

# ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2  
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*The St. Catharines Public Library provides spaces, resources, and experiences for all citizens to learn, grow and connect.*

## MINUTES OF THE REGULAR MEETING

Thursday, February 18, 2021

Microsoft Teams

<u>Board:</u>	V. De Luca S. Dimick H. Findlay (Chair) Councillor L. Littleton	L. McDonald F. Sheikh K. Tribble (Vice-Chair) S. Tromanhauser Councillor B. Williamson
<u>Staff:</u>	D. Andrusko D. Bott (Teams moderator) N. Bryans (Recording Secretary) S. Mannella	A. McKenzie K. Smith Curtis J. Spera K. Su (Secretary)
<u>Guests:</u>	L. Dobson	B. Fratarcangeli

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, February 18, 2021 on Microsoft Teams. The Chair called the Meeting to order at 6:02 pm.

### 1. Adoption of Agenda

1.1 Additions/Deletions to Agenda  
None

1.2 Adoption of Agenda

**MOTION: 2021-15**      THAT the Agenda be adopted.  
**MOVED BY:**            S. Dimick  
**SECONDED BY:**        F. Sheikh  
**MOTION CARRIED.**

### 2. Chair's Remarks and Declarations of Interest

None

### 3. Presentation

3.1 Governance Best Practices – B. Fratarcangeli, Consultant, SOLS  
B. Fratarcangeli provided an online presentation to the Board about Governance Best Practices and the Governance Context for Public Libraries in Ontario. SOLS has a commitment to create resource documents for Library Boards.

His presentation focused on the governance concept broad principals, how to work towards good governance, and the complex definition of governance. Governance is how society, or groups within it, organize to make decisions. Governance determines who has power, who makes decisions, how other players make their voice heard and how account is rendered. The following governance concepts were presented:

- Authority – Library Board authority belongs to the Board as a whole; individual Board members have no authority
- Informed decision-making = good governance
- Board and CEO work collaboratively to create agendas that are forward thinking while also meeting the needs for accountability and wise stewardship
- Policy development based on collective values, to express Board philosophy and priorities
- Public Library Act gives Library Boards a policy making role; the Board may set rules for the use of library services through broad legislative requirements for the public sector, Municipal Act requirements, and policies set by the Board
- Governance and Operations; Boards work on higher level strategic choices, priorities and future directions and create space for management to operate
- Management translate Strategic Goals into Strategy Objectives or Visions that are then translated into more specific operational Action Items or Work Plans
- Guiding Principles for Good Governance include; personal integrity, shared leadership, clarity and respect, trust and candor, and continuous learning

A power point copy of the presentation will be sent to members on February 19, 2021.

B. Fratarcangeli left the meeting.

#### **4. Adoption of Minutes**

##### **4.1 Annual Meeting – January 28, 2021**

**MOTION: 2021-16** THAT the Annual Meeting Minutes of January 28, 2021 be adopted.

**MOVED BY:** S. Dimick

**SECONDED BY:** F. Sheikh

**MOTION CARRIED.**

##### **4.2 Regular Meeting – January 28, 2021**

**MOTION: 2021-17** THAT the Regular Meeting Minutes of January 28, 2021 be adopted.

**MOVED BY:** V. De Luca

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

#### **5. Monthly Updates**

##### **5.1 St. Catharines City Council**

Councillor B. Williamson reported that City staff have been working to clear the snow due to the snowstorm and winter weather conditions. Councillor L. Littleton praised the Library for being proactive by closing for a half day to safely clear away the snowfall.

##### **5.2 SOLS Update – K. Tribble**

Nothing to report

5.3 CEO Update – K. Su

K. Su reported that:

- Effective Tuesday, February 16, 2021, Niagara Region is in Grey–Lockdown Level. The Library will continue to offer curbside pickup service and effective Monday, February 22, 2021 will also provide computer access service.
- In response to the weather warning on Family Day, the Library was closed on Tuesday, February 16, 2021 until noon to allow staff to clear away the snowfall.

6. Consent Reports

6.1 Correspondence

None

6.2 CEO Report – K. Su

The Board received the CEO Report.

6.3 Department Reports – January 2021

The Board received the Department Reports – January 2021.

6.4 Finance Reports – K. Smith Curtis

The Board received the following finance reports:

6.4(a) 2020 Operating Budget Statement – December 31, 2020

6.4(b) Endowment and Trust Fund Statement – December 31, 2020

6.4(c) Short Term Investments – December 31, 2020

6.5 Response to COVID-19 Pandemic (February Update) – K. Su

The Board received the Response to COVID-19 Pandemic (February Update).

**MOTION: 2021-18** THAT the Consent Reports be received as circulated.

**MOVED BY:** Councillor L. Littleton

**SECONDED BY:** F. Sheikh

**MOTION CARRIED.**

7. Discussion Reports

7.1 Proposed 2021 Board Committees – H. Findlay

The Board received a written report and H. Findlay outlined 3 proposed 2021 Board Committees with their proposed terms of reference to the Board. Discussion ensued. The committees will report back to the Board in March.

2021 Goals and Action Plan Committee will be comprised of K. Tribble, V. De Luca, S. Dimick, H. Findlay, and K. Su. Their purpose is to look at the Strategic Plan Goals and develop SMART Action Plan items to drive them forward and they will report to the Board in March.

**MOTION: 2021-19** THAT the Board establish the 2021 Goals & Action Plan Committee .

**MOVED BY:** Councillor L. Littleton

**SECONDED BY:** F. Sheikh

**MOTION CARRIED.**

2021 CEO Evaluation Committee will be comprised of Councillor L. Littleton, S. Tromanhauser, H. Findlay, and K. Su. Their purpose is to provide the CEO Evaluation for this year. They were also directed to review the CEO Evaluation Policy and report to the Board in March.

**MOTION: 2021-20** THAT the Board establish the 2021 CEO Evaluation Committee.  
**MOVED BY:** V. De Luca  
**SECONDED BY:** F. Sheikh  
**MOTION CARRIED.**

2021 Board Goals Committee will be comprised of F. Sheikh, K. Tribble, H. Findlay, and K. Su. Their purpose is to create self-evaluation tools to improve the skills for Board development and to hone some goals for the Board's direction. They will report to the Board in March.

**MOTION: 2021-21** THAT the Board establish the 2021 Board Goals Committee.  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** K. Tribble  
**MOTION CARRIED.**

- 7.2 Occupational Health and Safety Policy – L. Dobson  
The Board received a written report and L. Dobson outlined the changes to the policy. Discussion ensued.

**MOTION: 2021-22** THAT the Board approve amended Policy G13 – Occupational Health and Safety including the updated Terms of Reference.  
**MOVED BY:** S. Tromanhauser  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

- 7.3 Meeting Rooms Policy – K. Smith Curtis  
The Board received a written report and K. Smith Curtis outlined the changes to the policy. Discussion ensued.

**MOTION: 2021-23** THAT the Board rescind Policy G5 – Meeting Rooms approved on April 19, 2007 and approve the new Policy G5 – Meeting Rooms.  
**MOVED BY:** F. Sheikh  
**SECONDED BY:** S. Tromanhauser  
**MOTION CARRIED.**

## 8. In-Camera Session

- 8.1 Motion to Move In-Camera

**MOTION: 2021-24** THAT the Regular Meeting move In-Camera.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** F. Sheikh  
**MOTION CARRIED.**

The Regular Meeting moved In-Camera at 7:08 pm.

8.2 In-Camera Agenda

8.2(a) Additions/Deletions to In-Camera Agenda

Add Item 8.5(a) SCPL Restructuring Update – L. Dobson  
Move Item 8.5(a) CEO Evaluation to Item 8.5(b)

8.2(b) Adoption of In-Camera Agenda

**MOTION: 2021-25** THAT the In-Camera Agenda be adopted as amended  
**MOVED BY:** S. Dimick  
**SECONDED BY:** K. Tribble  
**MOTION CARRIED.**

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – January 28, 2021

**MOTION: 2021-26** THAT the In-Camera Minutes of January 28, 2021 be adopted.  
**MOVED BY:** S. Tromanhauser  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

8.4 In-Camera Consent Reports

8.4(a) Staffing (February Update) – K. Su

The Board received a written update on Staffing.

8.4(b) Collective Agreement Negotiations (February Update) – K. Su

The Board received a written update on Collective Agreement Negotiations.

**MOTION: 2021-27** THAT the In-Camera Consent Reports be received as circulated.  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

8.5 In-Camera Discussion Reports

8.5(a) SCPL Restructuring Update – L. Dobson

L. Dobson updated the Board about SCPL's plans for restructuring.

K. Su, K. Smith Curtis, L. Dobson, and N. Bryans left the meeting at 7:17 pm.

8.5(b) CEO Evaluation – Board

The Board discussed the 2020 CEO performance evaluation process and report.

**MOTION: 2021-28** THAT the Board approve the 2020 CEO performance evaluation as discussed.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** F. Sheikh  
**MOTION CARRIED.**

8.6 Return to Open Session

**MOTION: 2021-29** THAT the In-Camera Session return to Open Session.

**Moved BY:** S. Tromanhauser

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

The In-Camera Session returned to Open Session at 7:57 pm.

9. Motion(s) Arising From In-Camera Session

**MOTION: 2021-30** THAT the Board adopt any Motions arising from the In-Camera Session.

**Moved BY:** S. Dimick

**SECONDED BY:** L. McDonald

**MOTION CARRIED.**

10. Motion to Adjourn

**MOTION: 2021-31** THAT the Regular Meeting be adjourned.

**Moved BY:** L. McDonald

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

The Regular Meeting adjourned at 7:57 pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, March 18, 2021, at 6:00 pm, by Microsoft Teams



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Chair



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Secretary