



Minutes of a Regular Meeting of the St. Marys Public Library Board

Meeting Location: Pyramid Recreation Centre

Meeting Date: September 6th, 2018

Meeting Time: 6:30 pm

Meeting Attendance:

Present: Board Chair, C. Atlin, B. Osbourne, R. Quinton, B. Tuer, T. Winter, M. Zurbrigg,
A. Strathdee, L. Hodgins

Staff Present: CEO M. Corbett

Regrets: Vice Chair, J. Mustard, Library Services Coordinator R. Webb

1. Call to order: 6:36pm

2. Approval of the agenda

Motion:

**That the September 6th, 2018 regular meeting of the St. Marys Public Library
Board agenda be approved as presented.**

3. Declarations of pecuniary interest

None declared.

4. Welcome guests or delegations

P. McAsh

5. Consent agenda

That Consent Agenda items 5.1 to 5.4. inclusive be adopted by the Board.

Motion: T. Winter

Second: R. Quinton

5.1. Minutes of the June 7th, 2018 Regular Library Board meeting

Motion:

**That the minutes of the June 7th, 2018 Regular Library Board Meeting be
approved.**

5.2. CEO Report

Motion:

The CEO Report be received.

5.3. Library Statistics

Motion:

That the Library statistics report be approved.

5.4. Financial Report



Motion:

That the Library Financial report be approved.

6. Discussion items

6.1. Verbal Update Library Move/Renovations

CEO M. Corbett provided a verbal update on where the Library Renovations and the Temporary location at the PRC. R. Quinton inquired when the Library windows were scheduled for completion and CEO M. Corbett provided a tentative date of Mid-to-late October. M. Corbett also provided information on the renovations that were not successful for this 2018 year (relocation of the staff wall and the circulation desk renovation).

6.2. Engineering Report: Where we are to date:

CEO M. Corbett presented the report, outlining the information that has been presented to the Board over the past few months. He mentioned there was not much new information outside of the Engineer conducting the floor examination on August 29th. Discussions arose regarding the floor board spans, more information was needed on the deflection of the floor, and the need to investigate the cost to repair/reinforce the joists/floor, as this was presented in the Library Space and Service Needs Study.

The Board has directed CEO M. Corbett to invite the Engineers and G. Brower to a Special Board Meeting once the report has been received.

Motion: To accept this report as information, and to have CEO M. Corbett report back on any new information that arises once the Engineering Report has been received.

Moved by: M. Zurbrigg

Seconded by: B. Tuer

Result: Carrier.

6.3. Library Budget

CEO M. Corbett, C. Atlin and R. Quinton presented the draft 2019 budget to the Library Board. CEO M. Corbett provided a brief overview of the Operational and Capital budgets, and where the proposed renovations for 2019 would fall into. B. Osbourne and A. Strathdee inquired about the grants for the current 2018 year and the 2019 year, specifically if any information has been provided about the operating grants. CEO M. Corbett informed the Board there has not been much information about grants, however the current operating grant is available.

Motion: That the draft 2019 budget presented to the Board on September 6th, 2018 go forward to the Corporation of the Town of St. Marys for Budget deliberations.

Moved by: R. Quinton

Seconded by: B. Osbourne



Result: Carried.

6.4. Board Recruitment—Verbal discussion led by Chair C. Atlin

Chair C. Atlin led a discussion on recruitment for the next Board. She encouraged members of the current Board to encourage anyone who is interested in the Board to apply, and/or contact the Chair or CEO, should they have any questions, and to promote the Board through word of mouth and social media. M. Corbett informed the Board a “Board of Trustees Job Description” was created and will be posted online when a call for applications is posted.

7. Friends of the Library report

R. Quinton provided an update on the Friends of the Library. FOL was on hiatus for the summer and will reconvene in September, 2018.

Summer Reading Program was fully sponsored by the Friends.

FOL raised \$400 selling books at the Heritage Festival.

The plans for the fall book sale has been placed on hold, pending the engineer’s report.

R. Quinton informed the Board the book sale generates \$8,000 each year for the Library.

8. Round table discussion

L. Hodgins asked what new initiatives the CEO is looking for with respect to the PRC.

CEO M. Corbett provided information on the current Aquatics Pass, how well it worked and that he was setting up a meeting to discuss the possibility of a Recreation Pass, or an Ice Skate pass.

M. Zurbrigg discussed a reading stand at a recreation centre she attended. R. Quinton and M. Corbett offered an update on an initiative the FOL is looking at, which will encompass M. Zurbrigg’s observations at the recreation centre.

C. Atlin highlighted the sign completion, and thanked the Board and CEO M. Corbett for their hard work on this case file. C. Atlin also provided information on the celebration of life for B. Taylor, a previous long-standing Librarian with St. Marys Public Library.

9. Date of next meeting—Thursday October 4th, 2018

10. Adjournment at 7:43 pm

Motion:

That the September 6th, 2018 regular meeting of the St. Marys Library Board be adjourned.

Moved by: L. Hodgins

Second: B. Osbourne

Result: Carried.