

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
September 18th, 2019

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, September 18th, 2019 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

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

Addition to the Agenda - None

Approval of Agenda

19-79 Moved by L. Baldwin-Sands, seconded by D. Laverty that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of June 19th, 2019

19-80 Moved by J. Rymal, seconded by P. Hedden that the Minutes of the Meeting of June 19th, 2019 be approved as presented. CARRIED.

Matters Arising from the Minutes - None

Presentations

Staff Presentations

Bibliocommons – Aaron Devries
Outreach Pop Up – Dana Vanzanten
Seniors Cafe –Emily Moniz

Board Training - None

OLA Superconference Bootcamp – February 1st. H. Robinson will be speaking on Outreach at the event. Board members that are interested in going are to let H. Robinson know as soon as possible to book and arrange transportation.

Management Team Reports

CEO's Report - Received for information

Crystal Jeffrey has resigned as Children's and Teens' Services Coordinator and accepted the position of Adult Page. Darlene Vreman has accepted Crystal's old position.

19-80

Master Plan Proposal

Moved by L. Baldwin-Sands, seconded by J. Rymal that St. Thomas Public Library Board approve the Master Plan Proposal as presented. CARRIED

- 19-81 Casual Positions
Moved by L. Baldwin-Sands, seconded by J. Rymal that St. Thomas Public Library Board approve the Casual Positions recommendation as presented. CARRIED.
- 19-82 Courtyard Project
Moved by L. Baldwin-Sands, seconded by P. Hedden that St. Thomas Public Library Board approve the Courtyard Project as presented. CARRIED
- 19-83 Capital Project
Moved by L. Baldwin-Sands, seconded by P. Hedden that St. Thomas Public Library Board approve the Capital Project recommendations as presented. CARRIED

Job Descriptions

- 19-84 Maintenance Worker
Moved by J. Rymal, seconded by P. Thornton that St. Thomas Public Library Board approve the revised Maintenance Worker Job Description as presented. CARRIED
- 19-85 Caretaker
Moved by J. Rymal, seconded by P. Hedden that St. Thomas Public Library Board approve the revised Caretaker Job Description as presented. CARRIED

Programing Report – Received for information

Policies

- 19-86 Acceptable Use of Technology
Moved by J. Rymal, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the revised Acceptable Use of Technology Policy as presented. CARRIED

Note: Reminder to staff to not use work email for personal opinion, responses or information

- 19-87 Use of Electronic Resources
Moved by J. Rymal, seconded by P. Hedden that St. Thomas Public Library Board approve the revised Use of Electronic Resources Policy as presented. CARRIED
- 19-88 Programming
Moved by J. Rymal, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the Programming recommendations as presented. CARRIED

Outreach Pop Up Station

19-89 Outreach Pop Up Station
Moved by L. Baldwin-Sands, seconded by D. Lavery that St. Thomas Public Library Board approve the Outreach Pop Up Station proposal recommendations as presented. CARRIED

Friends

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

Friends Liaison Report – None

Reports - Standing Committees

Finance

19-90 Revenue and Expenditures August 31st, 2019 Statement
Moved by J. Rymal, seconded by P. Hedden that St. Thomas Public Library Board approve the August 31st, 2019 Revenue and Expenditure Statement as presented. CARRIED.

Public Relations and Fundraising Committee – None

Personnel Committee – None

Southern Ontario Library Service – None

Trustee Council Meeting is in November here at the Library

Federation of Ontario Public Libraries – None

Correspondence - None

Health and Safety

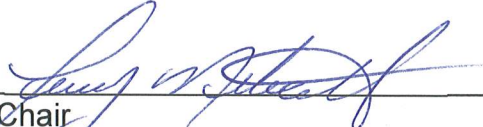
Health & Safety Committee Report – None.


Other Business - None

Adjournment

19-91 Moved by L. Baldwin-Sands, seconded by P. Hedden that the meeting adjourn at 4:52 pm CARRIED.

Next Meeting: October 16th, 2019


Chair


Secretary