

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

June 16, 2011 – 7:00 p.m.
Board Room

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

Staff: J. Foster L. Stripnieks (Secretary)

Regrets: A. Cook

The Regular Meeting of the St. Catharines Public Library Board was held on June 16, 2011 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.
2011-38

MOVED BY: Councillor B. Williamson

SECONDED BY: M. Sendzik

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, April 21, 2011

MOTION: THAT the minutes of the Regular Meeting of May 19, 2011
2011-39 be approved, a copy having been received by each trustee.

MOVED BY: Councillor B. Phillips

SECONDED BY: M. Sendzik

MOTION CARRIED.

3. **Business Arising**

3.1 Code of Conduct - L. Stripnieks

At the last meeting the Library Board had requested some revisions to the Code of Conduct. The revisions were reviewed and approved.

MOTION: **2011-40** **2011-40**
 THAT the Library Board approve the *St. Catharines Public Library Board Code of Conduct*, dated June 16, 2011.

MOVED BY: Councillor B. Phillips

SECONDED BY: M. Sendzik

MOTION CARRIED.

4. **Correspondence**

The Board received correspondence as at June 10, 2011.

5. **Reports**

5.1 Chair’s Report – L. McDonald

L. McDonald wished to discuss the need for a fundraising committee under item 6.2.

5.2 Chief Executive Officer’s Report - L. Stripnieks

The CEO reported that the 11th Annual Fresh Ink Teen Writing Competition has been launched and there will be radio announcements for the contest.

Additional reports for the CEO are reflected in item 6.1, 6.2 and 7.4(a)

5.3 Health and Safety Report – J. Foster

J. Foster reported that the June 2nd meeting has been rescheduled for June 23rd. Health and Safety inspections have been conducted of Grantham, Merritt and Port Dalhousie branches and no deficiencies have been reported.

5.4 Branch Reports

The Board received the Branch reports for May 2011. Discussion ensued about overall library use. Councillor Williamson enquired if the library was able to provide graphs to show trends. The CEO responded that statistics are kept indefinitely and can be reproduced in a number of formats.

5.5 Facilities – J. Foster

J. Foster reported that an air-conditioner had been installed at the Port Dalhousie Branch. The soffits/facia damaged by the wind storm have been repaired. At the Centennial Library the fire boxes were cleaned and the extinguishers and hoses have been inspected. In addition the roof was cleaned and 30 bags of debris (partly from the wind storm) were collected.

5.6 Finance

a) Schedule of Accounts – Report 5

MOTION: THAT the fifth report recommending payment of accounts and salaries in the amount of THREE HUNDRED SEVENTY THOUSAND, TWO DOLLARS AND FIFTEEN CENTS (\$370,002.15) be received and approved.
2011-41

MOVED BY: A. Rosts

SECONDED BY: S. Reilly

MOTION CARRIED.

b) Statement of Operating Accounts - as at May 31, 2011

With 42% of the year elapsed, the statement shows: revenue received – \$1,960,612
expenditures - \$1,951,465.

c) Endowment and Trust Fund Statement - as at May 31, 2011

The statement shows a balance of \$769,613 made up as follows: opening balance - \$769,434;
donations - \$1,993; interest income - \$2,186; current assets - \$769,613; YTD encumbered -
\$237,150; YTD unencumbered - \$532,463.

d) Report on Short-Term Investments - as at May 31, 2011.

The report shows a balance of \$973,443 made up as follows: \$440,847 due June 21, 2013
invested with Ontario Savings Bonds; \$315,297 due July 17, 2011 invested with a TD Bank
GIC; and \$217,299 due July 17, invested with a TD Bank GIC.

e) Report on Reserve Accounts - as at May 31, 2011

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

5.7 St. Catharines City Council

Councillor Phillips reported on the Grantham Branch and Governance discussions at Council.

6. New Business

6.1. Grantham Branch Update - L. Stripnieks

The Board received a written report on the status of furniture and shelving for the new branch. The project team (L. Stripnieks, A. Chiota and J. Foster) have reviewed all the STP&W furniture suggestions and most of their alternatives. They have met with a local furniture supplier to test a number of the furniture options. Staff are waiting for a complete set of prices for their selections. Library staff are ready to inform STP&W of their selections and are waiting to co-ordinate this with the City. There is no provision for funding furniture within the construction budget. The funds are outside the project and have been set-up in the Grantham relocation reserve. There is no obligation to tender for furniture through STP&W and staff would prefer to do their own tender.

6.1 Grantham Branch Update - (con't)

With respect to shelving L. Stripnieks and A. Chiota are finalizing shelving specifications with a library supplier. An allowance of \$65,000 is in the construction budget. Contractual obligations re: tendering are being reviewed and will determine the process to be followed. Tenders for furniture and shelving will need to go out during the summer and 2 strategies were presented in the report on how the Board / staff could proceed over the summer.

MOTION: THAT the Library Board approve staff to prepare tenders, as required, review bids, select supplier(s) for the furniture and shelving, and issue purchase orders. Cost of the furniture in the public area not to exceed \$65,000 excluding taxes. Cost of the shelving not to exceed \$65,000 excluding taxes.
2011-42

MOVED BY: A. McEwen

SECONDED BY: A. Rosts

MOTION CARRIED.

6.2 Grantham Branch Sponsorship Program - L. Stripnieks

The Board received a written report. Discussion ensued. The Board decided to strike a committee to review the recommendations in the report and determine the next steps. Committee members include: A. Rosts, L. McDonald, S. Reilly, B. Williamson.

MOTION: THAT the Library Board strike a committee to work with staff to review the staff report and recommendations, finalize and implement a sponsorship program as deemed appropriate.
2011-43

MOVED BY: A. McEwen

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

6.3 Business for Next Meeting

No business for next meeting.

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.
2011-44

MOVED BY: M. Sendzik

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting moved In-camera at 8:35 p.m.

7.2 **Adoption of In-camera Agenda**

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

7.2(b) Adoption of In-camera Agenda

MOTION: THAT the Library Board adopt the In-camera agenda.
2011-45

MOVED BY: A. Carruthers
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

7.3 **Business Arising**

No business arising.

7.4 **New Business**

7.4 (a) Collective Agreement Negotiations - J. Foster/L. Stripnieks
Staff have just received the Memorandum of Settlement - Renewal Agreement(s)
They will be sent to the Union President and a meeting will be set-up to sign-off.
A Board meeting may be necessary to ratify the agreements.

7.5 **Return to Open Session**

MOTION: THAT the meeting return to Open Session.
2011-46

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

The meeting returned to Open Session at 8:45 p.m.

8. **Business Arising From In-camera Meeting**

No business arising from the In-camera meeting.

9. **Motion to Adjourn**

MOTION:
2011-47

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

The meeting adjourned at 8:50 p.m.

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

September 15, 2011 at 7:00 p.m.