



December 12, 2019

3:00 pm

St. Marys Public Library

15 Church Street North, St. Marys

Pages

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **AMENDMENTS AND APPROVAL OF AGENDA**
4. **DELEGATIONS**
5. **ACCEPTANCE OF MINUTES**

RECOMMENDATION

That the minutes from November 14, 2019 and November 25, 2019 be accepted as presented in items 5.1 and 5.2.

5.1 **Minutes, November 14th, 2019** 3

5.2 **Minutes, November 25th, 2019** 8

6. **CLOSED SESSION**

RECOMMENDATION

That the St. Marys Public Library Board move into a session that is closed to the public in accordance with the Public Libraries Act, Section 16.1(4)(b) personal matters about an identifiable individual, including municipal or local board employees, and Section 16.1(4)(d) labour relations or employee negotiations at ____pm

6.1 **Minutes of Previous Closed Session**

6.2 **Library CEO transition**

7. RISE AND REPORT

RECOMMENDATION

That the Library Board rise from closed session at __pm

8. CEO TRANSITION APPOINTMENTS

RECOMMENDATION

That Lisa Lawrence, Director of Human Resources for the Town of St. Marys, be appointed Interim Library CEO effective December 18, 2019.

9. UPCOMING MEETINGS

10. ADJOURNMENT



Minutes

Library Board

November 14, 2019

6:45 pm

St. Marys Public Library

15 Church Street North, St. Marys

Member Present	Councillor Craigmile, Councillor Edney, Barbara Tuer, Cole Atlin, Lynda Hodgins
Member Absent	Councillor Pridham, Melinda Zurbrigg, Reg Quinton, Joyce Vivian
Staff Present	Matthew Corbett, CEO, Rebecca Webb, Staff Liaison

1. CALL TO ORDER

Meeting was called to order at 6:51pm by Board Chair C. Atlin.

2. DECLARATION OF PECUNIARY INTEREST

None declared.

3. AMENDMENTS AND APPROVAL OF AGENDA

Moved By Barbara Tuer

Seconded By Councillor Craigmile

That the November 14th, 2019 regular meeting of the St. Marys Public Library Board agenda be approved as presented.

Carried

4. DELEGATIONS

None present.

5. CONSENT AGENDA

There was a question raised about the presentation of funding years.

Moved By Councillor Edney

Seconded By Barbara Tuer

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

Carried

5.1 Acceptance of Minutes

5.2 CEO Report

5.4 Adult Learning Update

5.3 Financial Report

6. CORRESPONDENCE

6.1 Leave of Absence and Interim Appointment

Councillor Fern Pridham will join the Board on an interim basis for Mayor Al Strathdee.

Moved By Lynda Hodgins

Seconded By Councillor Craigmile

That the Board receive the correspondence from the Town of St. Marys regarding a leave of absence and interim appointment to the Library Board.

Carried

7. BOARD TRAINING

CEO M. Corbett gave the Board an overview of the current situation with publishers and their proposed restrictions on e-book and audiobook purchasing and how they will affect public libraries.

8. DISCUSSION ITEMS

8.1 Board Meeting Schedule 2020

Moved By Lynda Hodgins

Seconded By Barbara Tuer

That the Board Schedule for 2020 be approved as presented.

Carried

8.2 Policy Updates

Moved By Lynda Hodgins

Seconded By Barbara Tuer

THAT the Policy Committee Report be received as information; and

THAT the policy FN-04 Intellectual Freedom Policy, OP-09 Programming Policy, OP-03 Unattended Children Policy, OP-07 Children's and Teens' Services Policy, and OP-01 Collection Development Policy be approved as recommended by the Policy Committee of the Board; and

THAT the remove the stand alone Local History Policy from the list of approved policies of the Library Board.

Carried

8.3 December Meeting Cancellation

Moved By Barbara Tuer

Seconded By Councillor Craigmile

That St. Marys Public Library Board cancel its December 2019 meeting.

Carried

8.4 Budget Finalization

Moved By Councillor Craigmile
Seconded By Councillor Edney

That the Budget Finalization document be received as information.

Carried

8.5 Strategic Plan Report

CEO M. Corbett gave an overview of the Strategic Plan Report and the Board discussed the idea of doing a strategic plan using ministry funding.

After discussion, the Board directed CEO M. Corbett to pursue and explore the possibility of getting a small update to the Space and Service needs study from Stephen Abram and to investigate whether it is possible to use the potential funds to help with the Board / Town committee and also to put money aside each year to ultimately assist with strategic planning when the Board is ready.

Moved By Lynda Hodgins
Seconded By Barbara Tuer

That the Board receive the Strategic Plan Report as information.

Carried

Moved By Lynda Hodgins
Seconded By Councillor Edney

That we move forward with pursuing the strategic planning and service review as discussed and directed.

Defeated

9. FRIENDS OF THE LIBRARY REPORT

The Friends of the Library earned \$4,762.33 at the 2019 Fall Book Sale. The Friends of the Library are sponsoring two Library staff members to attend OLA Superconference for training. Adult Learning will present at the Newcomers' coffee meet and greet in January and Library staff will present in February.

10. ROUNDTABLE DISCUSSION

Board Member L. Hodgins attended a SOLS meeting in St. Thomas and gave highlights from that meeting.

The EarlyON contract was awarded to the Town recreation department. The recreation department will be hiring an RECE employee to execute programming throughout the community.

Adult Learning had a site visit from the ministry. A "pre-audit" took place and the evaluator was very impressed with the progress at Adult Learning.

11. UPCOMING MEETINGS

The date of the next regular Board Meeting will be January 2nd, 2019 at 6:45pm.

12. ADJOURNMENT

Moved By Councillor Craigmile

Seconded By Barbara Tuer

That the November 14th, 2019 regular meeting of the St. Marys Library Board be adjourned.

Carried

Chair

Board Secretary



Minutes

Library Board

November 25, 2019

5:30 pm

St. Marys Public Library

15 Church Street North, St. Marys

Member Present	Councillor Craigmile, Barbara Tuer, Cole Atlin, Lynda Hodgins, Reg Quinton, Joyce Vivian, Councillor Pridham
Member Absent	Mayor Strathdee, Councillor Edney, Melinda Zurbrigg
Staff Present	Matthew Corbett, CEO, Rebecca Webb, Staff Liaison

1. CALL TO ORDER

Moved By Lynda Hodgins

Seconded By Joyce Vivian

That the November 25th, 2019 special meeting be approved as presented.

Carried

2. AMENDMENTS AND APPROVAL OF AGENDA

3. GUESTS AND DELEGATIONS

Welcome L. Lawrence, Director of Human Resources for the Town of St. Marys.

4. DISCUSSION ITEMS

4.1 Recruitment Process and Timeline

CEO Matthew Corbett informed the Board of his resignation with his last day being on December 17th, 2019.

Director of Human Resources Lisa Lawrence presented a timeline to the Board for the recruitment process.

The Board gave direction to the personnel committee to pursue the recruitment of a new CEO as discussed.

Moved By Reg Quinton

Seconded By Lynda Hodgins

That the recruitment timeline be accepted as information.

Carried

5. UPCOMING MEETINGS

A special meeting of the St. Marys Public Library Board be scheduled for December 12th, 2019 at 3:00pm.

6. ADJOURNMENT

Moved By Barbara Tuer

Seconded By Councillor Craigmile

That the November 25th, 2019 special meeting of the Library Board be adjourned.

Carried

Chair

Board Secretary

