

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

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

Present: Greg Grondin, Chair, Geoff Rae, David Sharpe, Larry Needham, Peter Bloch-Hansen, Councillor Rose Gibson

Regrets: Deb Lavery, Vice-Chair, Chi Doan

Absent: Councillor Tara McCaulley

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

**Adoption of the Agenda**

23-158 Moved by David Sharpe, seconded by Rose Gibson that the Agenda be adopted as presented. CARRIED.

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

**Minutes from November 8, 2023**

23-159 Moved by Geoff Rae, seconded by Rose Gibson that the Minutes be accepted as presented. CARRIED.

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

**Management Team Reports**

**CEO Report**

23-160 Moved by Rose Gibson, seconded by Larry Needham that the 2022 Annual Report be approved following addition of two Board Member names. CARRIED.

**Library Services Report**

23-161 Moved by David Sharpe, seconded by Larry Needham that the Accessible Customer Service Policy be accepted as presented. CARRIED.

23-162 Moved by Rose Gibson, seconded by Geoff Rae that the Posters and Notice Policy be accepted as presented. CARRIED.

Jess Huber, Library Experience Coordinator, presented a Show and Share to the Board about Home Library Services.

## **Reports – Standing Committees**

### **Finance Committee**

- 23-163 Moved by Rose Gibson, seconded by Geoff Rae that the Revenue and Expenditure Statement for November be approved as presented. CARRIED.
- 23-164 Moved by David Sharpe, seconded by Geoff Rae that the Designated Deferred Funds Statement for November be approved as presented. CARRIED.

### **Personnel Committee**

- 23-165 Moved by Rose Gibson, seconded by David Sharpe that the Board move In Camera. CARRIED.
- 23-166 Moved by Rose Gibson, seconded by Peter Bloch-Hansen that the Board move Out of Camera. CARRIED.
- 23-167 Moved by Larry Needham, seconded by Geoff Rae that the Banked Time Pilot Program be adopted for all non-union employees effective January 2, 2024. CARRIED.
- 23-168 Moved by Larry Needham, seconded by Geoff Rae that the proposed 2023 Non-Union Employee Salary Grid with pay equity compliant job rates reflecting the 60<sup>th</sup> percentile pay target, effective July 1, 2023, inclusive of the pay equity adjustment for the Library CEO/Chief Librarian, be approved. CARRIED.

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

### **OLS Board Assembly Report**

Oral report from November 15, 2023 Board Assembly Meeting by Peter Bloch-Hansen.

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

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

**Correspondence – None.**

**Health and Safety – Report**

**Other Business – None.**

### **Motion for Adjournment**

- 23-169 Moved by Rose Gibson, seconded by Larry Needham, that the meeting be adjourned at 6:45 p.m.

**Next Meeting** – January 10, 2024 @ 5:00 p.m.

  
Chair

  
Secretary

