

# 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

May 20, 2010  
Board Room

<u>Present:</u>	A. Carruthers A. Cook L. McDonald (Chair) A. McEwen	S. Reilly M. Sendzik A. Rosts Councillor B. Williamson
<u>Staff:</u>	D. Bott J. Foster	L. Stripnieks (Secretary/Recording Secretary)
<u>Regrets:</u>	Councillor B. Phillips	

The Regular Meeting of the St. Catharines Public Library Board was held on May 20, 2010 at the Central Library. The Chair called the meeting to order at 7:05 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.  
**10-37**

**MOVED BY:** M. Sendzik

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Regular Meeting, March 18, 2010

**MOTION:** THAT the minutes of the Regular Meeting of April 12, 2010 be approved, a copy having been received by each trustee.  
**10-38**

**MOVED BY:** A. McEwen

**SECONDED BY:** Councillor Phillips

**MOTION CARRIED.**

3. **Business Arising**

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

The Board received a copy of the city staff report that went to Council on May 10, 2010 with the motion to award the tender to the low bidder Bondfield Construction. The bid was \$18,172,000. The total available budget is \$18,265,700 (construction budget \$17,765,700 + the Kiwanis Club contribution of \$500,000 = \$18,265,700). A. Cook enquired about the process and if the City was obligated to go with the lowest bid. Councillor Williamson stated that all the companies that bid were pre-qualified and the bids when open were reviewed by the architects to ensure that all aspects were covered in all the bids. All things being equal the lowest bid would get the contract. Bondfield has worked with the architects before and is also building the parking garage.

3.2 Displaying and Distributing Information for the Public Policy and Public Use of Display Venues Policy - L. Stripnieks

L. Stripnieks informed that she had contacted the City Solicitor in May (as directed by the Board at the April 20th meeting) to set up a meeting to review the policies. The review will take place upon A. Poulin's return to the office on June 3rd.

4. **Correspondence**

The Board received correspondence as at May 13, 2010.

5. **Reports**

5.1 Chair's Report – L. McDonald

The Chair reported that he had discussed a number of the Agenda items with the Chief Executive Officer prior to the meeting.

5.2 Chief Executive Officer's Report - L. Stripnieks

L. Stripnieks reported that the ground breaking ceremony for the Kiwanis Aquatic Center and Library Branch was scheduled to take place on May 25 at 3:00 pm. The launch of the publication From the Back room was scheduled for May 28 at 7:00 pm.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the certified members (J. Foster and N. Needham) conducted the annual H&S audit of all the branches. Minor deficiencies indicated were corrected.

5.4 Branch Reports

The Board received the written Branch reports for April 2010.

5.5 Facilities – J. Foster

J. Foster reported that G.E. Security inspected all the fire extinguishers at the Central Library and 11 that had reached their end of life cycle were replaced for a total cost of \$720.00. They inspected the hoses and sprinkler heads - 1 outdoor sprinkler head was replaced for a 4th time.

J. Foster reported that he had attended the court case with respect to the theft of the Library's van on April 22, 2010. The van was reported stolen on February 12, 2010.

5.6 Finance

a) Schedule of Accounts – Report 3

**MOTION:** THAT the fourth report recommending payment of accounts  
**10-39** and salaries in the amount of THREE HUNDRED SEVENTY-FIVE THOUSAND, ONE HUNDRED THIRTY-FOUR DOLLARS AND EIGHTY-FIVE CENTS (\$3,75,134.85) be received and approved.

**MOVED BY:** M. Sendzik

**SECONDED BY:** A. McEwen

**MOTION CARRIED.**

b) Statement of Operating Accounts - as at April 30, 2010

With 33% of the year elapsed, the statement shows: revenue received – \$1,617,170 ; expenditures - \$1,508,264.

c) Endowment and Trust Fund Statement - as at April 30, 2010.

The statement shows a balance of \$702,649 made up as follows: opening balance - \$698,850; donations - \$542; interest income - \$3,2575; current assets - \$702,649. YTD encumbered - \$234,189; YTD unencumbered - \$468,460.

d) Report on Short-Term Investments - as at April 30, 2010.

The report shows a balance of \$903,102 made up as follows: \$434,200 due June 16, 2016 invested with Ontario Savings Bonds; \$253,221 due May 19, 2010 invested with a TD Bank GIC; and \$215,681 due May 19, 2010 invested with a TD Bank GIC.

e) Report on Reserve Accounts - as at April 30, 2010.

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

5.7 St. Catharines City Council

Councillor Williamson reported on the City's capital budget and capital projects.

5.8 SOLS Trustee Council Report

The Board received a written report on the St. Catharines Public Library highlights provided to SOLS at the Trustee Council meeting on May 24th. The Board received an emailed report by S. Reilly on the topics of discussion at the meeting, library tours etc.

6. New Business

6.1 Code of Conduct – L. Stripnieks

The Board received the City's code of conduct which takes effect immediately for Council. Implementation for local boards will take place for the next term of Council.

6.2 Harassment and Discrimination Policy - L. Stripnieks

6.3 Violence in the Workplace Policy - L. Stripnieks

L. Stripnieks stated that she had been in contact with City some months ago and they had provided copies of both their Harassment and Workplace Violence policies. The Library has a sexual harassment policy and a problem patron policy but wished to be consistent with the City with respect to Bill 168 requirements. The Library understood the policies received from the City were current and met the needs of Bill 168. Additional enquiries were made to the City in May with respect to workplace violence surveys and facilities assessments at which point staff learned that the city was revising the aforementioned policies because they did not meet all the requirements of Bill 168. Library staff were informed that the policies would be ready by June 15th. Library staff wish to follow the City policy (since it will have been reviewed by legal services) and tailor it as required for the Library. M. Sendzik enquired about staff training. The CEO replied that once we had a policy we would train staff. Library staff are preparing their own workplace violence assessment survey and facilities survey and will be conducting those shortly.

6.5 Business for Next Meeting

No business for next meeting.

6.6 Information Materials

Informational materials were included in the Board package.

7. **In Camera Business**

7.1 **Motion to Move In Camera**

Since there were not In Camera agenda items there was not Motion.

8. **Business Arising From In Camera Meeting**

No business arising.

9. **Motion to Adjourn**

**MOTION:**

**10-40**

**MOVED BY:** A. Carruthers

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

The meeting adjourned at 7:40 p.m..

10. **Date and Time of Next Meeting**

June 17, 2010, 7:00 p.m.