

# 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 18, 2010

Board Room

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

Regrets:        Councillor B. Williamson

Staff:            L. Stripnieks (Recording Secretary)                D. Bott  
                    J. Foster

The Regular Meeting of the St. Catharines Public Library Board was held on November 18, 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.  
**10-67.**

**MOVED BY:**                                        A. McEwan

**SECONDED BY:**                                        S. Reilly

**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Regular Meeting October 28, 2010

**MOTION:**                                        THAT the minutes of the Regular Meeting of October 28,  
**10-68**    2010 be approved, a copy having been received by each  
   trustee.

**MOVED BY:**                                        Councillor B. Phillips

**SECONDED BY:**                                        M. Sendzik

**MOTION CARRIED.**

3. **Business Arising**

There was no business arising.

4. **Correspondence**

The Board received correspondence as at November 1, 2010.

5. **Reports**

5.1 **Chair's Report** – L. McDonald

The Chair requested that staff send the Ontario Library Association's (OLA) Super Conference materials to Board members when they are received.

5.2 **Chief Executive Officer's Report** - L. Stripnieks

The CEO reported that she had just sent a memo to staff with the OLA Conference Program and will forward the same information to the Board members. She reported that the city will be placing an advertisement in the Standard re: Board appointments. The Library's Orientation session is scheduled for December 9th. Applications will be posted on the city's website and are due on December 17, 2010. Councillor appointments to the Boards and Commissions will be made on December 13th and appointments from the public will be made by January 24, 2011. The Inaugural Meeting of the new board is scheduled for Thursday, January 27, 2011 at 6:30 pm.

The CEO forwarded to all Board members the Invitation to the Inaugural Meeting of Council which is scheduled for December 6th at Club Roma. She has informed the Mayor's secretary that there would be a conflict with the annual staff Christmas social.

The CEO also reported on the new Grantham Branch. Now that construction has begun D. Birchnall and/or H. Ensslen have sought clarification on design features. On November 16th D. Bott, L. Stripnieks and H. Ensslen reviewed the electrical and data outlets in the public area of the Library. The design showed 21 surface mounted outlets. They should have been floor mounted. Staff provided a written response to H. Ensslen requesting that 6 of the outlets at the south end of the stacks, be eliminated and that the remaining 15 outlets be changed to floor mounted. In addition, the design OPAC stations were amended. Councillor Phillips will receive a copy of the correspondence with H. Ennselen and the changes discussed.

A. Cook enquired if the Library Board/staff should consider fundraising initiatives for the new Branch. J. Foster reported that he and Councillor Phillips have already secured a commitment of \$500,000 from the Kiwanis Club for the Aquatic Center/Library. L. Stripnieks indicated the Library already had an 'Honour with Books' program which will be promoted more prominently at the Grantham Branch. In addition a number of bequests have been received which have been earmarked for the Branch. Staff stated that when the building was in the design phase city staff felt that fundraising should be a co-ordinated initiative, but there have been no concrete discussions as yet.

5.3 Health and Safety Report – J. Foster

J. Foster reported that results of the *Workplace Violence and Physical Environment Risk Assessment Investigation Survey* were presented to the Joint Health and Safety Committee on November 4th. The committee prioritized the recommendations and work has started to address the items noted. The city has set up flu shot clinics for city/library staff and all staff have received notification. Workplace Hazardous Material Information System (WHMIS) training is scheduled for December 1, 2010. Safety and Health Inspections have been conducted at Grantham, Merritt and Port Dalhousie and no deficiencies were reported.

5.4 Branch Reports August and September

The Board received the written Branch reports for October 2010. The Board has some enquiries with respect to circulation activity. The CEO informed the Board that in 2011 in-house use statistics will be included in the reports.

5.5 Facilities – J. Foster

J. Foster reported that staff had done a major exterior clean-up at the Port Dalhousie Branch. At the Central Library the floor in the atrium was prepared for winter and Christmas decorations will go up November 29th. New bicycle racks have been ordered for the Central Library and Port Dalhousie Branch. Automatic door operators are going to be installed in the public washrooms at the Central Library.

5.6 Finance

a) Schedule of Accounts – Report 10

**MOTION:** THAT the tenth report recommending payment of accounts and salaries in the amount of FOUR HUNDRED THIRTY-ONE THOUSAND, FIVE HUNDRED AND SEVEN DOLLARS AND THIRTY CENTS (\$431,507.30) be received and approved.  
**10-69**

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

b) Statement of Operating Accounts - as at October 31, 2010

With 83% of the year elapsed the statement shows revenue received at \$4,027,639; and expenditures at \$3,937,0760.

c) Endowment and Trust Fund Statement - as October 31, 2010

The October statement shows a balance of \$712,479 made up as follows: opening balance - \$698,850; donations - \$12,732; interest income - \$3,940; current assets - \$712,479; YTD encumbered - \$235,530; YTD unencumbered - \$476,949.

- d) Report on Short-Term Investments - as at October 31, 2010  
The October report shows a balance of \$909,817 made up as follows: \$439,744 due June 21, 2013 invested with Ontario Savings Bonds; \$253,854 due January 16, 2011 invested with a TD Bank GIC; and \$216,219 due January 16, 2011 invested with a TD Bank GIC.
- e) Report on Reserve Accounts - as at October 31, 2010.  
The October report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

The parking garage should be completed by the end of March. The City is reviewing the zoning around the General Hospital location. They are also reviewing if parts of the building could be saved. The Inaugural Council meeting will take place in December 6th.

6. New Business

- 6.1 Accessibility for Ontarians with Disabilities Act 2001 (AODA) - L. Stripnieks  
The Board received a written report. In 2008 the Accessibility Co-ordinator at the City informed staff that it was the intent of the Transportation and Environmental Services (TES) to make an annual budget request to Council to address facility deficiencies detailed in the facility audit, including those in city owned library buildings. In October 2010 the Co-ordinator informed the CEO that accessibility deficiencies in the libraries had to be addressed by the Library. J. Foster and L. Stripnieks will meet with City staff to clarify why the responsibility has shifted and how the 297 items in the audit with an estimated cost of \$378,458 are to be funded.

- 6.2. Informational Materials  
Informational materials were included in the Board package.

- 6.3 Business for Next Meeting  
None.

7. In Camera Business

7.1 Motion to Move In-Camera

**MOTION:** THAT the meeting move In-Camera.  
**10-70**

**MOVED BY:** A. Carruthers  
**SECONDED BY:** Councillor B. Phillips  
**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 as  
**10-71** amended.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

The meeting moved In-Camera at 8:00 p.m.

7.3 **Business Arising**

None

7.4 **New Business**

7.4(a) **Proposed Draft 2011 Operating Budget** – J. Foster, L. Stripnieks, S. Smith

The Board received a copy of the draft budget. In August the CEO and J. Foster had met with Dan Carnegie, Director of Corporate Services to discuss 2011 budgets and potential impacts of changes to various cost centers (eg. salaries/benefits) The CEO acknowledged the work of J. Foster and S. Smith for preparing a very detailed and comprehensive document.

J. Foster then provided an overview of the budget and highlighted the cost centers that were changing. The Board agreed that the projected \$145,000 unexpended balance brought forward to support the 2011 budget and that any other unexpended funds be placed in a reserve for future consideration.

J. Foster answered questions about the lease arrangements at Grantham and the impact on the budget of the 'new' Grantham Branch. J. Foster reviewed the financial commitment including the debenture. The CEO answered questions about potential closures of the library and costs associated to the move of the collections. J. Foster reminded the current Board that when the 2010 budget was presented to Council he had reported that the new branch would have an impact of 2 ½ to 3% on the 2011 operating budget.

**MOTION:** THAT the current Library Board having reviewed the  
**10-72** Proposed Draft 2011 Operating Budget recommends its approval by the next Library Board.

**MOVED BY:** A. Rosts

**SECONDED BY:** M. Sendzik

**MOTION CARRIED.**

7.5 **Return to Open Session**

**MOTION:** THAT the meeting return to Open Session.

**10-73**

**MOVED BY:** A. Cook

**SECONDED BY:** S. Reilly

**MOTION CARRIED.**

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

9. **Motion to Adjourn**  
**MOTION:**  
**10-74**  
**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** A. Cook  
**MOTION CARRIED.**

The meeting adjourned at 8:40 p.m.

10. **Date and Time of Next Meeting**  
Thursday, January 27, 2011 at 6:30 p.m.