

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

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, March 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; Deb Laverty

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

Regrets: Peter Thornton; Terry Metcalf Vice-Chair

Addition to the Agenda

Approval of Agenda

19-36 Moved by L. Baldwin-Sands, seconded by J. Rymal that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of February 20th, 2019

19-37 Moved by J. Rymal, seconded by D. Feenstra that the Minutes of the Meeting of February 20th, 2019 be approved as presented. CARRIED.

Matters Arising from the Minutes

Presentations

Staff Presentations:

- Mallory Pearce, Marketing and Communications Coordinator & Amelia Bainbridge, Communications and Fundraising Assistant
- Tyler Hanley, Acquisition Services Coordinator; Trish Lee, Acquisitions Assistance also in attendance

Board Training – Reminder of Governance Meeting April 13, in London

Management Team Reports

CEO's Report - Received for information

19-38 Staff Development Day

Moved by E. Bourque, seconded by D. Laverty that St. Thomas Public Library Board approve the closure of the Library for a Staff Development Day on Friday June 21st, 2019 as presented. CARRIED

Management Reports

Communications Plan – Quarterly – Received for information

- 19-39 Policy # 02-10-1.3 Administrative Clerk – Job Description
Moved by D. Feenstra, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Administrative Clerk – Job Description Policy #02-10-1.3 as presented. CARRIED

Friends – This year is the Friends 25th Anniversary. A celebration will be planned by library staff and board members will also be invited to attend.

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

Friends Liaison Report – February 2019 – Received for information

Reports - Standing Committees

Finance

- 19-40 Revenue and Expenditures February 28th, 2019 Statement
Moved by L. Baldwin-Sands, seconded by D. Lavery that St. Thomas Public Library Board approve the February 28th, 2019 Revenue and Expenditure Statement as presented. CARRIED.

Public Relations and Fundraising Committee

- 19-41 Fundraising Plan 2019
Moved by J. Rymal, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the 2019 Fundraising Plan as presented. CARRIED.

Southern Ontario Library Service

SOLS Board Trustee Council Representative nomination has been postponed until T. Metcalf returns.

Federation of Ontario Public Libraries – None

- Correspondence
- Caps Off Brewing Company - Received for information.
 - L. Baldwin Sands reported being contacted by Library customer upset with Local History Bathroom closure. Suggestion was made to remove the signage completely from the washroom.

Health and Safety

- 19-42 Policy # 05-01 Health & Safety Policy
Moved by D. Lavery, seconded by E. Bourque that St. Thomas Public Library Board approve the revised Health & Safety Policy #05-01 as presented. CARRIED

Personnel Committee

In Camera Session

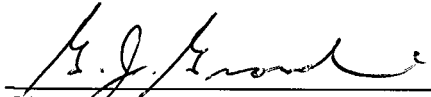
- 19-43 Moved by P. Hedden, seconded by J. Rymal that the St. Thomas Public Library Board move, "In Camera" to discuss Labour Relations and personal matters about identifiable individuals. CARRIED.
- 19-44 Moved by L. Baldwin-Sands, seconded by J. Rymal that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.

Other Business

Adjournment

- 19-45 Moved by L. Baldwin-Sands, seconded by D. Feenstra that the meeting adjourn at 4:50 pm CARRIED.

Next Meeting: April 17th, 2019


Chair


Secretary