

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
September 13, 2023  
5:00 p.m. – Board Room

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

Present: Greg Grondin, Chair, Deb Laverty, Vice-Chair, Councillor Tara McCaulley, Councillor Rose Gibson, David Sharpe, Peter Bloch-Hansen, Larry Needham

Regrets: Geoff Rae

Staff: Heather Robinson, CEO, Dana Vanzanten, Nadine Poulos, Aaron DeVries, Christine Lewis

**Adoption of the Agenda**

23-128 Moved by Tara McCaulley, seconded by Larry Needham that the Agenda be adopted as presented. CARRIED.

**Declaration of Pecuniary Interest** - None declared.

**Minutes from June 14, 2023**

23-129 Moved by Peter Bloch-Hansen, seconded by David Sharpe that the Minutes be accepted as presented. CARRIED.

**Matters Arising from the Minutes** – None.

**Deputation**

Joe Zaverl read a letter to the Board regarding the Local History section of the Library.

**Meet the Coordinators**

Jess Huber, Library Experience Coordinator and Trish Lee, Collection Engagement Coordinator introduced themselves to the Board.

**Management Team Reports**

**CEO Report**

Heather Robinson presented an architect's rendering of the upcoming piano installation and enclosure. An ad hoc committee consisting of Greg Grondin, Peter Bloch-Hansen, Tara McCaulley, Rose Gibson, and Heather Robinson has been formed to discuss this project further.

- 23-130 Moved by Tara McCaulley, seconded by Rose Gibson that estimates be received for renovating the Carnegie Room and having an architect draft a proposal for the Courtyard in 2024. CARRIED.
- 23-131 Moved by David Sharpe, seconded by Rose Gibson that the October Board meeting be moved to Wednesday, October 4, 2023. CARRIED.
- 23-132 Moved by Tara McCaulley, seconded by Peter Bloch-Hansen that the Organizational By-Law be accepted as presented. CARRIED.
- 23-133 Moved by Larry Needham, seconded by David Sharpe that the Policy Development Policy be accepted as presented. CARRIED.
- 23-134 Moved by David Sharpe, seconded by Peter Bloch-Hansen that the mileage rate be increased to \$0.68/km. CARRIED.

**Library Services Report**

- 23-135 Moved by Tara McCaulley, seconded by Larry Needham that the Circulation Policy be accepted as presented. CARRIED.

Dana Vanzanten made a presentation about community fridges to the Board.

**Reports – Standing Committees**

**Finance Committee**

Tara McCaulley explained the revised Revenue and Expenditures statement and Designated Deferred Funds statement to the Board.

- 23-136 Moved by David Sharpe, seconded by Tara McCaulley that all of the Library’s funds (cash, donations, and investments) be moved to Libro Credit Union. CARRIED.
- 23-137 Moved by Tara McCaulley, seconded by Rose Gibson that the Revenue and Expenditure Statement for August 2023 be accepted as presented. CARRIED.
- 23-138 Moved by Tara McCaulley, seconded by Larry Needham that the Designated Deferred Funds Statement for August 2023 be accepted as presented. CARRIED.
- 23-139 Moved by David Sharpe, seconded by Tara McCaulley that the proposed expenditures from Designated Deferred Funds for 2023 be accepted as presented. CARRIED.

**Personnel Committee**

Deb Laverty will be meeting with Heather Robinson to revise the CEO Performance Appraisal form that has been used to date as it is not robust enough for the responsibilities of the position.

**Public Relations and Outreach Committee**

Talking point suggestions for the Business After 5 event on September 20, 2023 were handed out to the Board.

**OLS Board Assembly Report** – No report.

**Federation of Ontario Public Libraries** – No report.

**Friends of the Library** – No report.

**Correspondence** – None.

**Health and Safety** – No report.


**Other Business**


The content of the deputation that was presented by Joe Zaverl was discussed and a letter will be sent as a follow up.

**Motion for Adjournment**

23-140 Moved by Tara McCaulley, seconded by Larry Needham, that the meeting be adjourned at 6:18 p.m.

**Next Meeting** – October 4, 2023 @ 5:00 p.m.

  
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Chair

  
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Secretary