

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

November 19, 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: J. Dunn A. Penfold
 J. Foster L. Stripnieks
 P. Johnson (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on November 19, 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
None.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda.
09-71

MOVED BY: M. Sendzik
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

2. **Minutes**

2.1 Regular Meeting, September 24, 2009

MOTION: THAT the minutes of the Regular Meeting of October 21, 09-72 2009 be approved, a copy having been received by each trustee.

MOVED BY: M. Sendzik
SECONDED BY: Councillor Phillips

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. Councillor Phillips stated that the Aquatic Centre/Grantham Branch project is 60% finalized and will reach the 90% finalization mark within the next couple of weeks. The tendering process should begin the end of January; close at the end of February and construction should start the end of March.

4. **Correspondence**

The Board received correspondence as at November 12, 2009.

5. **Reports**

5.1 Chair's Report – L. McDonald

The Chair reported that he attended the Fresh Ink Reception on October 22nd and the Norval Johnson Heritage Collection Unveiling on October 24th.

5.2 Chief Executive Officer's Report - L. Stripnieks

The Board received a written report which highlighted activities from October to November. It included information on the following: Annual Operating Grant, Staff Accessibility Customer Service Training, Fresh Ink Reception, Norval Johnson Heritage Collection Unveiling, Annual Survey, Federation of Ontario Public Libraries, Provincial Funding Grant Calculation, and the LSDF Grant - Literacy Study. The CEO responded to questions with respect to the Accessibility Customer Service Training.

5.3 Health and Safety Report – J. Foster

J. Foster reported that Grantham, Merritt, Port Dalhousie Branches and Central Library's 3rd Floor were inspected this month. A few minor deficiencies were noted and corrected.

rep. According to the Ontario Occupational Health and Safety Act if an organization has a Joint Health and Safety Committee it must include a certified management and worker A certified member (worker or management) is one who successfully completes a special 3 day training program which meets the standards established by WSIB. In November, David Bott completed the 3 day program offered by the Education Safety Association of Ontario and he is now certified. Management has 3 certified employees - J. Foster, A. Penfold and D. Bott. The Union currently has one - N. Needham.

J. Foster also reported that 17 staff members were trained in an in-house First Aid Course and 18 staff members participated in Workplace Hazardous Materials Information System (WHMIS) training.

5.4 Branch Reports

The Board received the written Branch reports for October 2009.

5.5 Facilities – J. Foster

J. Foster reported that Maintenance staff had cleaned the exterior of the Port Dalhousie Branch and also cleared out the eaves troughs. Holiday decorations are scheduled to go up Monday, November 30th and Governor Simcoe students will be in to paint the window in the Children's area. The Carlisle Street parking garage will close for re-construction on December 1st. The Library will be provided with 7 'floating' parking passes for staff affected by the closure. The passes will permit parking in the Library lot as well as the Garden Park lot. J. Foster also reported that the owner of Lisa's Café replaced the tables and chairs in the Café area

5.6 Finance

a) Schedule of Accounts – Report 10

MOTION: THAT the tenth report recommending payment of accounts and salaries in the amount of THREE HUNDRED EIGHTY THOUSAND, FOUR HUNDRED NINETY-NINE DOLLARS AND SIXTEEN CENTS (\$380,499.16) be received and approved.

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

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

With 83% of the year elapsed, the statement shows: revenue received – \$3,016,998; expenditures - \$3,891,119.

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

The statement shows a balance of \$691,590 made up as follows: opening balance - \$660,389; donations - \$18,698; interest income - \$13,303. YTD encumbered - \$230,779; YTD unencumbered - \$460,811.

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

The report shows a balance of \$902,316 made up as follows: \$434,200 due June 21, 2015 invested with Ontario Savings Bonds; \$252,797 due Nov. 16, 2009 invested with a TD Bank GIC; and \$215,319 due Nov. 16, 2009 invested with a TD Bank GIC.

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

The report shows a balance of \$7,395 in the Visual Materials Insurance account.

- 5.7 St. Catharines City Council
Nothing to report.

6. **New Business**

- 6.1 Status of 2009 Operational Goals – L. Stripnieks
The Board received a written status report on the 2009 Operational Goals.
- 6.2 Circulation Policy – L. Stripnieks
The Board received a written report on our Circulation Policy with a recommendation to approve the policy as amended.

MOTION: THAT the Library Board approve the Circulation Policy as amended.
09-74

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

- 6.3 Digital Media Collection – L. Stripnieks
The Board received a written report on the Digital Media Collection which will be launched in March.
- 6.4 2009 United Way Campaign – L. Stripnieks
The Board received a written report on the 2009 United Way Campaign.
- 6.5 Meeting Dates – 2010 – L. Stripnieks
The Board received a written report with the proposed 2010 Board Meeting dates. The Chair requested that the January 28th and February 18th meetings commence at 6:30 p.m.

MOTION: THAT the Library Board approve the 2010 Board Meeting dates as amended.
09-75

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

- 6.6 Business for Next Meeting
No business for next meeting.
- 6.7 Informational Materials
Informational materials were included in the Board package.

In Camera Business

7.1 **Motion to Move In Camera**

MOTION: THAT the meeting move In Camera.
09-76

MOVED BY: A. Carruthers

SECONDED BY: S. Reilly

MOTION CARRIED.

The meeting moved In Camera at 7:45 p.m.

7.2 **Adoption of In Camera Agenda**

7.2(a) Additions/Deletions to the Agenda
There were no additions/deletions.

7.2(b) Adoption of In Camera Agenda

MOTION: THAT the Library Board adopt the In Camera agenda.
09-77

MOVED BY: A. Carruthers

SECONDED BY: A. McEwen

MOTION CARRIED.

7.3 **Business Arising**

No business arising.

7.4 **New Business**

7.4(a) Personnel Matters Update – L. Stripnieks
The Board received a written update on personnel matters.

7.4(b) 2010 Budget – L. Stripnieks/J. Foster
The Board received a verbal update on the 2010 Budget.

7.5 **Return to Open Session**

MOTION: THAT the meeting return to Open Session.
09-78

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

The meeting returned to Open Session at 8:20 p.m.

8. **Business Arising From In Camera Meeting**
No business arising from In Camera Meeting.
9. **Date and Time of Next Meeting**
Thursday, December 17th at 7:00 p.m. (tentative – at the call of the Chair).
10. **Motion to Adjourn**
MOTION:
09-79

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

The meeting adjourned at 8:22 p.m.