

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, ON L2R 7K2

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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

November 17, 2011 – 7:00 p.m.
Board Room

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

Regrets: Councillor B. Phillips

Guest: M. Hellwig

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

The Regular Meeting of the St. Catharines Public Library Board was held on November 17, 2011 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

Presentation: Melissa Hellwig, City of St. Catharines Corporate Planning Officer, presented *Tending the Garden City. The City of St. Catharines Sustainability Strategy.*

1. Adoption of the Agenda

1.1 Additions/Deletions

Item 6.4, Ontario Library Association Super Conference, was added to the agenda

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda as amended.
2011-76

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

2. **Minutes**

2.1 Regular Meeting, October 20, 2011

MOTION: THAT the minutes of the Regular Meeting of October 20, 2011-77 be approved, a copy having been received by each trustee.

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

3. **Business Arising**

No business arising.

4. **Correspondence**

The Board received correspondence as at October 24, 2011. A. Rosts requested information with respect to the Ontario Infrastructure Debenture rate referred to in Item 3. J. Foster indicated the rate is 4.75%, fixed rate for 20 years.

5. **Reports**

5.1 Chair's Report – L. McDonald

The Chair reported that he had discussed fundraising with the Chief Executive Officer prior to the meeting. A draft fundraising brochure was provided by L. Stripnieks. In addition, the Chair has received communications from an outside source. Following discussion, it was agreed that L. McDonald, L. Stripnieks, A. Carruthers, A. Cook and S. Reilly would meet on November 23, 2011 to discuss the fundraising brochure.

L. McDonald reported he had attended the Fresh Ink Young Adult Writing Competition awards presentation on October 27, 2011. Also in attendance were Councillor B. Phillips, A. Cook and A. McEwen.

L. McDonald received a call from the Auditors regarding the 2011 audit. They also wanted to know if he had any concerns with the Library's management.

5.2 Chief Executive Officer's Report - L. Stripnieks

The C.E.O. reported that Library staff have been very busy working on the 2012 budget, the Grantham Branch relocation and furniture for the new Grantham Branch.

On November 3, 2011, L. Stripnieks, J. Foster and Councillor B. Phillips met with City of St. Catharines representatives R. Lane, Director of Recreation & Community Services and K. Reichheld, Manager of Programs & Cultural Services to discuss the Aquatic Centre/Grantham Library. Among the issues discussed were the opening of the facilities; common area maintenance responsibilities; cleaning of the facilities; utilities costs; energy management systems; mechanical and electrical maintenance responsibilities; security; waste management; parking; etc. L. Stripnieks will provide Board members with a copy of the agenda and comments for their information.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the Joint Health & Safety Committee met on November 10, 2011. With respect to the Workplace Violence and Physical Risk Assessment Survey carried out in the Fall of 2010, the only outstanding issue from the survey are panic buttons at the Central Library. The Library is currently investigating the most cost effective solution. The City of St. Catharines has set up flu shot clinics for City/Library staff and all staff have received notification. Health and safety inspections have been conducted at the Grantham, Merritt and Port Dalhousie branches and all deficiencies have been corrected. The 2012 annual inspection will be carried out on May 7th by certified members of the Joint Health & Safety Committee.

5.4 Branch Reports – J. Foster

The Board received the written reports. The Board enquired about circulation statistics. Staff noted that parking remains an issue at the Central Library.

5.5 Facilities – J. Foster

J. Foster reported that Government Simcoe Secondary School students will be painting the boys' and girls' windows for the Christmas season. This will likely occur on the first Monday in December. He also reported that a new water heater needs to be installed at the Port Dalhousie Branch, and that a letter has been sent to the landlord of the Grantham Branch premises requesting an extension of the lease to March 31, 2012, with the possibility of a further extension if required.

Storage Facilities

Currently the Library system uses the basement of the Grantham Branch to store a variety of materials and files. The Library Board approved the creation of a storage facility at the Central Library. The storage facility was to be built in part of the parking lot and was approved by the City. The construction did not take place this year as anticipated. J. Foster requested the \$41,023 be transferred from the 2011 Facility and System Enhancement account to the Facility and System Enhancement Reserve account to finance the construction of the storage facility in 2012.

MOTION:
2011-78

THAT the Library Board approve transferring \$41,023 from the 2011 Facility and System Enhancement Account to the Facility and System Enhancement Reserve Account to finance the replacement of the existing storage facilities at the Grantham Library by building a new storage facility in the Garage at the Centennial Library to be completed in 2012 as this was not completed in 2011.

MOVED BY:

Councillor B. Williamson

SECONDED BY:

A. McEwen

MOTION CARRIED.

5.6 Finance

a) Schedule of Accounts – Report 10

MOTION: THAT the tenth report recommending payment of accounts
2011-79 and salaries in the amount of THREE HUNDRED EIGHTY-NINE THOUSAND, FOUR HUNDRED THIRTY-ONE DOLLARS & FIFTY-THREE CENTS (\$389,431.53) be received and approved.

MOVED BY: M. Sendzik

SECONDED BY: A. McEwen

MOTION CARRIED.

c) Statement of Operating Accounts – as at October 31, 2011

With 83% of the year elapsed the statement shows: revenue received – \$4,053,646; expenditures – \$4,173,666.

A. Rosts requested clarification with respect Cheque No. 9873 issued to Provincial Janitorial Services. J. Foster indicated this was for cleaning of the Grantham and Merritt branches.

c) Endowment and Trust Fund Statement – as October 31, 2011

The statement shows a balance of \$779,960 made up as follows: opening balance – \$765,434; donations - \$10,640; interest income - \$8,051; expenditures (\$4,165); current assets - \$779,960; YTD encumbered - \$238,861; YTD unencumbered - \$541,099.

d) Report on Short-Term Investments – as at October 31, 2011

The report shows a balance of \$ 995,434 made up as follows: \$444,467 due June 21, 2014 invested with Ontario Savings Bonds; \$332,312 due January 15, 2012, invested with a TD Bank GIC; and \$218,655 due January 15, 2012, invested with a TD Bank GIC.

e) Report on Reserve Accounts - as October 31, 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 that Mayor Brian McMullan had recently appeared on the CBC's The National: On the Road Ahead series. There was some concern the Occupy Movement may target City Hall/plaza in front of the Central Library. A request has been made to construct a high density building in Port Dalhousie. With respect to the Carlisle Street parking garage, it was noted that the project had gone over budget and the completion date was uncertain at this time.

5.7 SOLS Report

No Report.

6.3. Accessibility – Customer Service Policy – L. Stripnieks

The Board received a written report together with the policy. Discussion ensued. For clarification purposes, A. McEwen suggested that the first sentence in Section 8, Assistive Devices, of the policy be changed from “*Persons with a disability may provide their own assistive device for the purpose of obtaining or using Library Services and may have free access to assistive devices available in the Library*” to “*Persons with a disability may be able to use their own assistive device for the purpose of obtaining or using Library Services and may have free access to assistive devices available in the Library*”.

MOTION: THAT the Library Board approve the Accessibility –
2011-82 Customer Service Policy as amended.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

6.4. Ontario Library Association Super Conference – L. Stripnieks

The CEO reported that OLA Super Conference will be held from February 1 to February 4, 2012 at the Metro Toronto Convention Center, 255 Front Street West, Toronto. The C.E.O. will send out a link to the website and Board members are to advise by December 8, 2011.

6.5. Informational Items

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.
2011-83

MOVED BY: A. McEwen

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting moved In-camera at 8:45 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.
2011-84

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

7.3 **Business Arising**

7.3(a) **2012 Proposed Operating Budget** – J. Foster

The Board received a copy of the draft budget. J. Foster provided an overview of the budget, summarizing the cost centre changes.

MOTION: THAT the Library Board approve the Proposed 2012
2011-85 Operating Budget and that \$132,000 from the 2011 Operating Budget be brought forward to support the 2012 operating budget and that anything over and above to be allocated to the Building and Facilities Enhancement reserve.

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

7.3(b) **Problem Patrons Update**

The C.E.O. provided an update on problem patrons. Discussion ensued.

7.4 **New Business**

None.

7.5 **Return to Open Session**

MOTION: THAT the meeting return to Open Session.
2011-86

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

The meeting returned to Open Session at 9:25 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.
2011-87

MOVED BY: A. McEwen

SECONDED BY: A. Cook

MOTION CARRIED.

The meeting adjourned at 9.26 p.m.

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

January 26, 2012 at 7:00 p.m.