

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

October 20, 2011 – 7:00 p.m.
Board Room

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

Regrets: Councillor B. Phillips S. Reilly

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

The Regular Meeting of the St. Catharines Public Library Board was held on October 20, 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

The Chair advised a guest might arrive during the meeting, in which case the meeting would stop for 10 minutes to allow the guest the opportunity to speak and for the Trustees to ask questions. Any decision in respect to the guest's request would be made In-camera.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda as amended.
2011-63

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

2. **Minutes**

2.1 Regular Meeting, September 15, 2011

MOTION: THAT the minutes of the Regular Meeting of
2011-64 September 15, 2011 be approved, a copy having been received by each trustee.

MOVED BY: A. Rosts

SECONDED BY: A. Carruthers.

MOTION CARRIED.

3. **Business Arising**

Les McDonald enquired if the Fundraising brochure had been completed. L. Stripnieks stated it had not. Les McDonald will meet with the C.E.O. to discuss the brochure.

Councillor Williamson noted that the Niagara Falls Public Library had photos on their website and enquired if the Library planned to digitize photos as well. L. Stripnieks responded the Library had no such plans since we had very few photos. She stated the St. Catharines Museum had received about 250,000 photos from the St. Catharines Standard and was digitizing them. A. Carruthers suggested that a link to the Museum's digital collection be on the Library's website.

4. **Correspondence**

The Board received correspondence as at August 31, 2011. Correspondence from the Staff Fund Committee was discussed.

MOTION: THAT the Library Board contribute SEVEN HUNDRED
2011-65 AND FIFTY (\$750.00) DOLLARS to the Staff Christmas celebration.

MOVED BY: Councillor B. Williamson

SECONDED BY: A. Rosts

MOTION CARRIED.

5. **Reports**

5.1 Chair's Report – L. McDonald

The Chair reported that he had discussed a number of the Agenda items with the Chief Executive Officer prior to the meeting.

5.2 Chief Executive Officer's Report - L. Stripnieks

The Board received a written report of October highlights.

Kiwanis Aquatic Center/Grantham Library

As per the report, a Request for Quote for furniture for the public area of the Grantham Branch was sent to 3 local furniture suppliers on September 14, 2011. The Library received a quote in the amount of \$35,465.22 from Beatties Basics Office Products. Staff had expected the quote to go out in July/August. At the June 16, 2011 meeting, the Board

had approved per Motion 2011-40, that if a Request for Quote for furniture went out and quotes were received, staff could authorize the creation of a purchase order for furniture not to exceed \$65,000.00.

Since the quote had been received in September, staff were presenting the quote to the Board to approve.

MOTION: THAT the Library approve that staff accept the Beatties
2011-66 quote and initiate a purchase order for the furniture with
a cost not to exceed \$36,000.00 excluding installation
and applicable taxes.

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

Discussion took place regarding the completion date for the new Library Branch and the current lease. J. Foster reported the Library is negotiating an extension of the current Grantham lease.

Accessibility Audit

As per the written report, L. Stripnieks and J. Foster met with Colin Briggs, C.A.O. and Diane Lecinski, Coordinator Accessibility, City of St. Catharines regarding Library accessibility on October 19, 2011. L. Stripnieks and J. Foster will prepare a breakdown of costs for items in the *2008 Accessibility Audit* and will provide a report to the Board in November, 2011. The C.E.O. has prepared an Accessibility Customer Service Policy which will also go to the Board in November.

5.3 Health and Safety Report – J. Foster

J. Foster reported that an inspection of the 3 branches has been completed. No deficiencies were reported. The next meeting of the Joint Health and Safety Committee has been rescheduled to November 10, 2011

5.4 Branch Reports

The Board received a written report. Discussion ensued regarding overall library use and InfoChat. D. Bott, Manager, IT & Networks advised that InfoChat is the chat reference service the Library is now using. Questions received by this service are generally of a reference nature.

5.5 Facilities – J. Foster

J. Foster reported that there is a major crack in the skylight over the staircase. Repairs will cost approximately \$2,160.00 and must be done as soon as possible. Niagara Glass Ltd. will be completing the repairs this month. The area below the skylight presents no danger to patrons or staff and will not have to be closed up.

L. McDonald reported he was at the Library this past Sunday and noticed a vehicle parked in the handicapped area taking up 2 spots. J. Foster indicated the parking authorities are aware of this vehicle and the owner has been warned.

5.6 Finance

a) Schedule of Accounts – Reports 9

MOTION: THAT the ninth report recommending payment of accounts
2011-67 and salaries in the amount of THREE HUNDRED SIXTY-
 SIX THOUSAND, EIGHT HUNDRED THIRTY-SIX
 DOLLARS AND THIRTY-FOUR CENTS (\$366,836.34) be
 received and approved.

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

- c) Statement of Operating Accounts – as at September 30, 2011
With 75% of the year elapsed the statement shows: revenue received – \$3,686,561;
expenditures – \$3,663.451.
- c) Endowment and Trust Fund Statement – as September 30, 2011
The statement shows a balance of \$778,831 made up as follows: opening balance –
\$765,434; donations - \$10,542; interest income - \$6,855; expenditures (\$4,000): current
assets - \$778,831; YTD encumbered - \$238,861; YTD unencumbered - \$539,970.
- d) Report on Short-Term Investments – as at September 30, 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 September 30, 2011
The report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Williamson reported there has been considerable discussion regarding the construction of a new arena and there is the possibility of a referendum. Roadwork has been taking place on Geneva Street between Welland Avenue and the Q.E.W. At this time, it is not expected that a skim coat will be on before winter. In addition, drawings are now available for the Downtown Arts Centre.

5.8 SOLS Report

No Report. A meeting will take place in November, 2011.

6. **New Business**

6.1. **Circulation Policy and Operational Policy** – L. Stripnieks

The Board received a written report. Staff feel that the patron's birth date should be included in the patron record. Currently only the decade in which the patron was born is record. The patron's actual birth date will, among other things, help distinguish between patrons of the same name and birth year in the management of fines and collection of debt, resource management, resource allocation, service planning and transfer of patrons from one borrower category to another. Other libraries do ask for the birth date as a way of uniquely identifying patrons.

In light of the proposed change, both the Circulation Policy and Operational Policy were reviewed to ensure both policies' sections on Membership, Registration, Collection of Personal Information and Confidentiality of Membership were identical. Minor changes were recommended to both policies to ensure the policies were alike.

Discussion took place regarding the Library's purging procedure for member records, lost cards and the release of information. In order to clarify the meaning, A. McEwen recommended that the Circulation Policy, Overdue Materials Notification, Section 4 be amended from "*Borrowing privileges may be suspended or limited when three catalogued items are claimed returned in an eight-month period. The outcome of the investigation will determine the course of action to be followed with respect to reinstatement of privileges*" to read as follows: "*Borrowing privileges may be suspended or limited when in an eight-month period, three unaccounted for catalogued items are claimed returned. The outcome of the investigation will determine the course of action to be followed with respect to reinstatement of privileges.*"

MOTION: 2011-68 THAT the Library Board approve the Circulation and Operational policies as amended.

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

6.2. **Christmas Hours for Port Dalhousie Branch and System** – L. Stripnieks

The Board reviewed a written report. Staff recommended changing the hours of service at the Port Dalhousie Branch on Saturday, December 24 and Saturday, December 31, 2011 to be 9:00 a.m. to 2:00 p.m.

MOTION: 2011-69 THAT the Library Board the changes to the hours at Port Dalhousie for Saturday, December 24th and 31st.

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

6.3. Splash! Tween and Teen Photograph contest Awards Ceremony – A. McKenzie
The Report was not available and the item deferred.

6.4. Business for Next Meeting

6.4(a) Accessibility Audit Costs.

6.4(b) Accessibility Policy.

7. **In-camera Business**

7.1 **Motion to Move In-camera**

MOTION: THAT the meeting move In-camera.
2011-70

MOVED BY:

SECONDED BY: A. Carruthers

MOTION CARRIED. A. McEwen

The meeting moved In-camera at 7:57 p.m.

7.2 **Adoption of In-camera Agenda**

7.2(a) Additions/Deletions to the Agenda

Item 7.4(c), Request for Re-instatement of Library Privileges was added to the agenda – L. Stripnieks (verbal).

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

MOTION: THAT the Library Board adopt the In-camera agenda as amended
2011-71

MOVED BY: M. Sendzik

SECONDED BY: A. Cook

MOTION CARRIED.

7.3 **Business Arising**

7.3(a) 2012 Proposed Operating Budget

J. Foster reported the 2012 Draft Operating Budget will be presented in November, 2011. It will include as much information as the Library has on the new Kiwanis Aquatic Centre/Grantham Branch Library.

7.4 **New Business**

7.4(a) **Request for Reinstatement of Library Privileges** – L. Stripnieks

The Board received a written report on the request for reinstatement from a patron who was issued a Trespass Notice July 8, 2011. Discussion ensued.

MOTION: THAT the patron's request for reinstatement of library
2011-73 privileges not be approved and that the Trespass Notice remain in effect for 1 year at which time the patron can petition the Board again for reinstatement.

MOVED BY: M. Sendzik

SECONDED BY: A. Cook

MOTION CARRIED.

7.4(b) **Request for Reinstatement of Internet Privileges** – L. Stripnieks

The Board received a written report on the request for reinstatement from a patron who was issued a Ban April 6, 2010. Discussion ensued.

MOTION: THAT the patron's request for reinstatement of Internet
2011-72 Privileges not be approved and that the ban remain in effect until October 13, 2012 at which point the patron can petition the Board again for reconsideration.

MOVED BY: A. McEwen

SECONDED BY: A. Rosts

MOTION CARRIED.

7.4 (c) **Request for Reinstatement of Library Privileges** – L. Stripnieks

L. Stripnieks reported that information had been received regarding a patron who was issued a Trespass Notice May 1, 2007. Discussion ensued. As a written request for reinstatement of Library privileges was not received, no further action will be taken at this time.

7.5 **Return to Open Session**

MOTION: THAT the meeting return to Open Session.
2011-74

MOVED BY: A. McEwen

SECONDED BY: A. Carruthers

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: THAT the meeting be adjourned.
2011-75

MOVED BY: A. McEwen

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting adjourned at 8:46 p.m.

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

November 17, 2011 at 7:00 p.m.