

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
April 17th, 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; Terry Metcalf Vice-Chair; Councillor Joan Rymal; Deanne Feenstra; Elizabeth Bourque; Pam Hedden; Deb Lavery; Peter Thornton;

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

Regrets: Councillor Lori Baldwin-Sands;

Addition to the Agenda

Approval of Agenda

19-46 Moved by D. Lavery, seconded by J. Rymal that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of March 20th, 2019

19-47 Moved by E. Bourque, seconded by D. Feenstra that the Minutes of the Meeting of March 20th, 2019 be approved as presented. CARRIED.

Matters Arising from the Minutes

19-48 Moved by J. Rymal, seconded by D. Lavery that St. Thomas Public Library Board appoint T. Metcalf as SOLS Trustee Council Representative as nominated. CARRIED.

Staff Presentations

Susan Andrews – Library Services Coordinator
Crystal Jeffery – Library Services Coordinator
Terri Scott – Circulation Team Leader

Board Training –Update of Governance Meeting April 13, in London.

Policy: Code of Conduct

19-49 Moved by J. Rymal, seconded by T. Metcalf that St. Thomas Public Library Board approve the Code of Conduct as presented. CARRIED.

Management Team Reports

CEO's Report - Received for information

SOLS and OL Service North have both recently been informed the government has reduced their funding by over 50%. Details will be provided on the impact, once it is known

19-50 Organizational Chart
Moved by T. Metcalf, seconded by E. Bourque that St. Thomas Public Library Board approve the revised Organizational Chart as presented.
CARRIED

19-51 Job Description: Manager, Programming and Community Development
Job Description: Manager, Customer Engagement and Collections
Job Description: Manager, Digital and Support Services
Job Description: Fundraising and Outreach Coordinator
Job Description: Marketing and Communications Coordinator
Job Description: Library Assistant
Job Description: Library Services Coordinator
Job Description: Page
Job Description: Circulation Team Leader
Job Description: Circulation Support
Job Description: Acquisitions Services Coordinator
Job Description: Acquisition Services Assistant
Job Description: IT Coordinator

Moved by J. Rymal, seconded by D. Laverty that St. Thomas Public Library Board approve the above list of revised Job Descriptions as presented.
CARRIED

Management Reports

Communications Plan – 1st Quarter – Received for information

Strategic Plan implementation Update – Received for information

Friends

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

Friends Liaison Report – March 2019 – Received for information

Reports - Standing Committees

Finance

19-52 Revenue and Expenditures March 31st, 2019 Statement
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the March 31st, 2019 Revenue and Expenditure Statement as presented. CARRIED.

Public Relations and Fundraising Committee – None

Personnel Committee – None

Southern Ontario Library Service – None

Federation of Ontario Public Libraries – None

Correspondence - Invitation to Sarah Macintyre's Farewell

Health and Safety

Health & Safety Committee Report – Received for information

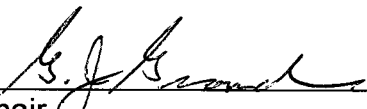
19-53 Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the Health & Safety Committee Report as presented.
CARRIED.

Other Business

Adjournment

19-54 Moved by E. Bourque, seconded by P. Hedden that the meeting adjourn at 5:00 pm CARRIED.

Next Meeting: May 15th, 2019



Chair



Secretary