

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

September 8, 2010

Board Room

Present: A. Carruthers S. Reilly
 A. Cook A. Rosts
 L. McDonald (Chair) M. Sendzik
 A. McEwan Councillor B. Williamson
 Councillor B. Phillips

Staff: L. Stripnieks (Recording Secretary) A. Penfold
 J. Foster

The Regular Meeting of the St. Catharines Public Library Board was held on September 8, 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.
10-48

MOVED BY: M. Sendzik

SECONDED BY: A. Rosts

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting June 17, 2010

MOTION: THAT the minutes of the Regular Meeting of June 17,
10-49 2010 as amended be approved, a copy having been received
by each trustee.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

3. **Business Arising**

3.1 Workplace Violence and Prevention Policy and Harassment Prevention Policy and Procedures - L. Stripnieks

The Board received a written report along with the policies. The policies have been implemented and staff have been trained. The workplace risk assessment survey which examines all locations and departments has been completed. The policies have been distributed to the Joint Health and Safety Committee and reviewed by a sub-committee comprised of K. Beveridge and N. Needham for the Union and L. Stripnieks and J. Foster for Management.

MOTION: 10-50 THAT the Board review and provide final approval for the Workplace Violence Prevention Policy and Procedures.

MOVED BY: A. Rosts

SECONDED BY: M. Sendzik

MOTION CARRIED.

10-51 THAT the Board review and provide final approval for the Harassment Prevention Policy and Procedures.

MOVED BY: A. Cook

SECONDED BY: B. Williamson

MOTION CARRIED.

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

The Board received a written report. As per the report, the Board agreed that if a group is approved to use a display venue then they may advertise in that venue (display window or cube the sale of tickets to an event they are holding (eg. concert, play, seminar, workshop). Similarly they could provide such information in their posters. Other types of sales/solicitations would need to be approved by the Board. CEO to direct staff.

4. **Correspondence**

The Board received correspondence as at June 11, 2010.

5. **Reports**

5.1 Chair's Report – L. McDonald

The Chair reported that he had met with the CEO regarding the Workplace Violence Prevention and Harassment Prevention Policy and Procedures. He had also discussed Personnel issues and been apprised of a request to use the meeting rooms free of charge which had been denied in accordance with our meeting room policy. The Chair enquired about the use of the Interlibrary loan service by other libraries and by St. Catharines residents. The CEO stated the library was a net lender not a net borrower. The service was well used and a condition for the receipt of the provincial operating grant.

5.2 Chief Executive Officer's Report - L. Stripnieks

The CEO provided a written report. S. Reilly enquired about the Integrated Community Sustainability Planning process and the role of the library.

5.3 Health and Safety Report – J. Foster

J. Foster provided a verbal update. Monthly inspections have been completed and all minor deficiencies have been reviewed and corrected.

5.4 Branch Reports

The Board received the written Branch reports for June and July 2010. Staff responded to a question from A. Cook about the library's computer purchase/upgrade strategy. Staff reported that de-acquisitioned computer equipment is sent to a recycling company.

5.5 Facilities – J. Foster

J. Foster provided a written report on the Spring/Summer Maintenance objectives and their status.

5.6 Finance

a) Schedule of Accounts – Report 6, 7, 8

**MOTION:
10-52**

THAT the sixth report recommending payment of accounts and salaries in the amount of FIVE HUNDRED AND TWENTY THOUSAND, NINE HUNDRED AND SEVENTY-FIVE DOLLARS AND SEVENTEEN CENTS (\$520,975.17) be received and approved.

THAT the seventh report recommending payment of accounts and salaries in the amount of FOUR HUNDRED SIX THOUSAND, TWO HUNDRED FIFTEEN DOLLARS AND THRITY-SEVEN CENTS (\$406,215.37) be received and approved.

THAT the eighth report recommending payment of accounts and salaries in the amount of THREE HUNDRED SIXTY-SEVEN THOUSAND, EIGHT HUNDRED FIVE DOLLARS AND TWENTY-ONE CENTS \$(367,805.21) be received and approved.

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

- b) Statement of Operating Accounts - as at June 30, July 30, and August 30, 2010.
All three statements were available for review. J. Foster provided comments.
August Statement
With 67% of the year elapsed the statement shows revenue received - \$3,058,870;
expenditures - \$3,170,955.
- c) Endowment and Trust Fund Statement - as at June 30 and July 30, 2010
The July statement shows a balance of \$704,818 made up as follows: opening balance - \$698,850; donations - \$2,502; interest income - \$3,466; current assets - \$704,818; YTD encumbered - \$234,504; YTD unencumbered - \$470,314.
- d) Report on Short-Term Investments - as at June 30 and July 30, 2010
The July report shows a balance of \$909,248 made up as follows: \$440,053 due June 21, 2013 invested with Ontario Savings Bonds; \$253,379 due October 17, 2010 invested with a TD Bank GIC; and \$215,816 due October 17, 2010 invested with a TD Bank GIC.
- e) Report on Reserve Accounts - as at June 30 and July 30, 2010
The July report shows a balance of \$7,395 in the Visual Materials Insurance account.
- 5.7 St. Catharines City Council
Councillor Williamson reported that the municipal election will be on October 25 and that Ms. Foss has decided not to seek re-election. Councillor Phillips reported on the progress of the Aquatic Center/Library. He attends site meetings bi-weekly. The building is on track and should be open August 31st.
6. New Business
- 6.1 Harmonized Sales Tax Implementation - S. Smith / J. Foster
The Board received a written report.
- 6.2. Employee and Trustee Recognition Policy - L. Stripnieks
The Board received a written report. Discussion ensued
- MOTION:** THAT the Board approve the Employee and Trustee
10-53 Recognition Policy as amended.
- MOVED BY:** B. Williamson
SECONDED BY: M. Sendzik
MOTION CARRIED.
- 6.3 Business for Next Meeting
Inter-library loan use update.
- 6.6 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.
10-54

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

7.2 **Adoption of the In Camera Agenda**

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

7.2 (b) **Adoption of the In Camera Agenda**

MOTION: THAT the Library Board adopt the In-Camera agenda.
10-55

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting moved In Camera at 8: 25 p.m.

7.3 **Business Arising**

None

7.4 **New Business**

7.4(a) **2011 Budget - L. Stripnieks / J. Foster**

The Board received a written report on the preparation of the 2011 budget and the expected impacts. A draft will be ready in November for the Board to approve in principle.

7.4(b) **Personnel Matters Update - L. Stripnieks**

The Board received a written report on changes in staffing.

7.5 **Return to Open Session**

MOTION: THAT the meeting return to Open Session.
10-56

MOVED BY: B. Phillips

SECONDED BY: A. Rosts

MOTION CARRIED.

9. **Motion to Adjourn**

MOTION:

10-57

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting adjourned at 8:45 p.m.

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

Thursday, October 28, 2010 at 7:00 p.m.