

**MINUTES**  
**ST. THOMAS PUBLIC LIBRARY BOARD**  
October 16<sup>th</sup>, 2019

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, October 16<sup>th</sup>, 2019 in the Carolyn Kneeshaw Board Room, St. Thomas Public Library.

**Present:** Greg Grondin, Chair; Terry Metcalf Vice-Chair; Councillor Lori Baldwin-Sands; Councillor Joan Rymal; Deb Laverty; Deanne Feenstra; Peter Thornton; Elizabeth Bourque;

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

**Regrets:** Pam Hedden;

**Addition to the Agenda - None**

**Approval of Agenda**

19-92 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 September 18<sup>th</sup>, 2019**

19-93 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the Minutes of the Meeting of September 18<sup>th</sup>, 2019 be approved as presented. CARRIED.

**Matters Arising from the Minutes - None**

**Presentations**

Staff Presentations

- Book Club – STELIP – Jess Huber
- Summer Reading Club – Darlene Vreman
- Outreach Update – Amelia Bainbridge

**Board Training - None**

**Management Team Reports**

CEO's Report - Received for information, It was noted that three vacant positions have been filled and training starts Monday for all three staff.

Oshawa Mayor Letter – Received for information

Job Descriptions - None

Policies

- 19-94 Harassment, Discrimination and Violence Prevention and Resolution Policy and Program  
Moved by L. Baldwin-Sands, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Harassment, Discrimination and Violence Prevention and Resolution Policy and Program as presented. CARRIED
- 19-95 Volunteer Policy  
Moved by E. Bourque, seconded by T. Metcalf that St. Thomas Public Library Board approve the revised Volunteer Policy as presented. CARRIED

Friends

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

Friends Liaison Report – Received for Information

**Reports - Standing Committees**

Finance

- 19-96 Revenue and Expenditures September 30<sup>th</sup>, 2019 Statement  
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the September 30<sup>th</sup>, 2019 Revenue and Expenditure Statement as presented. CARRIED.
- 19-97 2020 Operating Budget  
Moved by E. Bourque, seconded by J. Rymal that St. Thomas Public Library Board approve the 2020 Operating Budget as presented. CARRIED.

Personnel Committee In Camera Session

- 19-98 Moved by L. Baldwin-Sands, seconded by T. Metcalf that the St. Thomas Public Library Board move, "In Camera" to discuss Personal matters about an identifiable individual. CARRIED.
- 19-99 Moved by L. Baldwin-Sands, seconded by D. Lavery that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.
- 19-100 Moved by T. Metcalf, seconded by D. Lavery that St. Thomas Public Library Board approve the Leave of Absence request submitted by R. Johnson-Clarke as presented. CARRIED.

Public Relations and Fundraising 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** – Reminder November 2, SOLS Meeting at the Library

**Adjournment**

19-101 Moved by L. Baldwin-Sands, seconded by J. Rymal that the meeting adjourn at 4:50 pm CARRIED.

Next Meeting: November 20<sup>th</sup>, 2019

  
Chair

  
Secretary