

MINUTES  
ST. THOMAS PUBLIC LIBRARY BOARD  
November 8, 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, Geoff Rae, David Sharpe, Larry Needham, Peter Bloch-Hansen, Councillor Rose Gibson, Chi Doan

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

**Adoption of the Agenda**

23-149 Moved by Larry Needham, seconded by Tara McCaulley that the Agenda be adopted as presented. CARRIED.

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

**Minutes from October 4, 2023**

23-150 Moved by Deb Laverty, seconded by Chi Doan that the Minutes be accepted as presented. CARRIED.

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

**Management Team Reports**

**CEO Report**

23-151 Moved by Larry Needham, seconded by Chi Doan that the City of St. Thomas be allowed to proceed with the proposed piano enclosure. CARRIED.

23-152 Moved by Deb Laverty, seconded by Tara McCaulley that the Holiday Closures for 2024 be approved following amendment of New Year's Eve date. CARRIED.

**Library Services Report**

Nadine Poulos demonstrated to the Board how to use the NoveList Plus database.

Dana Vanzanten reported to the Board regarding the Library's Driver's Handbook, which has been adapted from the City of St. Thomas.

23-153 Moved by Tara McCaulley, seconded by Rose Gibson that the Outreach Services Policy be accepted as presented. CARRIED.

23-154 Moved by Rose Gibson, seconded by David Sharpe that the Loss of Driver's Licence Policy be adopted from the City of St. Thomas and approved following amendment of its wording to be more inclusive.  
CARRIED.

Heather Robinson and Dana Vanzanten reported to the Board regarding different parking options for the Outreach van and what has been researched to date.

### **Reports – Standing Committees**

#### **Finance Committee**

23-155 Moved by Rose Gibson, seconded by Larry Needham that the Revenue and Expenditure Statement for October be approved as presented.  
CARRIED.

23-156 Moved by David Sharpe, seconded by Chi Doan that the Designated Deferred Funds Statement for October be approved as presented.  
CARRIED.

**Personnel Committee** – No report.

**Public Relations and Outreach Committee** – No report.

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

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

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

**Correspondence** – None.

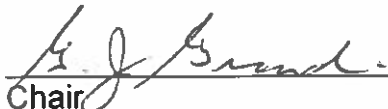
**Health and Safety** – No report.


**Other Business** – None.

#### **Motion for Adjournment**

23-148 Moved by Tara McCaulley, seconded by Rose Gibson, that the meeting be adjourned at 5:39 p.m.

**Next Meeting** – December 13, 2023 @ 5:00 p.m.

  
Chair

  
Secretary