

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
November 20th, 2019

The regular meeting of the St. Thomas Public Library Board was held at 4:15 p.m. on Wednesday, November 20th, 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 Lavery; Deanne Feenstra; Peter Thornton; Pam Hedden;

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

Regrets: Elizabeth Bourque;

Addition to the Agenda - None

Approval of Agenda

19-102 Moved by L. Baldwin-Sands, seconded by P. Thornton that the agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - There was none declared.

Minutes of October 16th, 2019

19-103 Moved by J. Rymal, seconded by D. Lavery that the Minutes of the Meeting of October 16th, 2019 be approved as presented. CARRIED.

Matters Arising from the Minutes - None

Presentations

Capital Fundraising – Allan Weatherall

Outreach Report – Dana Vanzanten

Management Team Reports

CEO's Report - Received for information

Note: St. Thomas Public Library has been "Short-Listed" for the 100 People Who Care \$10,000 Grant. A. Devries and A. Bainbridge will attend the event and make the 10 minute presentation on the Courtyard Project.

3D Courtyard Images – Received for information

- 19-104 Lower Level Access Door
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board not pursue the creation of a Lower Level alternate entrance as presented. CARRIED

Mural Project

The request was made for S. Dyke to attend the December Board Meeting to provide additional information before a decision is made.

Job Descriptions

- 19-105 Team Leader: Customer Care
Moved by L. Baldwin-Sands, seconded by J. Rymal that St. Thomas Public Library Board approve the revised Team Leader: Customer Care Job Description as presented. CARRIED
- 19-106 Library Services Coordinator: Library Experience
Moved by D. Lavery, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the revised Library Services Coordinator: Library Experience Job Description as presented. CARRIED
- 19-107 Library Services Coordinator: Programming
Moved by J. Rymal, seconded by D. Lavery that St. Thomas Public Library Board approve the revised Library Services Coordinator: Programming Job Description as presented. CARRIED

Policies - None

Friends

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

Friends Liaison Report October 2019 – Received for Information

Reports - Standing Committees

Finance

- 19-108 Revenue and Expenditures October 31st, 2019 Statement
Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the October 31st, 2019 Revenue and Expenditure Statement as presented. CARRIED.
- 19-109 Trust Fund October 31st, 2019 Statement
Moved by T. Metcalf, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the October 31st, 2019 Trust Fund Statement as presented. CARRIED.
- Trust Fund Expenditures 2019.

19-110 Moved by T. Metcalf, seconded by L. Baldwin-Sands that St. Thomas Public Library Board approve the 2019 Trust Fund Expenditures as presented. CARRIED.

2020 Operating Budget

19-111 Moved by T. Metcalf, seconded by J. Rymal that St. Thomas Public Library Board approve the revised 2020 Operating Budget as presented. CARRIED.

Personnel Committee In Camera Session

19-112 Moved by T. Metcalf, seconded by L. Baldwin-Sands that the St. Thomas Public Library Board move, "In Camera" to discuss Personal matters about an identifiable individual. CARRIED.

19-113 Moved by L. Baldwin-Sands, seconded by P. Thornton that the St. Thomas Public Library Board move, "Out of Camera". CARRIED.

19-114 Moved by J. Rymal, seconded by P. Thornton that St. Thomas Public Library Board accept the CEO Job Performance Evaluation as presented. CARRIED.

Public Relations and Fundraising Committee - None

Southern Ontario Library Service – Received for information

Federation of Ontario Public Libraries – None

Correspondence - None

Health and Safety

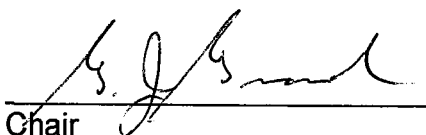
Health & Safety Committee Report – None.

Other Business – Distributed at the meeting: USB sticks to each Board Member with a copy of St. Thomas Public Library's Polices.

Adjournment

19-115 Moved by J. Rymal, seconded by P. Thornton that the meeting adjourn at 5:10 pm CARRIED.

Next Meeting: December 18th, 2019


Chair


Secretary