

Agenda  
Board Meeting  
St. Thomas Public Library Board  
May 15<sup>th</sup>, 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 April 17 <sup>th</sup> , 2019                    |  | MOTION       |
| 4. Matters Arising from the Minutes                                     |  |              |
| 5. Presentations  |  |              |
| 5.1 Trevor Scott – Graham Scott Enns –2018 Audited Financial Statements |  | MOTION       |
| 5.2 Staff Presentation  |  |              |
| 5.2.1 Amber-Lyn Sitland – Administrative Coordinator                    |  | PRESENTATION |
| 5.2.2 Jonathan Mitchell – IT Coordinator                                |  | PRESENTATION |
| 6. Board Training - None  |  |              |
| 7. Management Team Reports  |  |              |
| 7.1 CEO Report  |  | REPORT       |
| 7.1.1 Proctoring  |  | MOTION       |
| 7.2 Policy  |  |              |
| 7.2.2 Facility Policy   |  | MOTION       |
| 7.2.3 Information and Readers' Advisory                                 |  | MOTION       |
| 7.2.4 Circulation Policy  |  | MOTION       |
| 7.2.5 Regulations Schedules of Fees and Fines                           |  | MOTION       |
| 7.3 Job Descriptions  |  |              |
| 7.3.1 Fundraising and Outreach Coordinator                              |  | MOTION       |
| 7.3.2 Marketing and Communications Coordinator                          |  | MOTION       |
| 7.3.3 Administrative Coordinator  |  | MOTION       |
| 7.3.4 Library Services Coordinator                                      |  | MOTION       |
| 7.3.5 Circulation Team Leader   |  | MOTION       |
| 7.4 Annual Survey   |  | REPORT       |
| 7.5 Annual Report – (Distributed at meeting)                            |  | REPORT       |
| 7.6 Gratitude Report  |  | REPORT       |

- 7.7 Friends
  - 7.7.1 Friends Book Sales Report – April 2019 REPORT
  - 7.7.2 Friends Liaison Report – April 2019 REPORT
- 8. Reports - Standing Committees - Reports
  - 8.1 Finance Committee
    - 8.1.1 Revenue and Expenditure Statement April 30<sup>th</sup>, 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
- 10. Health and Safety - None
- 11. Other Business - None
- 12. Motion for Adjournment MOTION
- 13. Next Meeting – June 19<sup>th</sup>, 2019

Distributed at Meeting (Annual Report)