

# 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 MINUTES

January 27, 2011 – 7:00 p.m.  
Board Room

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

The Regular Meeting of the St. Catharines Public Library Board was held on January 27, 2011 at the Central Library. The Chair called the meeting to order at 6:50 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.  
**2011-02**

**MOVED BY:** Councillor B. Phillips

**SECONDED BY:** A. McEwen

**MOTION CARRIED.**

2. **Minutes**

2.1 Regular Meeting November 18, 2010

**MOTION:** THAT the minutes of the Regular Meeting of November 2011-03 18, 2010 be approved, a copy having been received by each trustee.

**MOVED BY:** A. Rosts  
**SECONDED BY:** A. McEwen  
**MOTION CARRIED.**

3. **Business Arising**

3.1 Fundraising

Fundraising for the Grantham Branch had been discussed at the meeting on November 18, 2010. The matter was raised again. The CEO reported that there was no formal fundraising program for the Grantham Branch. The Library has brochures at all locations promoting contributions to the “Endowment and Trust Fund” and to “Honour with Books.” The Board discussed other fundraising options including: creating a donor wall, plaques on furniture, the fireplace, or the Program Room. Staff reported that the Library had received \$50,000 from the Estate of June Munro (a former Chief Librarian) and that perhaps the Program Room could be named for Ms. Munro. A. Cook asked if funds were required for equipment/furniture, etc. in the new location. The CEO stated that there was funding in the Branch Reserve for furniture/equipment and that a report on those requirements had gone to the Board. Additional funding was not required. The CEO suggested that the Board might like to create a Task Force to investigate what, if any, fundraising initiatives beyond contributions to the “Endowment and Trust Fund”, “Honour with Books”, and bequests they would like to pursue. The Board decided to defer the creation of a Task Force at this time and requested that staff review the list of the furniture and equipment, costs, and funding sources and bring a report to the Board.

4. **Correspondence**

The Board received correspondence as at January 20, 2011.

5. **Reports**

5.1 Chair’s Report – L. McDonald

The Chair acknowledged the staff Christmas Party and the success that it was. He also remarked on the upcoming OLA Super Conference, being held February 2<sup>nd</sup> through February 5<sup>th</sup> in Toronto.

5.2 Chief Executive Officer’s Report - L. Stripnieks

The CEO introduced Susan Vlaar as the Administrative Assistant who commenced employment at the end of November. Orientation is taking place.

The CEO reported that staff are compiling the statistics for the Annual Survey which was conducted in November. The Annual Survey is a requirement of the Provincial Grant.

The CEO reported that the Review of Activities and Annual Statistics for 2010 is being prepared for the Budget document. The Proposed 2011 Budget is being presented to Council on Monday, February 7, 2011.

A working group comprised of D. Bott, J. Dunn and L. Stripnieks has been struck to review security systems for the Grantham Branch and the library system as a whole. An RFP will be prepared and the report submitted to the Board in April or May.

The CEO, at the request of the Chair, provided a breakdown of contributions to the Endowment and Trust Fund in 2010. Total contributions = \$69,504. Breakdown as follows - \$49,123 from the Estate of J. Munro; \$14,210 Used Books; \$1,200 TD Canada Trust; \$2,443 Honour with Books; \$2,528 donation boxes, Book Fair and coin fountain.

The CEO reported that in 2010 grants totalled \$52,487. Breakdown as follows - \$13,134 Community Access Program/CAP; \$1,000 Service Ontario; \$38,353 SOLS credit for Digital Overdrive Media Collection.

Funds set aside for Grantham from bequests and grants = \$71,158. Breakdown as follows - \$31,653.93 from the estate of E. Heckker (received May 2007); \$1,152.03 from the estate of E. Heckker (received May 2009); \$38,353 SOLS credit for Digital Overdrive Collection.

5.3 Health and Safety Report – J. Foster

J. Foster reported that Health & Safety inspections were performed at Port Dalhousie Branch, Merritt Branch, Grantham Branch and the Centennial Branch. All minor deficiencies have been corrected.

The City of St. Catharines Department of Transportation and Environmental Services engaged The Ontario Electrical Safety Authority to inspect the Centennial Branch. Two deficiencies were cited: 1) panel filters required for the breaker box and; 2) Jiffy poles on the second floor required minor repairs. Both deficiencies have been corrected.

5.4 Branch Reports November and December

The Board received the written Branch reports for November and December 2010.

5.5 Facilities – J. Foster

Administration has contacted Megan McGowan, Senior Vice-President of Retail Leasing-S & H Realty Corporation. Ms. McGowan, acting for the owner of Grantham Plaza, met to discuss the matter of the lease of the Grantham Branch, which is due to expire July 31, 2011. Ms. McGowan advised the staff that she will work with them and that the Library can stay as long as necessary. She will discuss with her legal department what documentation is required.

Counsel Corporation has sold the Hartzel Road Plaza to 7724969 Ontario Limited. They will continue to manage the property, where a 5 year lease has been signed for the Merritt Branch location.

5.6 Finance

a) Schedule of Accounts – Reports 11 and 12

J. Foster reported that the December report is close to the Final Run. The Final Statement will be prepared by the Auditors.

**MOTION:** THAT the eleventh report recommending payment of accounts  
**2011-04** and salaries in the amount of FOUR HUNDRED SIXTY THOUSAND, EIGHT HUNDRED & EIGHT DOLLARS & TWENTY THREE CENTS (\$460,808.23) be received and approved.

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

**MOTION:** THAT the twelfth report recommending payment of accounts  
**2011-05** and salaries in the amount of FIVE HUNDRED THIRTY-FIVE THOUSAND, EIGHT HUNDRED FIFTY-FOUR DOLLARS & TWENTY-EIGHT CENTS (\$535,854.28) be received and approved.

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

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

With 92% of the year elapsed the statement shows revenue received at \$4,392,421; and expenditures at \$4,388,907.

Statement of Operating Accounts - as at December 31, 2010

With 100% of the year elapsed the statement shows revenue received at \$5,469,492; and expenditures at \$5,049,358.

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

The November statement shows a balance of \$708,901 made up as follows: opening balance - \$698,850; donations - \$13,164; interest income - \$3,940; current assets - \$711,944; YTD encumbered - \$235,600; YTD unencumbered - \$473,301.

Endowment and Trust Fund Statement - as at December 31, 2010

The December statement shows a balance of \$765,598 made up as follows: opening balance - \$698,850; donations - \$69,504; interest income - \$4,286; current assets - \$765,598; YTD encumbered - \$235,810; YTD unencumbered - \$529,788.

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

The November 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.

Report on Short-Term Investments - as at December 31, 2010

The December report shows a balance of \$970,126 made up as follows: \$440,053 due June 21, 2013 invested with Ontario Savings Bonds; \$253,854 due January 16, 2011 invested with a TD Bank GIC; \$216,219 due January 16, 2011 invested with a TD Bank GIC; and \$60,000 due January 16, 2011 invested with a TD Bank GIC.

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

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

Report on Reserve Accounts - as at December 31, 2010

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

5.7 St. Catharines City Council

Councillor Phillips reported that the Aquatic Centre/Library Complex is expected to be completed by October 2011. Delays could push the opening to January 2012. Discussion ensued re: opening ceremonies. Councillor Phillips expected that there would be one ceremony but that did not preclude the Library from organizing an opening as well. He would ask the City's Corporate Planner (E. O'Hoski) about their plans. The Board felt that the Library should be involved in the planning.

Councillor Williamson enquired about the electrical outlet modifications at the Grantham Branch. D. Bott provided an explanation of the problem and the resolution. The Councillor also reported that a Strategic Planning Session for the new Council is being planned to discuss goals for the 4 year term.

Councillor Phillips also reported that city departments have submitted their budgets. The budget process should be completed by mid-March.

6. New Business

6.1 2010 Review of Activities & Annual Statistics - L. Stripnieks

The Board received a written report.

6.2. 2010 Operational Goals Update – L. Stripnieks

The Board received a written report.

- 6.3 NRBN Service Contract Extension – L. Stripnieks/D. Bott  
The Board received a written report. Discussion ensued.

**MOTION:** THAT the Library Board ratify the NRBN Regional Broadband Network Implementation and Services Amending Agreement which would extend the term of the contract to August 13, 2024 under the terms and conditions of the amendment which includes the opportunity to negotiate the charges that are to be paid for services in the last 5 years of the agreement. Failure to agree on the charges will result in termination of the agreement.  
**2011-06**

**MOVED BY:** A. McEwen  
**SECONDED BY:** Councillor B. Williamson

- 6.4 2011 Holidays – L. Stripnieks  
The Board received a written report with a recommendation on 2011 Holidays.

**MOTION:** THAT the Library Board approve that the Library be closed at  
**2011-07** 2:00 p.m. on December 24<sup>th</sup> and December 31<sup>st</sup>.

**MOVED BY:** M. Sendzik  
**SECONDED BY:** Councillor B. Williamson

- 6.5 2011 Library Board Meeting Dates - L. Stripnieks  
The Board received a written report.

**MOTION:** THAT the Library Board approve the meeting dates for 2011.  
**2011-08**

**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** A. Cook

- 6.6 2011 United Way/Community Care Campaign – L. Stripnieks  
The Board received a written report.

- 6.7 Business for Next Meeting  
No business for next meeting.

- 6.8 Informational 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.  
**2011-09**

**MOVED BY:** Councillor B. Phillips  
**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.  
**2011-10**

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

The meeting moved In-Camera at 8:20 p.m.

7.3 **Business Arising**

7.3 (a) Proposed 2011 Operating Budget – L. Stripnieks/J. Foster  
The Board received a written report with a recommendation.

**MOTION:** THAT THE Library Board approve the Proposed 2011  
**2011-11** Operating Budget and that it be presented to Council, and that \$145,000 from the 2010 Operating Budget be brought forward to support the 2011 Operating Budget and that unexpended balance be allocated to the Grantham re-location reserve.

**MOVED BY:** A. Rosts  
**SECONDED BY:** A. McEwen  
**MOTION CARRIED.**

7.4 **New Business**

No new business.

7.5 **Return to Open Session**

**MOTION:** THAT the meeting return to Open Session.  
**2011-12**

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

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

No business arising

9. **Motion to Adjourn**

**MOTION:** THAT the meeting be adjourned.  
**2011-13**

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

The meeting adjourned at 8:35 p.m.

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

Thursday, February 17<sup>th</sup> at 7:00 p.m.