

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
May 15th, 2019

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

Present: Greg Grondin, Chair; Terry Metcalf Vice-Chair; Councillor Lori Baldwin-Sands; Deanne Feenstra; Elizabeth Bourque; Pam Hedden; Peter Thornton;
Staff: Heather Robinson - CEO; Aaron DeVries; Dana Vanzanten; Amber-Lyn Sitland
Regrets: Councillor Joan Rymal; Deb Laverty;

Addition to the Agenda - None

Approval of Agenda

19-55 Moved by D. Feenstra, seconded by T. Metcalf that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of April 17th, 2019

19-56 Moved by T. Metcalf, seconded by D. Feenstra that the Minutes of the Meeting of April 17th, 2019 be approved as presented. CARRIED.

Matters Arising from the Minutes - None

Presentations

Scott Trevors – Graham Scott Enns –2018 Audited Financial Statements

19-57 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the Draft Audited Financial Statements be approved as presented with the amendment to the mission. "We Connect". CARRIED.

Staff Presentations

Amber-Lyn Sitland – Administrative Coordinator
Jonathan Mitchell – IT Coordinator

Board Training - None

Management Team Reports

CEO's Report - Received for information

19-58 Proctoring
Moved by T. Metcalf, seconded by E. Bourque that St. Thomas Public Library Board approve the cancellation of Proctoring Service effective July 1, 2019 as presented. CARRIED

Policies

Facility Policy

19-59 Moved by T. Metcalf, seconded by D. Feenstra that St. Thomas Public Library Board approve the revised Facility Policy with the Hours of Operation amended. CARRIED.

Information and Readers' Advisory

19-60 Moved by E. Bourque, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Information and Readers' Advisory Policy as presented with the amendment of the word "patrons" to "customers". CARRIED. Note: ILLO will stay for now but will need to be revised when confirmation of future service is established.

Circulation Policy

19-61 Moved by L. Baldwin-Sands, seconded by E. Bourque that St. Thomas Public Library Board approve the revised Circulation Policy as presented. CARRIED. Note: ILLO will stay for now but will need to be revised when confirmation of future service is established.

Regulations Schedules of Fees and Fines

19-62 Moved by T. Metcalf, seconded by E. Bourque that St. Thomas Public Library Board approve the revised Regulations Schedules of Fees and Fines Policy as presented. Note: ILLO will stay for now but will need to be revised when confirmation of future service is established. CARRIED.

Job Descriptions

Fundraising and Outreach Coordinator

19-63 Moved by E. Bourque, seconded by D. Feenstra that St. Thomas Public Library Board approve the revised Fundraising and Outreach Coordinator Job Description as presented. CARRIED.

Marketing and Communications Coordinator

19-64 Moved by L. Baldwin-Sands, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Marketing and Communications Coordinator Job Description as presented. CARRIED.

Administrative Coordinator

19-65 Moved by T. Metcalf, seconded by P. Hedden that St. Thomas Public Library Board approve the revised Administrative Coordinator Job Description as presented. CARRIED.

Library Services Coordinator

19-66 Moved by T. Metcalf, seconded by E. Bourque that St. Thomas Public Library Board approve the revised Library Services Coordinator Job Description as presented with "patron" changed to "customer" on page 4. CARRIED.

Circulation Team Leader

19-67 Moved by L. Baldwin-Sands, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Circulation Team Leader Job Description as presented. CARRIED.

Annual Survey – Received for information

Annual Report – Received for information

Gratitude Report – Received for information

Friends

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

Friends Liaison Report – April 2019 – Received for information

Reports - Standing Committees

Finance

19-68 Revenue and Expenditures April 30th, 2019 Statement
Moved by T. Metcalf, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the April 30th, 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 - None

Health and Safety

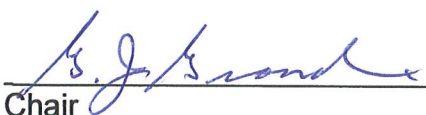
Health & Safety Committee Report - None

Other Business - None

Adjournment

19-69 Moved by L. Baldwin-Sands, seconded by T. Metcalf that the meeting adjourn at 5:00 pm CARRIED.

Next Meeting: June 19th, 2019


Chair


Secretary