

MINUTES
ST. THOMAS PUBLIC LIBRARY BOARD
February 14, 2024
5:00 p.m. – Board Room

Mission of St. Thomas Public Library
We Connect.

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

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

Adoption of the Agenda

24-01 Moved by Rose Gibson, seconded by Tara McCaulley that the Agenda be adopted as presented. CARRIED.

Declaration of Pecuniary Interest - None declared.

Minutes from December 13, 2023

24-02 Moved by Larry Needham, seconded by Geoff Rae that the Minutes be accepted as presented. CARRIED.

Matters Arising from the Minutes – None.

Management Team Reports

CEO Report

24-03 Moved by David Sharpe, seconded by Deb Laverty that the Mileage and Meal rates from the City of St. Thomas be accepted as presented. CARRIED.

Library Services Report

Jess Huber, Library Experience Coordinator, presented the schedule of March Break activities to the Board.

24-04 Moved by Tara McCaulley, seconded by Chi Doan that the updated Maker Lab Coordinator job description be accepted as presented. CARRIED.

The Library Managers presented a review of 2023 to the Board.

Reports – Standing Committees

Finance Committee

- 24-05 Moved by David Sharpe, seconded by Larry Needham that the Revenue and Expenditure Statement for December 2023 be approved as presented. CARRIED.
- 24-06 Moved by Geoff Rae, seconded by Larry Needham that the Revenue and Expenditure Statement for January be approved as presented. CARRIED.
- 24-07 Moved by David Sharpe, seconded by Rose Gibson that the Designated Deferred Funds Statement for December 2023 be approved as presented. CARRIED.
- 24-08 Moved by Rose Gibson, seconded by Geoff Rae that the Designated Deferred Funds Statement for January be approved as presented. CARRIED.
- 24-09 Moved by Larry Needham, seconded by Rose Gibson that the Designated Deferred Funds Statement after Withdrawal for 2023 special projects be approved as presented. CARRIED.

Personnel Committee

Deb Laverty informed the Board that Heather Robinson's annual performance appraisal was completed by the Personnel Committee and would be presented at the next meeting.

Public Relations and Outreach Committee – No report.

OLS Board Assembly Report – No report.

Federation of Ontario Public Libraries – Report.

Friends of the Library – Report.

Correspondence – None.

Health and Safety – Report.

Other Business – None.

Motion for Adjournment

- 24-10 Moved by Rose Gibson, seconded by Geoff Rae, that the meeting be adjourned at 6:07 p.m.

Next Meeting – March 13, 2024 @ 5:00 p.m.


Chair


Secretary

