

# 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

September 15, 2011 – 7:00 p.m.  
Board Room

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

Regrets: M. Sendzik

Staff: D. Andrusko A. McKenzie  
D. Bott L. Stripnieks (Secretary)  
J. Foster D. Muise (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on September 15, 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

Item 6.5, Operational Policy, was added to the agenda.

#### 1.2 Adoption of the Agenda

**MOTION:** THAT the Library Board adopt the agenda as amended.  
**2011-52**

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

2. **Minutes**

2.1 Regular Meeting, June 16, 2011

**MOTION:** THAT the minutes of the Regular Meeting of June 16, 2011-53 2011 be approved, a copy having been received by each trustee.

**MOVED BY:** Councillor B. Williamson

**SECONDED BY:** A. Carruthers.

**MOTION CARRIED.**

2.1 Minutes of Special In-camera Meeting, July 26, 2011

**MOTION:** THAT the minutes of the Special In-Camera Meeting of 2011-54 2011 be approved, a copy having been received by each trustee.

**MOVED BY:** Councillor B. Phillips

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

3. **Business Arising**

No business arising.

4. **Correspondence**

The Board received correspondence as at June 14, 2011. A. Carruthers requested information with respect to the amount of the donation referred to in Items 1 – Sent. L. Stripnieks indicated the donation was in the amount of \$100.00.

5. **Reports**

5.1 Chair's Report – L. McDonald

L. McDonald reported he had recently attended a tour of the Aquatic Centre/Library Complex. Also in attendance were A. Cook and S. Reilly. Councillor B. Phillips indicated another tour could be set up, possibly in November.

L. McDonald stated that he had met with L. Stripnieks and A. Rosts regarding sponsorship opportunities for the new Library.

He also met with the L. Stripnieks to discuss collective agreement negotiations.

L. McDonald reported that he had received an email from L. Stripnieks regarding a police investigation. This will be discussed In-camera.

5.2 Chief Executive Officer's Report - L. Stripnieks

The Board received a written report. As per the report the CEO stated that the Library had submitted their furniture selections to STPW on July 15, 2011. The CEO informed STPW that the Library would require their tender services for one item only – the custom made cushions for the picture book bench. A Request for Quote for the remaining furniture went out on September 15, 2011 to Grand & Toy, Desk Plus and Beatties Basics Office Products.

An application for 2011/2012 library operating, pay equity and first nation salary supplement grant was completed and sent to the Ministry on August 17, 2011. Notification has been received from the Ministry indicating the application was approved and the library would receive an operating grant of \$228,600.

The C.E.O. reported that Management staff have been very busy this summer staffing vacant positions which were created due to retirements and relocations to the United States. Hands-on tests are now part of the interview process for some of the positions.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the following facilities were inspected in respect to health and safety: Grantham, Merritt and Port and first floor of the Centennial Library. No deficiencies were reported. The June 23, 2011 meeting was cancelled and has been rescheduled for November 1, 2011

5.4 Branch Reports

The Board received written reports for June, July and August, 2011. Discussion ensued about overall library use. L. Stripnieks reported there was an increase in borrowing in August which can in part be attributed to a change in the borrowing time limits for DVD's and music formats.

D. Bott, Manager, IT and Networks reported that development of the new website is ongoing and provided information regarding the upgrade which would allow the Library to develop and add modules to: reserve meeting rooms online; book A/V equipment; make online payments; chat reference. Online event calendar and program registration modules have been installed and are being tested. It is anticipated that the new website will be launched by year end or in January 2012.

5.5 Facilities – J. Foster

The Board received a written report. As per the report, during the summer months the Maintenance Department completed building and plant repairs and special projects. This included: repairing and painting walls; cleaning interior and exterior window ledges; removing, washing, drying and reinstalling the HVAC intakes on the first and second floors; cleaning the diffusers in the Children's Area, etc.

J. Foster reported that the building was inspected after the earthquake and there was no damage.

5.6 Finance

a) Schedule of Accounts – Reports 6, 7 and 8

**MOTION:** THAT the sixth report recommending payment of accounts  
**2011-55** and salaries in the amount of FIVE HUNDRED ELEVEN THOUSAND, FIVE HUNDRED EIGHTEEN DOLLARS AND EIGHTY-SEVEN CENTS (\$511,518.87) be received and approved.

**MOVED BY:** A. McEwen  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

**MOTION:** THAT the seventh report recommending payment of  
**2011-56** accounts and salaries in the amount of FOUR HUNDRED THIRTY-FOUR THOUSAND, FOURTEEN DOLLARS AND NINETY-TWO CENTS (\$434,014.92) be received and approved.

**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** S. Reilly  
**MOTION CARRIED.**

**MOTION:** THAT the eighth report recommending payment of accounts  
**2011-57** and salaries in the amount of FOUR HUNDRED THIRTY-EIGHT THOUSAND, FIVE HUNDRED AND THIRTY-FOUR DOLLARS AND EIGHTY-SIX CENTS (\$438,534.86) be received and approved.

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

b) Statement of Operating Accounts – as at June 30, July 31 and August 31, 2011.

June 30, 2011: With 50% of the year elapsed, the statement shows: revenue received – \$2,351,145 expenditures - \$2,465,484.

July 31, 2011: With 58% of the year elapsed, the statement shows: revenue received – \$2,717,286 expenditures - \$2,888,439.

August 31, 2011: With 58% of the year elapsed, the statement shows: revenue received – \$3,091,745 expenditures - \$3,305,161.

- c) Endowment and Trust Fund Statement – as at June 30, July 31, August 31, 2011  
June 30, 2011: The statement shows a balance of \$773,586 made up as follows: opening balance - \$765,434; donations - \$2,333; interest income - \$5,819; current assets - \$773,586; YTD encumbered - \$237,280; YTD unencumbered - \$536,306.
- July 31, 2011: The statement shows a balance of \$777,922 made up as follows: opening balance - \$765,434; donations - \$9,735; interest income - \$6,753; expenditures – (\$4,000): current assets - \$777,922; YTD encumbered - \$237,411; YTD unencumbered - \$540,511.
- August 31, 2011: The statement shows a balance of \$779,427 made up as follows: opening balance - \$765,434; donations - \$11,136; interest income - \$6,857; expenditures (\$4,000): current assets - \$779,427; YTD encumbered - \$238,711; YTD unencumbered - \$540,716.
- d) Report on Short-Term Investments – as at June 30, July 31, August 31, 2011  
June 30, 2011: The report shows a balance of \$977,063 made up as follows: \$444,467 due June 21, 2014 invested with Ontario Savings Bonds; \$315,297 due July 17, 2011 invested with a TD Bank GIC; and \$217,299 due July 17, 2011, invested with a TD Bank GIC.
- July 31, 2011: The report shows a balance of \$993,722 made up as follows: \$444,467 due June 21, 2014 invested with Ontario Savings Bonds; \$331,280 due October 17, 2011 invested with a TD Bank GIC; and \$217,975 due October 17, invested with a TD Bank GIC.
- August 31, 2011: The report shows a balance of \$993,722 made up as follows: \$444,467 due June 21, 2014 invested with Ontario Savings Bonds; \$331,280 due October 17, 2011 invested with a TD Bank GIC; and \$217,975 due October 16, 2011, invested with a TD Bank GIC.
- e) Report on Reserve Accounts - as at June 30, July 31 and August 31, 2011  
The report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Phillips reported that on September 12, 2011 Council approved the change from four lanes to 2 lanes on Hartzel Road to allow for bike lanes. It is not felt that this will impact Merritt Library circulation.

A. Carruthers enquired about the status of the Aquatic Centre. Councillor B. Phillips stated he would have an updated work schedule for the next meeting. A. Cook enquired about the Grantham Lease. J. Foster advised that the lease agreement for the Grantham Branch has been extended to December 31, 2011.

5.8 SOLS Report

No Report.

6. New Business

6.1. Interactive Reference Service – D. Bott

The Board received a written report. D. Bott, Manager IT & Networks and D. Andrusko, Manager Adult Information Services reported that there has been a very positive response from those that have used the Info Chat module. The Library will be looking at promotion of this service and providing information on this service to the schools.

6.2. Summer Reading Programs – A. McKenzie

The Board reviewed a written report.

6.3. Annual Report 2010 – L. Stripnieks

The Board received a written report and the Annual Report for 2010. L. Stripnieks stated that the report will go to City Council once the final draft has been printed. The report is posted on the website and can be printed in regular and large print format.

6.4. Holds Pick Up – L. Stripnieks

L. Stripnieks reported that effective November 2012 patrons will be able to pick-up their own holds at the Central Library. Holds will be filed in the public area near the first floor information desk. They will be filed by the first 3 digits of the patron's last name and the last 4 digits of their library card barcode. Due to privacy laws, the patron's full name cannot be put on the holds slip.

6.5. Operational Policy – L. Stripnieks

The Board received a written report. L. Stripnieks reported that a change had been made to the section entitled "Selling and Soliciting on Premises" on Page 7. The section has been amended to include filming and a new Item 3 has been added as follows: "*Photographing, filming or video recording on Library premises is not allowed without prior approval of the C.E.O.*"

The Rules of Conduct already contains this statement but staff feel it should also be included in the Operational Policy. The policy is also posted on our website.

**MOTION:**                         **2011-58**                         **2011-58**                         THAT the Library Board approve the amendment to the Operational Policy with respect to filming on Library premises.

**MOVED BY:**                         Councillor B. Williamson  
**SECONDED BY:**                         Councillor B. Phillips

**MOTION CARRIED.**

6.6. Information Items

None.

7. **In-camera Business**

7.1 **Motion to Move In-camera**

**MOTION:** THAT the meeting move In-camera.  
**2011-59**

**MOVED BY:**

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.** A. Cook

The meeting moved In-camera at 7:55 p.m.

7.2 **Adoption of In-camera Agenda**

7.2(a) Additions/Deletions to the Agenda

Item 7.4(d), Police incident occurring on September 10, 2011 was added to the agenda.

7.2(b) **Adoption of In-camera Agenda**

**MOTION:** THAT the Library Board adopt the In-camera agenda as amended.  
**2011-60**

**MOVED BY:** A. McEwen

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

7.3 **Business Arising**

No business arising.

7.4 **New Business**

7.4(a) OMERS Contribution Rate Increase

The Board received a written report. OMERS has raised the contribution rates by 15% annually and this will impact the 2012 budget. The Library has no control over this increase.

7.4(b) Personnel Update – L. Stripnieks

The Board received a written report on employee hires, transfer, resignations and retirements. Staff highlighted the reasons for the hands-on tests.

7.4(c) 2012 Proposed Operating Budget – J. Foster

J. Foster advised that normally the budget would be ready in October, however because of the new Aquatic Centre/Library Complex facility the draft will not be ready until November, 2011. There are a number of unknowns which impact the budget including: date of completion, number of months we need to pay the lease in Grantham, shared facility costs (water, cleaning, hydro, common area charges). Discussions need to be held with City staff re: the shared facility costs.

7.4(d) Police Incident at Central Library – L. Stripnieks

On September 12, 2011 the Niagara Regional Police notified the CEO that an alleged sexual assault took place at the Central Library on September 10, 2011. The C.E.O. and Business Administrator have met with the Niagara Regional Police and are co-operating with them in their investigation.

CHCH television contacted the C.E.O. requesting they be allowed to film in the Library to prepare a piece on this incident. L. Stripnieks spoke to the City Solicitor regarding this matter. Pursuant to the Library's Rules of Conduct the television crew was not allowed to film inside the Library. CHCH filmed outside the Library and reported this incident on their 6:00 p.m. and midnight news. L. Stripnieks thanked A. McEwen for his availability and input regarding this matter.

7.5 Return to Open Session

**MOTION:** THAT the meeting return to Open Session.  
**2011-61**

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

The meeting returned to Open Session at 8:20 p.m.

8. Business Arising From In-camera Meeting

No business arising from the In-camera meeting.

9. Motion to Adjourn

**MOTION:** THAT the meeting be adjourned.  
**2011-62**

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

The meeting adjourned at 8:25 p.m.

10. Date and Time of Next Meeting

October 20, 2011 at 7:00 p.m.