

Agenda
Board Meeting
St. Thomas Public Library Board
April 17th, 2019
4:15 p.m. Carolyn Kneeshaw Board Room

Mission of the St. Thomas Public Library

We Connect

- | | |
|--|--------------|
| 1. Adoption of Agenda | MOTION |
| 2. Declaration of Pecuniary Interest | |
| 3. Minutes from Meetings | |
| 3.1 Minutes of Meeting March 20 th , 2019 | MOTION |
| 4. Matters Arising from the Minutes | |
| 4.1 Appointment of SOLS Trustee Council Representative | MOTION |
| 5. Presentations | |
| 5.1 Staff Presentation, Susan Andrews – Library Services Coordinator | PRESENTATION |
| 5.2 Staff Presentation, Crystal Jeffery – Library Services Coordinator | PRESENTATION |
| 5.3 Staff Presentation, Terri Scott – Circulation Team Leader | PRESENTATION |
| 6. Board Training - None | |
| 6.1 Update on Governance Training | REPORT |
| 6.2 Code of Conduct | REPORT |
| 7. Management Team Reports | |
| 7.1 CEO Report | REPORT |
| 7.1.1 Organizational Chart | MOTION |
| 7.1.2 Job Descriptions | |
| 7.1.2.1 Manager, Programming and Community Development | MOTION |
| 7.1.2.2 Manager, Customer Engagement and Collections | MOTION |
| 7.1.2.3 Manager, Digital and Support Services | MOTION |
| 7.1.2.4 Fundraising and Outreach Coordinator | MOTION |
| 7.1.2.5 Marketing and Communications Coordinator | MOTION |
| 7.1.2.3 Library Assistant | MOTION |
| 7.1.2.4 Library Services Coordinator | MOTION |
| 7.1.2.5 Page | MOTION |
| 7.1.2.6 Circulation Team Leader | MOTION |
| 7.1.2.7 Circulation Support | MOTION |
| 7.1.2.8 Acquisition Services Coordinator | MOTION |
| 7.1.2.9 Acquisition Services Assistant | MOTION |
| 7.1.2.10 IT Coordinator | MOTION |
| 7.2 Management Reports | |
| 7.2.1 Communications Plan – First Quarter | REPORT |
| 7.2.2 Strategic Plan Implementation Update | REPORT |

- 7.3 Friends
 - 7.3.1 Friends Book Sales Report – March 2019 REPORT
 - 7.3.2 Friends Liaison Report – March 2019 REPORT
- 8. Reports - Standing Committees - Reports
 - 8.1 Finance Committee
 - 8.1.1 Revenue and Expenditure Statement March 31st, 2019 MOTION
 - 8.2 Personnel Committee - None
 - 8.3 Public Relations and Fundraising Committee - None
 - 8.4 Southern Ontario Library Service - None
 - 8.5 Federation of Ontario Public Libraries - None
- 9. Correspondence
 - 9.1 Invitation to Sarah Macintyre's Farewell
- 10. Health and Safety
 - 10.1 Health & Safety Committee Report MOTION
- 11. Other Business - None
- 12. Motion for Adjournment MOTION
- 13. Next Meeting – May 15th, 2019

Distributed at Meeting