Policy # 01-12 – By-Laws and Retention Schedules – City of St. Thomas  
Moved by J. Rymal, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Policy # 01-11 – Retention Policy and Schedules as presented. CARRIED.
- 19-19 Policy # 01-13 – Conflict of Interest  
Moved by T. Metcalf, seconded by E. Bourque that St. Thomas Public Library Board approve the revised Policy # 01-13 – Conflict of Interest as presented. CARRIED.
- 19-20 Policy # 01-14 – Board Succession Planning  
Moved by J. Rymal, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the revised Policy # 01-14 – Board Succession Planning as presented. CARRIED.

- 19-21      Policy # 01-15-01 – Board Chair  
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy # 01-15-01 – Board Chair as presented. CARRIED.
- 19-22      Policy # 01-15-02 – Board Vice Chair  
Moved by E. Bourque, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Policy # 01-15-02 – Board Vice Chair as presented. CARRIED.
- 19-23      Policy # 01-15-03 – Board Member  
Moved by T. Metcalf, seconded by E. Bourque that St. Thomas Public Library Board approve the revised Policy # 01-15-03 – Board Member as presented. CARRIED.
- 19-24      Policy # 01-16 – Library and Political Elections Policy  
Moved by L. Baldwin-Sands, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Policy # 01-16 – Library and Political Elections Policy as presented. CARRIED.

**Nominations for Board Committees**

- 19-25      Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Library Board accept the nomination list for Board Committees as listed. CARRIED.

Board Chair:	Greg Grondin
Board Vice-Chair	Terry Metcalf
Finance Committee	Terry Metcalf Deanne Feenstra Peter Thornton
Public Relations and Fundraising	Pam Hedden Elizabeth Bourque Lori Baldwin-Sands
Personnel Committee	Joan Rymal Deb Laverty

Correspondence – Email – SOLS, Anne Marie Madziak

**Health and Safety** – None


**Other Business**

Board Contact List Distributed  
Board Photos for Website taken

**Adjournment**

19-26 Moved by L. Baldwin-Sands, seconded by E. Bourque that the meeting adjourn at 5:15 pm CARRIED.

Next Meeting: February 20<sup>th</sup>, 2019

  
Chair

  
Secretary