



# St. Catharines Public Library Board

## Regular Meeting Minutes

Thursday, February 15, 2024, 6:00 pm  
Mills Room, Central Library & Microsoft Teams

**Present:** M. Brousseau S. Dimick (Vice-Chair)  
P. Clausi Councillor J. Lindal  
J. Coles (Chair) G. Riihimaki  
K. Diiorio

**Regrets:** L. Littleton Councillor G. Miller

**Staff:** D. Bott (left at 7:19 pm) H. Jones (left at 7:18 pm)  
L. Dobson J. Spera (left at 7:18 pm)  
M. Haanstra (left at 7:18 pm) K. Su (Secretary)  
L. Jenter (Recording Secretary) (left at 7:44 pm)

Chair calls Regular Meeting to order at 6:00 pm

Councillor J. Lindal reads the following SCPL Land Acknowledgment:

The land on which the Board meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

### 1. Adoption of Agenda

1.1 Additions/Deletions to Agenda  
None

1.2 Adoption of Agenda

**MOTION: 2024-22** THAT the Agenda be adopted.  
**MOVED BY:** K. Diiorio  
**SECONDED BY:** Councillor J. Lindal  
**MOTION CARRIED.**

2. **Chair's Remarks & Declarations of Interest**

The Chair welcomed the Board to the meeting. There were no Declarations of Interest.

3. **Presentations**

3.1 Central Renovation Design

The CEO provided an update on the Green and Inclusive Community Building Program Grant. The CEO advised the Board that the Library was unsuccessful in its grant application. The CEO confirmed that ward99 architects will continue second phase design to complete shovel-ready plans.

Tina Ranieri-D'Ovidio, ward99 architects, presented the Phase Two Design Development progress; providing an overview of the results of the community survey, highlighting accessibility features, and confirming the Civic Square design project aligns with Library design objectives.

4. **Adoption of Minutes (attachment)**

The Chair discussed changes to Board Minutes protocols to align with the City of St. Catharines.

4.1 Annual Meeting – January 18, 2024

**MOTION: 2024-23**                      THAT the Annual Meeting Minutes of January 18, 2024 be adopted.  
**MOVED BY:**                              G. Riihimaki  
**SECONDED BY:**                          M. Brousseau  
**MOTION CARRIED.**

4.2 Regular Meeting – January 18, 2024

**MOTION: 2024-24**                      THAT the Regular Meeting Minutes of January 18, 2024 be adopted.  
**MOVED BY:**                              Councillor J. Lindal  
**SECONDED BY:**                          S. Dimick  
**MOTION CARRIED.**

5. **Monthly Updates (verbal)**

5.1 St. Catharines City Council

No updates.

5.2 CEO Update – K. Su

The CEO updated the Board about the following:

- Library Budget – City Council has approved the 2024 Operating and Capital Budgets.
- Strategic Plan RFP – the Library has posted the RFP to close on February 23. Staff will review applications and provide recommendation to the Board.
- Library Bank Account – the Library's TD Bank account was compromised in January due to cheque fraud. TD Bank advised the Library to close the bank account and open a new one. Fraud costs were recouped. Business Administrator will provide update at March Board Meeting.
- State of the Region – Event will be held on March 27, 2024. Board members welcome to attend.

5.3 Department Update – J. Anderson, P. Der Nederlanden, K. Robinson, M. Torres, and M. Harder  
Staff presented experiences from attending and presenting at the Ontario Library Association Super Conference. The Board congratulated staff on a successful OLA presentation.

5.4 Department Update – D. Bott  
D. Bott provided an update on Niagara Regional Broadband Network majority share purchase by Cogeco. The Library has signed a new five-year service agreement with grandfathered terms.

## 6. **Consent Agenda**

6.1 CEO Report – K. Su

6.2 Department Reports – January 2024

6.2(a) Customer Service – J. Spera & M. Haanstra

6.2(b) Facilities and Health & Safety – L. DiDonato

6.2(c) Innovation, Collections, and Technology – D. Bott

6.2(d) Programming & Promotions – H. Jones

**MOTION: 2024-25**                      THAT the Consent Agenda be received as circulated.  
**MOVED BY:**                              G. Riihimaki  
**SECONDED BY:**                         Councillor J. Lindal  
**MOTION CARRIED.**

## 7. **Discussion Reports**

7.1 Financial Results & Forecast at December 31, 2023 – K. Su

The Board received the yearend financial report that outlined an anticipated surplus. Staff recommended the surplus is used to enhance Library security and alleviate health and safety risks. P. Clausi recommended widening the scope for the use of SCPL Reserve funds to any Board approved expenditure.

**MOTION: 2024-26**                      THAT the St. Catharines Public Library (SCPL) Board approve  
the transfer of the net December 31, 2023 yearend surplus

to a SCPL Reserve and that the funds be designated to offset costs, as approved by the Board.

**MOVED BY:** P. Clausi  
**SECONDED BY:** K. Diorio  
**MOTION CARRIED.**

- 7.2 Policy (P-11) Confidentiality of Employee and Volunteer Information – L. Dobson  
The Board received a Policy (P-11) Confidentiality of Employee and Volunteer Information with amendments to include volunteers under the policy.

**MOTION: 2024-27** THAT the Board approve Policy (P-11) Confidentiality of Employee and Volunteer Information.  
**MOVED BY:** Councillor J. Lindal  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

- 7.3 Policy (G-01) Policy Development – K. Su  
The Board received Policy (G-01) Policy Developments with recommended amendments.

**MOTION: 2024-28** THAT the Board approve Policy (G-01) Policy Development as amended.  
**MOVED BY:** M. Brousseau  
**SECONDED BY:** K. Diorio  
**MOTION CARRIED.**

- 7.4 Library Health & Safety – K. Su  
The Board received a verbal report updating Library Health & Safety concerns. Library staff met with Mayor Siscoe who requested a list of Board approved recommendations for improving health and safety at the Library. The Board recommended staff investigate security solutions including partnerships with community health organizations and Lived Experience workers.

- 7.5 Policy (G-20) Video Surveillance – D. Bott  
The Board received Policy (G-20) Video Surveillance with recommended amendments.

**MOTION: 2024-29** THAT the Board approve Policy (G-20) Video Surveillance as amended.  
**MOVED BY:** M. Brousseau  
**SECONDED BY:** Councillor J. Lindal  
**MOTION CARRIED.**

## 8. In-Camera Session

M. Haanstra, H. Jones, and J. Spera left the meeting at 7:18 pm

### 8.1 In-Camera Agenda

8.1(a) Additions/Deletions to In-Camera Agenda  
None

8.1(b) Adoption of In-Camera Agenda

**MOTION: 2024-30**            THAT the In-Camera Agenda be adopted.  
**MOVED BY:**                K. Diorio  
**SECONDED BY:**            G. Riihimaki  
**MOTION CARRIED.**

D. Bott left the meeting at 7:19 pm

### 8.2 Motion to Move In-Camera

**MOTION: 2024-31**            THAT the Regular Meeting move to In-Camera Session to  
discuss personnel matters.  
**MOVED BY:**                K. Diorio  
**SECONDED BY:**            G. Riihimaki  
**MOTION CARRIED.**

The meeting moved to In-Camera Session at 7:19 pm

L. Jenter left the In-Camera Session at 7:44 pm.

### 8.6 Return to Open Session

**MOTION: 2024-33**            THAT the In-Camera Session return to Open Session  
**MOVED BY:**                M. Brousseau  
**SECONDED BY:**            Councillor J. Lindal  
**MOTION CARRIED.**

The Meeting returned to Open Session at 8:25 pm

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

**MOTION: 2024-34**            THAT staff proceed as directed during the closed session.  
**MOVED BY:**                K. Diorio  
**SECONDED BY:**            G. Riihimaki  
**MOTION CARRIED.**

10. **Motion to Adjourn**

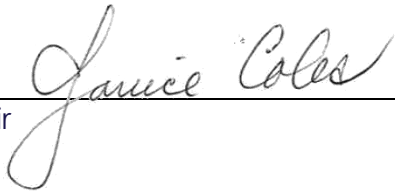
<b>MOTION: 2024-35</b>	THAT the Regular Meeting be adjourned.
<b>MOVED BY:</b>	S. Dimick
<b>SECONDED BY:</b>	N/A
<b>MOTION CARRIED.</b>	

Meeting adjourned at 8:26 pm

11. **Next Meeting / Upcoming Events**

- Board Meeting – Thursday, March 21, 2024 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

Chair



Secretary

