

2. **Minutes**

2.1 Inaugural Meeting, January 22, 2009

MOTION: THAT the minutes of the Inaugural Meeting of January 22, 09-13
2009 be approved, a copy having been received by each trustee.

MOVED BY: Councillor Williamson

SECONDED BY: Councillor Phillips

MOTION CARRIED.

2.2 Regular Meeting, January 22, 2009

MOTION: THAT the minutes of the Regular Meeting of January 22, 09-14
2009 be approved as amended, a copy having been received by each trustee.

MOVED BY: Councillor Phillips

SECONDED BY: A. McEwen

MOTION CARRIED.

3. **Business Arising**

3.1 Aquatic Centre/Grantham Branch Progress Report – L. Stripnieks

The Board received a written progress report on the Aquatic Centre/Grantham Branch.

4. **Correspondence**

The Board received correspondence as at February 12, 2009. Board direction was required for the correspondence on ‘Volunteer Recognition’ night. The following Board members agreed to be nominated and attend the event: A. McEwen, A. Rosts, S. Reilly and L. McDonald. It was also suggested that Visiting Library volunteers with more than 10 years of service be nominated as well. A. McKenzie will obtain the names of the volunteers with 10+ years of service.

5. **Reports**

5.1 Chair’s Report – L. McDonald

The Chair stated that the CEO Evaluation Committee has been formed and will meet in the near future. The Chair attended the OLA Super Conference as well as the *Map of Niagara 1862 Presentation Ceremony* held at the Library on February 14, 2009.

5.2 Chief Executive Officer’s Report - L. Stripnieks

The CEO attended the OLA Super Conference at the end of January and the *Map of Niagara 1862 Presentation Ceremony* held at the Library on February 14, 2009. She reported that the Library received a Community Access Program (CAP) grant for \$13,000 which will fund 15 new public access Internet computers. The Board was informed that the auditors will be at the Library in February and a report should be ready for April.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the Joint Health and Safety Committee met on February 4th which included all union and exempt staff on the inspection committee. The 2nd Floor at Central and all Branches locations were inspected in January. A few minor deficiencies were indicated (mainly housekeeping issues) and have since been corrected.

5.4 Branch Reports

The Board received the written Branch reports for January 2009.

5.5 Facilities – J. Foster

J. Foster reported that the fountain in the Look Talk Sit area which was leaking is being repaired. Repairs should be completed in two weeks. Remedial work is also being performed where the leaks have caused the concrete to crack in the basement.

5.6 Finance

a) Schedule of Accounts – Report 1

MOTION: THAT the first report recommending payment of accounts and salaries in the amount of THREE HUNDRED SIXTY-THREE THOUSAND EIGHT DOLLARS AND TWELVE CENTS (\$363,008.12) be received and approved.

MOVED BY: A. Rosts
SECONDED BY: Councillor Phillips
MOTION CARRIED.

b) Statement of Operating Accounts - as at January 31, 2009

With 8% of the year elapsed, the statement shows: revenue received – \$436,556; expenditures - \$317,797.

c) Endowment and Trust Fund Statement - as at January 31, 2009

The statement shows a balance of \$662,184 made up as follows: opening balance - \$660,389; donations - \$140; interest income - \$1,655; current assets - \$669,530; less current liabilities - \$7,346. YTD encumbered - \$223,236; YTD unencumbered - \$438,948.

d) Report on Short-Term Investments - as at January 31, 2009

The report shows a balance of \$871,958 made up as follows: \$426,287 due June 21, 2015 invested with Ontario Savings Bonds; \$231,521 due February 9, 2009 invested with a TD Bank GIC; and \$214,150 due February 9, 2009 invested with a TD Bank GIC.

e) Report on Reserve Accounts - as at January 31, 2009

The report shows a balance of \$7,394 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor Phillips stated that a budget should be approved within three weeks.

- 5.8 SOLS Report – S. Reilly
The Board received a SOLS Report submitted by S. Reilly.

6. **New Business**

- 6.1 Collective Agreement – L. Stripnieks
The Board received a written report and a copy of the *Collective Agreement 2008-2010* between the St. Catharines Public Library Board and C.U.P.E. Local 2220.

- 6.2 Debt Collect – L. Stripnieks/A. Penfold
The Board received a written report on Debt Collect Software and debt collection practices. The Library uses Dixon Commercial Investigators and Credit Bureau Collection Canada. The new software demands that one agency handle the accounts. A staff report and recommendation with respect to the agency selected will come to the Board in April.

- 6.3 Circulation Policy – Fine Limit – L. Stripnieks/A. Penfold
The Board received a written report on the Circulation Policy - Fine Limit. Staff recommended reducing the maximum fine limit to \$10.00 for all formats except paperback and periodicals which would remain at \$4.00 maximum. Reducing the fine maximum should result in fewer Dixon accounts, encourage prompt payment of fines and will be perceived positively by library users.

MOTION: THAT the Library Board approve that effective February 2009,
09-16 the maximum fine on all items be reduced from \$20.00 to \$10.00 except for paperbacks and periodicals which would remain at \$4.00 maximum.

MOVED BY: M. Sendzik
SECONDED BY: Councillor Williamson
MOTION CARRIED.

- 6.4 Business for Next Meeting
No business for next meeting.
- 6.5 Information Materials
Informational materials were included in the Board package.

7. **In Camera Business**

7.1 **Motion to Move In Camera**

MOTION: THAT the meeting move In Camera.
09-17

MOVED BY: A. Carruthers
SECONDED BY: Councillor Phillips
MOTION CARRIED.

The meeting moved In Camera at 7:20 p.m.

7.2 **Adoption of In Camera Agenda**

7.2(a) Additions/Deletions to the Agenda
None.

7.2(b) Adoption of In Camera Agenda

MOTION: THAT the Library Board adopt the In Camera agenda.
09-18

MOVED BY: Councillor Phillips

SECONDED BY: A. Rosts

MOTION CARRIED.

7.3 **Business Arising**

7.3(a) Personnel Matters - Update – L. Stripnieks
No personnel matters.

7.3(b) Budget Update– J. Foster
The Board received a verbal update on the status of the 2009 Budget.

7.4 **New Business**

7.4(a) Terms of Employment Exempt Employees– L. Stripnieks
The Board received a written report with a recommendation and revised *Terms of Employment for Exempt Employees*, dated February 10, 2009.

MOTION: THAT the Library Board approve the *Terms of Employment Exempt Employees* dated February 10, 2009.
09-19

MOVED BY: Councillor Phillips

SECONDED BY: A. Carruthers

MOTION CARRIED.

7.5 **Return to Open Session**

MOTION: THAT the meeting return to Open Session.
09-20

MOVED BY: A. Rosts

SECONDED BY: Councillor Phillips

MOTION CARRIED.

The meeting returned to Open Session at 8:00 p.m.

8. **Business Arising From In Camera Meeting**
No business arising from the In Camera meeting.

9. **Date and Time of Next Meeting**
March 19, 2009, 7:00 p.m.

10. **Motion to Adjourn**
MOTION:
09-21

MOVED BY: Councillor Phillips
SECONDED BY: A. Rosts
MOTION CARRIED.

The meeting adjourned at 8:07 p.m.