

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

January 26, 2012 – 7:00 p.m.
Board Room

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

Regrets: S. Reilly L. Stripnieks

Staff: D. Bott J. Foster (Secretary)
A. Penfold D. Muise (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on January 26, 2012 at the Central Library. The Chair called the meeting to order at 6:50 p.m.

1. **Adoption of Agenda**

1.1 Additions/Deletions to the Agenda

1.1(a) Item 3.1, Report on Fund Raising Committee – A. Carruthers.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda as amended.
12-02

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

2. **Minutes**

MOTION: THAT the minutes of the Regular Meeting of November 17th,
12-03 2011 be approved, a copy having been received by each
Trustee.

MOVED BY; A. McEwen

SECONDED BY: M. Sendzik

MOTION CARRIED.

3. **Business Arising**

3.1 **Report on Fund Raising Committee** – A. Carruthers

A. Carruthers reported a committee met on June 21st, 2011 (L. McDonald, A. Rosts, L. Stripnieks) to discuss fundraising and again on November 24th, 2011 (L. McDonald, A. Carruthers, A. Cook, S. Reilly, L. Stripnieks, J. Foster).

The purpose of both meetings was to identify fundraising initiatives for the Grantham Branch and to provide direction to staff with respect to the creation of a donation package/informational materials. As directed in June staff prepared a Donation Booklet which was distributed at the November Board meeting and listed all the donation programs at the library including specific programs for the Grantham Branch. At the Fundraising Committee meeting on November 24th, changes were requested for the Donations Booklet and staff were asked to create a pamphlet specific to the Grantham Branch. On December 1st, 2011 the committee met to review and approve the booklet and pamphlet. The Grantham pamphlets were to be ready for the second week in December and given to all patrons on checkout. The booklet was to be posted on the Library website. The Library website was to be updated and a bookmark was to be created listing all the programs for the system. Donation procedures were also posted on CanadaHelps.org.

A. Cook enquired whether the Grantham pamphlets had been circulated at the Grantham Branch and J. Foster indicated the pamphlets were located at the Circulation Desk and also at the Centennial Branch. J. Foster will follow up with the C.E.O. on the status of the bookmark. A. McEwen suggested all branches circulate bookmarks for a period of two weeks.

4. **Correspondence**

The Board received correspondence as at January 18th, 2012. J. Foster reported that a letter received from Joanne Tessier, Assistant Director, Financial Management Services at the City of St. Catharines notes the correct annual interest rate for the Ontario Infrastructure Debenture as 3.8%. This had previously been reported incorrectly as 4.75%. A. Rosts pointed out that the letter dated December 20, 2011 from S & H Realty Corporation extends the Tenancy Agreement at Grantham Plaza to March 31st, 2012 and questioned whether the Grantham Branch would be in its new location by March 31st, 2012. J. Foster has heard no final date at this time. It is his intention to wait until the Board meeting in February 2012 to determine if a further extension of the Grantham Plaza lease is required and, if so, at that time the Library should be able to provide an exact time period necessary for the extension.

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported he and A. Carruthers attended the Library budget presentation to City Council on January 23rd, 2012. The presentation went very well and the Chair noted that the issue of parking problems at the Centennial Branch was raised. A number of Board members attended a meeting on November 24th, 2011 to discuss fund raising for the Library.

5.2 **Chief Executive Officer's Report** – L. Stripnieks

On behalf of the C.E.O., J. Foster reported that the Children's & Community Services Department had already prepared flyers for the March Break children's programs. Staff on the first floor continue to receive a lot of questions regarding eReaders and downloading of digital books. The Library has also received positive comments regarding the Christmas windows painted by Governor Simcoe students.

The Adult Services Department has developed a partnership with Brock University (specifically the Humanities Department) for the delivery of a speaker series. The first seminar was on January 19th, 2012. The topic was The Gladiator's Code: Life in the Roman Arena with 56 individuals in attendance. Members of Climate Action Niagara will be presenting 3 seminars on topics of local environmental interest. Staff are also working on War of 1812 programs. New computer classes are being offered in 2012, including Facebook 1 and 2, and Tech Time which is a free, drop-in computer class where adults can receive one-on-one help with basic computer software issues.

In February the Library will be launching a new collection - downloadable music. The Board had a number of questions for D. Bott, Manager of IT and Networks regarding this service.

J. Foster reported that following the budget presentation to City Council on January 23rd, 2012 the Library was asked to come back and present to the City Budget Committee on January 30th, 2012. Councillor B. Phillips noted that at this point the City Budget Committee does not feel it is necessary and should they have any questions will forward them to the Library.

5.3 **Health and Safety Report** – J. Foster

J. Foster reported that during December 2011 all 4 Library locations were inspected: the Grantham Branch, Merritt Branch, Port Dalhousie Branch and the 1st floor of the Centennial Branch. No deficiencies were found.

5.4 **Branch Reports**

The Board received the written Branch reports for November and December 2011. Discussion ensued regarding overall Library use. A. Penfold, Manager, Circulation Services reported that a lot of material is being used in-house. As directed by the C.E.O., as of January 2011 the In-house Use statistics were reflected in the Monthly Circulation Department Report. In 2011, 118,336 materials were used in-house over and above the 1,030,102 items that were actually checked out.

5.5 **Facilities** – J. Foster

J. Foster reported that the Grantham Branch was shutdown from December 27th to December 31st, 2011 due to a furnace malfunction. On December 21st, 2011, it was

discovered that there was no heat in the Branch and inside temperatures were in the upper 60's (F). J. Foster stated there was no early warning of any problems. Once the heat exchanger malfunctioned, Enbridge Gas Distribution Inc. red-tagged the unit. In order to comply with government regulations repairs were required. Quotes were obtained from a number of companies and Service Experts was selected to complete the work. Their technicians determined that a new heat exchanger needed to be installed. A new heat exchanger was ordered immediately with an estimated delivery and installation date of 7-10 days.

The Branch remained open to the public from December 21st to the 24th. Inside temperatures remained in the 60's. Space heaters were used to help with keeping staff work areas warm and outside temperatures were mild.

On December 27th the thermostat was at 48 degrees. The Branch was closed to the public. Staff were redeployed to other locations. Some staff, including the Manager did go to the Branch for a 3 hour shift only to clear the book drop materials. Fines were not calculated and holds did not expire during the closure. Service Expert technicians installed the replacement unit on December 30th. A decision was made to remain closed to the public on the Saturday December 31st since all locations were going to shut-down at 2:00 p.m. The Branch was scheduled to be closed on New Years Day and Monday, January 1st, and therefore, reopened on Tuesday January 3rd, 2012.

A. Rosts asked if the Library could recover the monies spent for the repairs. J. Foster noted that under the terms of the lease, the tenant is required to keep the facility in the manner the Landlord had provided it; therefore the Library is responsible for this work.

With respect to the new Aquatic Centre/Grantham Branch Library, Councillor B. Phillips indicated the City is hopeful it will be open to the public on March 1st, 2012. Any Board members who would like a tour of the facilities should contact Councillor Phillips.

A. Cook noted a reference to shelving that is going in. J. Foster indicated the suppliers will have to store any equipment until the Branch is ready to open. A. Cook enquired whether anyone at the City of St. Catharines is acting as a liaison with the Library with respect to the opening of the facilities and whether the Library will be involved with opening ceremonies, promotions, etc. J. Foster noted that the C.E.O. has been in contact with the City. Councillors Phillips and Williamson will ensure the City is aware the Library wants to be included, and will also look into ensuring the Library is included in any City communications, press releases, etc.

5.6 Finance

5.6(a) Schedule of Accounts – Reports 11 and 12

A. Ross requested clarification of Cheque No. 9938 issued to Whitehots in November 2011. J. Foster indicated that Whitehots is a major supplier of Library materials.

A. McEwen requested clarification of Cheque No. 9962 issued to First Reference Inc. in December 2011. J. Foster noted that this was for reference materials.

MOTION: THAT the eleventh report recommending payment of
12-04 accounts and salaries in the amount of FOUR HUNDRED EIGHTY-EIGHT THOUSAND SIX HUNDRED THIRTY-THREE DOLLARS & SEVEN CENTS (\$488,633.07) be received and approved.

Moved BY; A. Rosts
SECONDED BY: M. Sendzik
MOTION CARRIED.

MOTION: THAT the twelfth report recommending payment of accounts
12-05 and salaries in the amount of FOUR HUNDRED TWENTY THOUSAND, TWO HUNDRED SIXTY-SIX DOLLARS & SEVENTY-SEVEN CENTS (\$420,266.77) be received and approved.

Moved BY; A. McEwen
SECONDED BY: A. Rosts
MOTION CARRIED.

5.6(b) Statement of Operating Accounts – as at November 30, December 31, 2011.
November 30, 2011: With 92% of the year elapsed the statement shows:
revenue received – \$4,422,912; expenditures – \$4,617,102.

December 31, 2011: With 100% of the year elapsed the statement shows:
revenue received – \$5,669,249; expenditures – \$5,232,744.

J. Foster reported that there will be an unexpended balance of \$132,000 brought forward to 2012. In addition, 4 donations have been received for the new Grantham Branch.

5.6(c) Endowment and Trust Fund Statement – as at November 30, December 31, 2011
November 30, 2011: The statement shows a balance of \$778,286 made up as follows: opening balance – \$765,434; donations - \$11,860; interest income - \$6,297; expenditures (\$5,305): current assets - \$778,286; YTD encumbered - \$239,036; YTD unencumbered - \$539,250.

December 31, 2011: The statement shows a balance of \$785,825 made up as follows: opening balance – \$765,434; donations - \$18,346; interest income - \$7,350; expenditures (\$5,305): current assets - \$785,825; YTD encumbered - \$239,636; YTD unencumbered - \$546,189.

5.6(d) Report on Short-Term Investments – as at November 30, December 31, 2011
November 30, 2011: The report shows a balance of \$993,915 made up as follows: \$442,948 due June 21st, 2013 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.

December 31, 2011: The report shows a balance of \$994,897 made up as follows: \$443,930 due June 21st, 2013 invested with Ontario Savings Bonds; \$332,312 due January 15th, 2012, invested with a TD Bank GIC; and \$218,655 due January 15, 2012, invested with a TD Bank GIC.

- 5.6(e) Report on Reserve Accounts – as at November 30, December 31, 2011
November 30, 2011: The report shows a balance of \$7,395 in the Visual Materials Insurance account.

December 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 the parking issue was raised at the Budget presentation to City Council on January 23rd, 2012. One reason for the lack of parking is due to police personnel using the parking lot while the Carlisle Street Parking Garage was unavailable. Hopefully this will change on February 1st, 2012 when the new garage opens. If the problem continues, the Library should inform either Councillor Phillips or Councillor Williamson and they will bring this matter up at City Council.

- 5.8 SOLS Report
No report.

6. New Business

- 6.1 2011 Review of Activities & Annual Statistics – L. Stripnieks.
The Board received a written report.

6.2 Facilities - Foster

The Board received a written report. J. Foster noted the Board approved in the 2011 Budget an allocation of \$42,000 in the Facility and System Enhancements account to replace the storage unit at the Grantham Branch. Subsequently, Engineering Concepts Niagara has recommended that a dehumidifier unit also be included to prevent the growth of mould which would damage archived paper documents. The dehumidification system is more costly to supply and install than the originally budgeted heat-only system. In addition a transformer to provide power for the rooms' lighting and dehumidification equipment has been recommended. These additional elements have increased the construction costs beyond the original allocated costs.

MOTION:
12-06

THAT the Library Board approve the expenditure of \$19,350.00 to include the addition of a dehumidifier unit in the construction costs of the Centennial Parking Garage Storage facility and financed with funds from the Grantham re-location reserve account.

MOVED BY;
SECONDED BY:
MOTION CARRIED.

Councillor B. Williamson
M. Sendzik

6.3 2012 Holidays – J. Foster

The Board received a written report with a recommendation on 2012 Holidays.

MOTION: THAT the Library be closed at 2:00 p.m. on December 24th
12-07 and December 31st.

MOVED BY; Councillor B. Phillips
SECONDED BY: A. Carruthers
MOTION CARRIED.

6.4 2012 Library Board Meeting Dates – L. Stripnieks

The Board received a written report.

MOTION: THAT the Library Board approve the meeting dates for 2012.
12-08

MOVED BY; M. Sendzik
SECONDED BY: A. Cook
MOTION CARRIED.

6.5 2011 United Way/Community Care Campaign – L. Stripnieks

The Board received a written report. Councillor B. Williamson recommended that the Board send thank-you letters to the staff volunteers.

MOTION: THAT the Library Board send thank-you letters to the 2011
12-09 United Way and Community Care Campaign committees.

MOVED BY; Councillor B. Williams
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

6.6 Grantham Update – L. Stripnieks

The Board received a written report.

6.7 Business For Next Meeting

No business for next meeting.

6.8 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.
12-10

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

The meeting moved In-Camera at 8:10 p.m.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda

- (1) Item 7.4(a), Evaluation of C.E.O.
- (2) Item 7.4(b), City Strategic Review Plan.
- (3) Item 7.4(c), Status of Fund Raising.

7.2(b) Adoption of In-Camera Agenda

MOTION: THAT the Library Board adopt the In-Camera agenda as
12-11 amended.

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

7.3 Business Arising

7.3(a) Problem Patron Update – L. Stripnieks

The Board received a written report. Discussion ensued. At the In-Camera Board meeting on November 17th, 2011, staff provided a report on two patrons whose privileges had been restricted and were requesting reinstatement. The Board upheld the decision. A further request for reinstatement has been received from one of the patrons.

MOTION: THAT the Library Board does not reinstate the privileges of
12-12 this patron and uphold the Trespass Notice for a minimum of 1 year.

MOVED BY; Councillor B. Phillips
SECONDED BY: A. Cook
MOTION CARRIED.

7.4 New Business

7.4(a) Evaluation of St. Catharines Public Library C.E.O.

The Library Board discussed the job performance of the C.E.O.

7.4(b) City of St. Catharines Strategic Review Plan

The Library Board discussed the City's Strategic Review Plan.

7.4(c) Status of Fund Raising

The status of the fund raising brochure was discussed. Discussion ensued and it was recommended that samples of the fund raising booklet, pamphlet and bookmark be provided to the Board at their next meeting.

MOTION: THAT the Library Board requests that the fund raising booklet,
12-13 pamphlet and bookmark be made available at all Branches; and that the bookmarks be included with all materials circulated for a period of at least 4 weeks.

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

7.5 Return to Open Session

MOTION: THAT the meeting return to Open Session.
12-14

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

The meeting returned to Open Session at 9:15 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.
12-15

MOVED BY; Councillor B. Phillips
SECONDED BY: A. Cook
MOTION CARRIED.

The meeting adjourned at 9:20 p.m.

10. Date and Time of Next Meeting

February 16th, 2012 at 7:00 p.m.