ST. CATHARINES PUBLIC LIBRARY BOARD

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The St. Catharines Public Library Board is committed to providing all the citizens of St. Catharines with the highest level of library services, materials and facilities within the resources available to meet their informational, educational and recreational needs.

REGULAR MEETING

April 16, 2009
Board Room

Present:	A. Carruthers	S. Reilly
	A. Cook	A. Rosts
	L. McDonald (Chair)	M. Sendzik
	A. McEwen	Councillor B. Williamson
	Councillor B. Phillips	
Staff:	D. Bott	P. Johnson (Recording Secretary)
	J. Foster	L. Stripnieks (Secretary)
	A. McKenzie	

The Regular Meeting of the St. Catharines Public Library Board was held on April 16, 2009 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

1. **Adoption of the Agenda**

1.1 Additions/Deletions

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda.
09-32

MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, March 19, 2009

MOTION: 09-33 THAT the minutes of the Regular Meeting of March 19, 2009 be approved, a copy having been received by each trustee.

MOVED BY: Councillor B. Phillips
SECONDED BY: A. Cook
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. The report included notes from the public meeting on March 25, 2009 at the Dunlop Drive Senior's Centre. Councillor Phillips stated that they received positive feedback from the public meeting and there were approximately 85-100 people in attendance. The project team and architects met on Thursday, April 16th to start micro-planning for the Aquatic Centre/Grantham Branch. Councillor Williamson suggested that there should be some media coverage to highlight the positive aspects of the Aquatic Centre. A Carruthers suggested that a display of the layout/design of the Aquatic Centre & Library be put up in the lobby of the Central Library.

4. Correspondence

The Board received correspondence as at April 9, 2009.

5. Reports

5.1 Chair's Report – L. McDonald

The Chair met with the CEO to discuss an issue with respect to non-resident fees. The Chair attended the Aquatic Centre/Grantham Branch meeting on March 25, 2009 at the Dunlop Drive Senior's Centre. The CEO Evaluation Committee met to discuss the policy and evaluation.

5.2 Chief Executive Officer's Report - L. Stripnieks

The CEO reported that 15 new PC's were purchased in March with CAP Grant funds. The Library also received a $2,000 donation to the Endowment and Trust Fund from a patron. The CEO is a member of the Culture Sub-planning Committee and has been attending bi-weekly meetings to discuss input for the *Official Plan*.

5.3 Health and Safety Report – J. Foster

J. Foster reported that inspections were conducted as follows: Merritt on March 18th; Grantham on March 31st; 1st Floor at Central on April 3rd. No deficiencies were indicated. The annual inspection of all locations will take place on May 4th.

5.4 Branch Reports

The Board received the written Branch reports for March 2009. S. Reilly requested clarification on the accuracy of the 'catalogue use count' statistics. D. Bott verified that these statistics are accurate and the large increase is due to search engines indexing our catalogue.

5.5 Facilities – J. Foster

J. Foster reported that Maintenance did some 'touch-up' painting at Central over the long holiday weekend. The fountain in the "Look Talk Sit" area should be up and running within the next couple of weeks. The auditors were unable to make their April presentation to the Board as they are still finalizing the audit. They will make the presentation at the May Board meeting.

5.6 Finance

a) Schedule of Accounts – Report 3

MOTION: 09-34 THAT the third report recommending payment of accounts and salaries in the amount of THREE HUNDRED SEVENTY-ONE THOUSAND, EIGHT HUNDRED SEVENTEEN DOLLARS AND FIVE CENTS ($371,817.05) be received and approved.

MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

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

With 25% of the year elapsed, the statement shows: revenue received – $1,073,225; expenditures - $950,953.

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

The statement shows a balance of $667,418 made up as follows: opening balance - $660,389; donations - $4,524; interest income - $2,505: current assets - $667,418. YTD encumbered - $230,359; YTD unencumbered - $437,059.

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

The report shows a balance of $873,312 made up as follows: $426,500 due June 21, 2015 invested with Ontario Savings Bonds; $232,114 due April 13, 2009 invested with a TD Bank GIC; and $214,698 due April 13, 2009 invested with a TD Bank GIC.

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

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

5.7 St. Catharines City Council
Councillor Williamson enquired if library staff had received notification from the City as to when they would address the Port Dalhousie Branch building deficiencies which had been communicated to them by Councillor Williamson and Councillor Phillips in the fall. J. Foster responded that there had been no communication. The Board directed staff to send a letter to Paul Mustard, Director, TES, with a copy to Steve Durk, Manager of Physical Plant, TES, to enquire when these deficiencies will be corrected.

6. New Business

6.1 March Break Programs – A. McKenzie
The Board received a written report on the March Break Programs.

6.2 Port Dalhousie Branch – Thursday Hours of Service – A. Chiota
The Board received a written report with a recommendation on the Port Dalhousie Branch – Thursday Hours of Service. The recommendation was to approve a 'no noon closure' on Thursdays and that change would be effective on April 30, 2009.

MOTION: 09-35 THAT the Library Board approve the change to Thursday hours of service at the Port Dalhousie Branch to 10 a.m. to 8 p.m. with no noon closure and that the change to be effective on April 30, 2009.

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

6.3 Business for Next Meeting
No business for next meeting.

6.4 Information Materials
Informational materials were included in the Board package.

7. In Camera Business

7.1 **Motion to Move In Camera**
MOTION: 09-36 THAT the meeting move In Camera.

MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.

The meeting moved In Camera at 7:57 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.
09-37

MOVED BY: Councillor B. Phillips
SECONDED BY: A. McEwen
MOTION CARRIED.

7.3 **Business Arising**
No business arising.

7.4 **New Business**

7.4(a) Personnel Matter– L. McDonald
A personnel matter was discussed.

MOTION: THAT the Board
09-38

MOVED BY: Councillor B. Williamson
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

7.4(b) CEO Evaluation Policy – L. McDonald
The Board received and approved the CEO Evaluation Policy.

MOTION: THAT the Board approve the CEO Evaluation Policy.
09-39

MOVED BY: A. Cook
SECONDED BY: M. Sendzik
MOTION CARRIED.

7.5 **Return to Open Session**
MOTION: THAT the meeting return to Open Session.
09-40

MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

The meeting returned to Open Session at 8:40 p.m.

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

9. **Motion to Adjourn**
   MOTION:
   09-41

   MOVED BY: A. Rosts
   SECONDED BY: A. McEwen
   MOTION CARRIED.

The meeting adjourned at 8:40 p.m.

10. **Date and Time of Next Meeting**
    May 21, 2009, 7:00 p.m.