

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

March 23, 2011 – 7:00 p.m.
Board Room

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

Regrets: A. Cook

Staff: D. Andrusko A. McKenzie (Recording Secretary)
J. Dunn A. Penfold
J. Foster L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on March 23, 2011 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

Appointment 7:00 pm - Duff Balmer/Aimiee Drmic of Shore Tilby Perkins + Will Architects.
Presentation of the Furniture suggestions for the New Grantham Branch. D. Balmer had prepared a power point presentation which provided an overview of the materials to be used in the Aquatic Center/Library complex. He described the exterior and interior colour palettes. He reviewed the materials to be used for the walls, ceiling, flooring, and circulation and information desks in the Library. He presented STPW's suggested furniture options for the Library program areas. A hand-out of all the furniture was provided to each Board member. The presentation ended at 7:55 p.m. Questions regarding the furniture were discussed as part of Item 6.1

1. Adoption of the Agenda

1.1 Additions/Deletions

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda.
2011-14

MOVED BY: Councillor B. Phillips
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

2. **Minutes**

2.1 Inaugural Meeting January 27, 2011

MOTION: THAT the minutes of the Inaugural Meeting of January 27, 2011-15 be approved, a copy having been received by each trustee.

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

2.2 Regular Meeting January 27, 2011

MOTION: THAT the minutes of the Regular Meeting of January 27, 2011-16 be approved a copy having been received by each trustee.

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

3. **Business Arising**

No business arising.

4. **Correspondence**

The Board received correspondence as at March 17, 2011. The Board enquired about nominations for Volunteer Recognition Night. Staff informed the Board that almost all Library volunteers have been acknowledged. Staff will see if the Chess Club volunteer is eligible.

5. **Reports**

5.1 Chair's Report – L. McDonald

The Chair acknowledged that the Board had submitted the name of the CEO for consideration for the YWCA's Women of Distinction Awards.

5.2 Chief Executive Officer's Report - L. Stripnieks

The CEO reported that staff are preparing an RFP for a new security system. The RFP should be ready in late April. The CEO, A. Chiota and J. Foster have met with a number of suppliers with respect to furniture options for the new library branch. J. Green (Recreation) has also attended. Item 6.1 provides a written report on furniture/equipment requirements – including STPW's furniture suggestions and cost breakdown. The CEO completed and submitted the Municipal Performance Measurement Program statistics to the Treasurer's office. The CEO thanked the Board for the nomination.

5.3 Health and Safety Report – J. Foster

In the fall of 2010 Union and Management representatives conducted a Workplace Violence and Physical Risk Assessment Survey. The survey noted 7 areas of concern and included recommendations on how to reduce the risks identified. One concern was the identification of visitors and staff. As of March all staff and visitors need to wear ID tags and visitors also have a sign-in procedure. J. Foster reported that the monthly Health & Safety inspections have been completed for Grantham, Merritt and Port Dalhousie Branches. The Annual inspection of Central will be done later in March.

5.4 Branch Reports January and February

The Board received the written Branch reports for January and February 2011. Board members noted the decline in circulation particularly at the Central Library. Staff reported that the decline in circulation commenced with the construction of the parking garage. On any given day at least half of the parking spots under the library are occupied by cars with permits. This is true of other lots adjacent to the library.

5.5 Facilities – J. Foster

J. Foster reported that staff had replaced a burst pipe in the basement of the Central Library and also a defective pump in the internal fountain

5.6 Finance

a) Schedule of Accounts – Reports 1 and 2

Board members reviewed Report 1 and 2 and declared any conflict of interest.

MOTION: THAT the first report recommending payment of accounts
2011-17 and salaries in the amount of FOUR HUNDRED TWENTY-TWO THOUSAND, FOUR HUNDRED THIRTY-THREE DOLLARS & FIFTY-EIGHT CENTS (\$422,433.58) be received and approved.

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

MOTION: THAT the second report recommending payment of accounts
2011-18 and salaries in the amount of FOUR HUNDRED FOUR THOUSAND, NINE HUNDRED NINETY-EIGHT DOLLARS & ONE CENT (\$404,998.01) be received and approved.

MOVED BY: Councillor B. Williamson
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

b) Statement of Operating Accounts - as at February 28, 2011

With 17% of the year elapsed the statement shows revenue received at \$856,226.; and expenditures at \$751,513.

- c) Endowment and Trust Fund Statement - as at February 28, 2011
The February statement shows a balance of \$767,061 made up as follows: opening balance - \$765,598; donations - \$969; interest income - \$659; current assets - \$767,061.; YTD encumbered - \$236,450.; YTD unencumbered - \$530,611.
- d) Report on Short-Term Investments - as at February 28, 2011
The February report shows a balance of \$971,324 made up as follows: \$440,053 due June 21, 2013 invested with Ontario Savings Bonds; \$314,513 due April 17, 2011 invested with a TD Bank GIC; and \$216,758 due April 17, 2011 invested with a TD Bank GIC.
- e) Report on Reserve Accounts - as at February 28, 2011
The February report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor Williamson reported that city's budget increase is under 3%. Councillors utilized Park Dedication Funds to ensure that 2 parks would not close in 2011. Councillor Phillips provided an update on the city's reserves and the debt load due to the building projects.

6. New Business

6.1 Proposed Grantham Furniture Update - L. Stripnieks

The Board received a written report from the CEO on furniture and equipment requirements for the branch. It included tables on capital and furniture costs and funding sources. As part of the tender the architects were to prepare a furniture package. Neither the Library nor Recreation Services have FE&E budgets within the tender. STPW presented a 'suggested' furniture package to Recreation/ Library staff in February. Staff from both areas expressed concerns with the colours, practically and costs. The CEO's report included a breakdown of the architect's "initial" furniture suggestions and their cost. It included a revised furniture breakdown and cost prepared by the CEO and A. Chiota using some of the architect's suggested "alternatives." The power-point presentation included some of the modifications discussed with STPW, but not all. Staff will review the new proposal and prices. Staff have met with local suppliers who represent most of the furniture companies suggested by STPW. Library and recreation staff keep each other informed of their progress. Final decisions are not expected until mid May.

6.2 Business for the Next Meeting

The Board received a written report.

7. In-camera Business

7.1 Motion to Move In-Camera

MOTION: THAT the meeting move In-Camera.
2011-19

MOVED BY: Ann Carruthers

SECONDED BY: M. Sendzik

MOTION CARRIED.

The meeting moved In-Camera at 9:00 p.m.

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.
2011-20

MOVED BY: M. Sendzik
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

7.3 **Business Arising**
No business arising.

7.4 **New Business**

7.4(a) Benefits - J. Foster
The Board received a written report.

7.5 **Return to Open Session**

MOTION: THAT the meeting return to Open Session.
2011-21

MOVED BY: A. McEwen
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.
2011-22

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

The meeting adjourned at 9.30 p.m.

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

Thursday, April 21, at 7:00 p.m.