

Agenda  
Board Meeting  
St. Thomas Public Library Board  
September 21, 2022  
4:15 p.m. Zoom Meeting

**Mission of the St. Thomas Public Library**  
***We Connect***

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| 1. Adoption of Agenda                                 | MOTION                 |
| 2. Declaration of Pecuniary Interest                  |                        |
| 3. Minutes from Meetings                              |                        |
| 3.1 Minutes of Meeting June 15, 2022                  | MOTION                 |
| 4. Matters Arising from the Minutes                   |                        |
| 5. Management Team Reports                            |                        |
| 5.1 <u>CEO Report</u>                                 |                        |
| 5.1.1 Revised Organizational Chart                    | MOTION                 |
| 5.1.2 Revised and New Job Descriptions                | MOTION                 |
| • Acquisitions Technician                             |                        |
| • Communications and Donor Relations Coordinator      |                        |
| • Programming and Outreach Coordinator                |                        |
| • IT Coordinator                                      |                        |
| • Customer Experience Coordinator                     |                        |
| • Collections Engagement Coordinator                  |                        |
| • Maker Lab Coordinator                               |                        |
| 5.1.3 Budget Monitoring Report                        | REPORT                 |
| 5.1.4 3 Year Budget Forecast                          | REPORT                 |
| 5.1.5 Capital Project Sheet                           | MOTION                 |
| 5.1.6 January 2, 2023 Closure                         | MOTION                 |
| 5.1.7 Board Legacy Document                           | REPORT                 |
| 5.1.8 Crisis Communication Plan                       | REPORT                 |
| 5.1.9 Courtyard Project                               | MOTION                 |
| 5.2 <u>Library Services Report</u>                    |                        |
| 5.2.1 Community Partnership Policy                    | MOTION                 |
| Partnership Request Form                              |                        |
| Partnership Agreement Form                            |                        |
| 5.2.2 Elgin Centre Kiosk and Holds Locker             | PRESENTATION           |
| Location  | & DISCUSSION           |
| 5.2.3 Electronic Monitoring Policy                    | MOTION                 |
| 5.2.4 Proposal for Library Outreach Van               | DISCUSSION             |
| Van – Life Cycle Analysis                             | MOTION                 |
| 5.2.5 Furniture Proposal                              | MOTION                 |
| 5.2.6 Room Rental Policy to replace Facilities Policy | MOTION                 |
| 5.2.7 Room Rental Fees                                | DISCUSSION &<br>MOTION |

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| 6. Reports - Standing Committees – Reports       |                  |
| 6.1 <u>Finance Committee</u>                     |                  |
| 6.1.1 Revenue & Expenditure Statement            | MOTION           |
| 6.1.2 Designated Deferred Funds Statement        | MOTION           |
| 6.2 Personnel Committee -                        | NO REPORT        |
| 6.3 Public Relations and Fundraising Committee – | NO REPORT        |
| 6.4 OLS Board Assembly –                         | NO REPORT        |
| 6.5 Federation of Ontario Public Libraries –     | NO REPORT        |
| 6.6 Friends of the Library                       | NO REPORT        |
| 7. Correspondence –                              |                  |
| 8. Health and Safety Minutes of July 2022        | REPORT           |
| 9. Other Business –                              |                  |
| 10. Motion for Adjournment                       | MOTION           |
| 11. Next Meeting –                               | October 19, 2022 |
- Distributed at Meeting: