

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
September 21, 2022
4:15 p.m. Zoom – Online Meeting

Mission of the St. Thomas Public Library
We Connect

Present: Terry Metcalf, Vice-Chair; Councilor Joan Rymal; Councilor Lori Baldwin-Sands; Pam Hedden; Deb Laverty; Elizabeth Bourque; Deanne Feenstra

Staff: Heather Robinson, CEO; Aaron DeVries; Dana Vanzanten; Nadine Poulos; Tammi Hawley

Regrets: Greg Grondin, Chair;

Absent: Peter Thornton

Approval of Agenda

22-52 Moved by Lori Baldwin-Sands, seconded by Deb Laverty, that the Agenda be adopted as is with the addition of an In Camera Session at the end; CARRIED.

Declaration of Pecuniary Interest – There was none declared.

Minutes from June 15, 2022

22-53 Moved by Joan Rymal, seconded by Elizabeth Bourque, that the Minutes be accepted with one correction. Elizabeth Bourque to be moved to “Regrets” from “Present” last meeting; CARRIED.

Matters Arising from the Minutes – NONE

Management Team Reports

CEO Report – Received for Information

22-54 Revised Organizational Chart
Moved by Joan Rymal, seconded by Deb Laverty, that the revised organizational chart be accepted as presented; CARRIED.

22-55 Revised and New Job Descriptions
Moved by Joan Rymal, seconded by Elizabeth Bourque that all seven of the revised and new job descriptions be approved as submitted; CARRIED.

- 22-56 Capital Project 2023 – Outreach Van Purchase
Moved by Joan Rymal and seconded by Deb Laverty that the Outreach van be submitted as a Capital Project for 2023; CARRIED.
- 22-57 January 2, 2023
Moved by Elizabeth Bourque and seconded by Lori Baldwin-Sands that the Library be closed on January 2, 2023, in lieu of New Year’s Day statutory holiday; CARRIED.
- 22-58 Courtyard Project
Moved by Joan Rymal and seconded by Deb Laverty that the Library not proceed with the Courtyard Project; revisit it after the City Square is completed and in use; CARRIED.

Library Services Report – Received for Information

Library Space Changes - For Information.

- 22-59 Community Partnership Policy
Moved by Joan Rymal, seconded by Deb Laverty, to approve the policy as submitted; CARRIED.
- 22-60 Elgin Centre Kiosk and Holds Locker
Moved by Deb Laverty, seconded by Joan Rymal, to move the Kiosk and Holds locker to a new location in the Centre and to review in three to four months; CARRIED.
- 22-61 Electronic Monitoring Policy
Moved by Joan Rymal, seconded by Deb Laverty, to approve the policy as submitted; CARRIED.
- 22-62 Van – Life Cycle Analysis
Moved by Joan Rymal and seconded by Deb Laverty that a Ford E-Transit Cargo Van BEV (Battery Electric Vehicle) be purchased using Designated Deferred Funds; CARRIED
- 22-63 Furniture Proposal
Moved by Joan Rymal, seconded by Deb Laverty, to approve the purchase of furniture as submitted; CARRIED.
- 22-64 Room Rental Policy
Moved by Joan Rymal, seconded by Deb Laverty, to approve the policy as submitted; CARRIED

- 22-65 Room Rental Fees
Moved by Joan Rymal, seconded by Deb Laverty, to approve the rental fees in the policy as submitted; CARRIED

Reports - Standing Committees

Finance Committee

- 22-66 Revenue and Expenditure Statement
Moved by Elizabeth Bourque, seconded by Deb Laverty, that the Revenue and Expenditure Report be approved as presented; CARRIED
- 22-67 Designated Deferred Funds Statement
Moved by Deb Laverty, seconded by Joan Rymal, that the Revenue and Expenditure Report be approved as presented; CARRIED

Personnel Committee

- 22-68 Moved by Deb Laverty, seconded by Joan Rymal, that the Board move In Camera; CARRIED.
- 22-69 Moved by Elizabeth Bourque seconded by Lori Baldwin-Sands that the Board move out of camera; CARRIED.

Public Relations and Fundraising Committee – None

OLS Board Assembly Report - None

Federation of Ontario Public Libraries – None

Friends – None

Correspondence – None

Health and Safety – for review

Other Business – None

Motion for Adjournment

- 22-69 Moved by Lori Baldwin-Sands, seconded by Deb Laverty, that the meeting be adjourned at 5:20 p.m.; CARRIED.

Next Meeting – October 19, 2022 @ 4:15 pm