

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

October 28, 2010
Board Room

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

The Regular Meeting of the St. Catharines Public Library Board was held on October 28, 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.
10-58

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

2. Minutes

2.1 Regular Meeting September 8, 2010

MOTION: THAT the minutes of the Regular Meeting of September 8, 2010 be approved, a copy having been received by each trustee.
10-59

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

3. **Business Arising**

3.1 Inter-Library Loan Service Update - L.Stripnieks

The Board received a written report describing the service. Use statistics were included.

3.2 Knowledge Ontario - L. Stripnieks

The Board received Knowledge Ontario's September 16, 2010 request for a financial contribution from the library. The CEO provided information on the Knowledge Ontario, their programs and services and funding sources. Discussion ensued. Staff were directed to inform Knowledge Ontario that their request cannot be supported at this time.

4. **Correspondence**

The Board received correspondence as at October 20, 2010. The correspondence from the Staff Fund Committee was discussed.

MOTION: THAT the Library Board contribute seven hundred
10-60 dollars for the Staff Christmas Party.

MOVED BY: B. Phillips

SECONDED BY: A. Cook

MOTION CARRIED.

5. **Reports**

5.1 Chair's Report – L. McDonald

The Chair reported that he along with Councillor Phillips, A. Rosts, A. Cook, and A. Carruthers attended the Fresh Ink Teen Writing Awards Reception which was held on October 27. He also reported that he had received training on downloading ebooks.

5.2 Chief Executive Officer's Report - L. Stripnieks

The CEO reported that she had obtained 3 bays of "free" shelving from Burlington Public Library. This shelving is being used for the adult DVD collection at the Central Library. The CEO reported that she and J. Foster had met with the Director of Corporate Services in August to find about the Board /Commission application process but nothing had been received as yet.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the library had received a Heart Defibulator from the Stoutenburg family. Staff have been trained in its use.

5.4 Branch Reports August and September

The Board received the written Branch reports for August and September 2010. The Chair had some questions on the details in the IT and Technical Services reports.

5.5 Facilities – J. Foster

Nothing unusual to report.

5.6 Finance

a) Schedule of Accounts – Report 9

MOTION: THAT the ninth report recommending payment of accounts
10-61 and salaries in the amount of THREE HUNDRED SEVENTY-THREE THOUSAND, EIGHT HUNDRED SEVENTY-SIX DOLLARS & EIGHTY-FOUR CENTS (\$373,876.84) be received and approved.

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

- b) Statement of Operating Accounts - as at September 30, 2010.
With 75% of the year elapsed the statement shows revenue received at \$3,427,923; and expenditures at \$3,170,955.
- c) Endowment and Trust Fund Statement - as September 30, 2010
The September statement shows a balance of \$705,845 made up as follows: opening balance - \$698,850; donations - \$3,245; interest income - \$3,750; current assets - \$705,845; YTD encumbered - \$234,840; YTD unencumbered - \$471,005.
- d) Report on Short-Term Investments - as at September 30, 2010
The September 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 September 30, 2010
The July report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor Phillips stated the Inaugural Council meeting will take place in December. He suggested that the CEO invite the new councillors to visit library and provide them with an orientation.

6. New Business

6.1 Summer Reading Program - A. McKenzie
The Board received a written report.

6.2. Teen Photography Contest - A. McKenzie
The Board received a written report.

6.3 Business for Next Meeting
None.

6.4. 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.
10-62

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

7.2 **Adoption of the In Camera Agenda**

7.2 (a) **Additions/Deletions to the Agenda.**
Item 7.4(d) RFID was added.

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

MOTION: THAT the Library Board adopt the In-Camera agenda as amended.
10-63

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

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

7.3 **Business Arising**

None

7.4 **New Business**

7.4(a) **Property Matter** - J. Foster
The Board received a written report

MOTION: THAT the Library Board approve the staff recommendation to enter into a lease agreement with Counsel Corporation subject to the terms and conditions outlined in the report.
10-64

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

7.4(b) **Negotiations** - L. Stripnieks / J. Foster

A notice to bargain (see correspondence) had been received from the Union. Staff provided information with respect to negotiations.

7.4(c) Budget 2011 Update - J. Foster

J. Foster provided a verbal update. A draft budget will be ready in November. In the past the exiting Board has approved the draft budget in principle. Questions arose re: impacts to the the budget related to the closing of the Grantham Branch in the plaza and opening the branch at Pearson Park. .

7.4(d) RFID - L. Stripnieks

L. Stripnieks provided a verbal report on RFID security systems.

7.5 Return to Open Session

MOTION: THAT the meeting return to Open Session.
10-65

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

8. Business Arising from In Camera Meeting

No business arising

9. Motion to Adjourn

MOTION:
10-66

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

The meeting adjourned at 8:30 p.m.

10. Date and Time of Next Meeting

Thursday, November 18, 2010 at 7:00 p.m.