

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

February 16, 2012 – 7:00 p.m.
Board Room

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

Regrets: A. Cook M. Sendzik

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

The Regular Meeting of the St. Catharines Public Library Board was held on February 16, 2012 at the Central Library. The Chair called the meeting to order at 7:01 p.m.

1. **Adoption of Agenda**

1.1 Additions/Deletions to the Agenda
None.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda.
12-16

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

2. **Minutes**

2.1 **Minutes of Inaugural Meeting**

MOTION: THAT the minutes of the Inaugural Meeting of January 26, 2012 be approved, a copy having been received by each Trustee.
12-17

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

2.2 **Minutes of Regular Meeting**

2.2(a) The Chair noted that Section 2 should refer to the minutes of November 17, 2012.

MOTION: THAT the minutes of the Regular Meeting of January 26, 2012, be approved as amended, a copy having been received by each Trustee.
12-18

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

3. **Business Arising**

None.

4. **Correspondence**

The Board received correspondence as at February 10, 2012. J. Foster provided clarification of the insurance coverage set out in Item 1 – letter dated January 30, 2012 from J. Gatt, Collections Manager, City of St. Catharines. With respect to the 24th Annual Volunteer Recognition Night noted in Item 5 – letter dated February 7, 2012 from J. Bechard, Market & Even Coordinator, City of St. Catharines – L. McDonald enquired if all 'visiting library service volunteers' had been acknowledged.

5. **Reports**

5.1 **Chair's Report** – L. McDonald

The Chair reported that he, A. Carruthers and A. Cook attended the Ontario Library Association Super Conference held in Toronto from February 1 to 4, 2012 and all found it to be very worthwhile. The Chair reported that he had met twice in February with the CEO to discuss fundraising and other matters.

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

None.

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

J. Foster reported that the Grantham Branch, Merritt Branch and Port Dalhousie Branch were inspected. No deficiencies were found

5.4 **Branch Reports**

The Board received the written Branch reports for January, 2012. L. McDonald enquired about the new Wifi points in the Library. A. McEwan enquired about the

circulation of eBooks as compared to print materials and also noted that both circulation and library visits had increased.

Councillor B. Phillips enquired whether Niagara Regional Police staff were still using the Library parking lot/garage. J. Foster reported that they were and that on Saturday, February 11 the lot was full even before the Library opened. Councillor Phillips will bring this matter to the attention of the CAO.

5.5 Facilities – J. Foster

J. Foster reported that the Electrical Safety Authority of Ontario conducted their annual audit of the Centennial Library. No deficiencies were reported.

5.6 Finance

5.6(a) Schedule of Accounts – Report 1

A. Rosts requested clarification of Cheque No. 10005 issued to the City of St. Catharines. J. Foster reported that this covered garbage collection, heater replacement, fuel for the Library van and printing costs.

A. Rosts requested clarification of Cheque No. 10028 issued to Vernon's Publishing Inc. J. Foster noted that this was for the purchase of business directories.

L. McDonald requested clarification of Cheque No. 102001 issued to Avison Young Property Advisors. J. Foster reported that this is the landlord of the Grantham Branch premises.

MOTION: THAT the first report recommending payment of accounts and
12-19 salaries in the amount of TWO HUNDRED TWENTY-ONE THOUSAND, TWO HUNDRED SIXTY-ONE DOLLARS AND FORTY CENTS (\$221,261.40) be received and approved.

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

5.6(b) Statement of Operating Accounts – as at January 31, 2012

With 8% of the year elapsed the statement shows: revenue received – \$(509,600); expenditures – \$335,371.

5.6(c) Endowment and Trust Fund Statement – as at January 31, 2012

The statement shows a balance of \$787,228 made up as follows: opening balance – \$785,874; donations - \$330; interest income - \$1,024; current assets - \$787,228; YTD encumbered - \$239,936; YTD unencumbered - \$547,292.

5.6(d) Report on Short-Term Investments – as at January 31, 2012

The report shows a balance of \$ 996,595 made up as follows: \$443,930 due June 21, 2013 invested with Ontario Savings Bonds; \$333,336 due April 16, 2012, invested with a TD Bank GIC; and \$219,329 due April 16, 2012, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts – as at January 31, 2012

The report shows a balance of \$7,395 in the Visual Materials Insurance account. J. Foster reported that the auditors will be at the Library commencing February 21, 2012 and their report should be ready for April, 2012.

5.7 St. Catharines City Council

With respect to the Aquatic Center/Grantham Branch, Councillor Phillip's information is that the building should be turned over to the City in April and be open to the public in May. J. Foster noted the Library will need to notify the Landlord and request an extension of the current Grantham Branch lease to the end of May, 2012. J. Foster received permission from the Board to speak informally with the Landlord regarding the possibility of an extension of the lease. A. Carruthers raised questions about the shelving and furniture for the new branch including delivery timelines.

5.8 SOLS Report

S. Reilly reported the next meeting will be held in April, 2012.

6. **New Business**

6.1 Accessibility Public Workstation Equipment – L. Stripnieks

The Board received a written report. The C.E.O. also provided a verbal update. Both the CEO and D. Bott, Manager of IT and Networks had visited Special Needs Computers on Niagara Street to discuss the equipment and software. Special Needs Computers staff are very familiar with the needs of the community. A purchase order for accessible equipment, software and workstations was completed on February 17, 2012. The purchases will be financed by a grant from the Ministry of Culture and Tourism. A. McEwan enquired if a tender had been issued and staff stated it had not. Special Needs Computers provides equipment not readily available from other sources, they are the experts in this field and used by all public libraries in Ontario.

6.2 Facilities - Foster

The Board received a written report. J. Foster noted that the Library proposed a window replacement program at the Centennial Library in the 2012 Operating Budget which was presented to City Council on January 23, 2012, During discussion with the City Project Supervisor, Transportation and Environmental Services, it was recommended that the Library engage the services of MacDonald Zuberec Ensslen Architects Inc. to prepare the necessary construction details and tender documents. This firm has worked with the City of St. Catharines and the Niagara District School Board in preparing detail design and tender documents for their window replacement programs. Councillor Williamson asked J. Foster to check with the architect to see if the windows should be done in part with masonry.

MOTION:
12-20

THAT the Library Board approve the expenditure of \$11,500 for architectural services submitted by MACDONALD ZUBEREC ENSSLEN Architects Inc. for the Centennial window replacement program that will be financed with funds from the Glass Replacement Reserve Fund.

MOVED BY;
SECONDED BY:
MOTION CARRIED.

Councillor B. Williamson
Councillor P. Phillips

- 6.3 Tech Time – Computer Drop-In Program – D. Andrusko
The Board received a written report. Library staff launched a drop-in computer program to help patrons with a variety of computer related topics (e.g. word processing, email, downloading eBooks etc.). The program was devised in response to the demands of patrons who attend the computer courses.
- 6.4 Brock Talks – Speaker Series – D. Andrusko
The Board received a written report. The Library is co-sponsoring a speaker series with Brock University's Department of Humanities' professors who will be speaking on their fascinating areas of research.
- 6.5 Facebook and Twitter Update – D. Andrusko
The Board received a written report.
- 6.6 Freegal Downloadable Music – L. Stripnieks
The Board received a written report. Staff reported that the soft launch for the collection was in February. Library users have easy access to the collection in-house via the catalogue and through our website. Promotional materials are being developed.
- 6.7 CAP Grant 2011-2012 – L. Stripnieks
The Board received a written report. The C.E.O. gave a brief description of the Community Access Grant Program (2006 to present). The annual grant of approximately \$13,000 provides funding to maintain public access Internet stations.
- 6.8 Strategic Plan 2012-2014 – L. Stripnieks
The Board received a written report. Staff have prepared the Strategic Plans for 2000-2010. The 2010 plan was extended to 2011. The Board was in agreement that the Library follow past practice and prepare a Strategic Agenda 2012-2014 in-house for review in April/May.
- 6.9 Business For Next Meeting
No business for next meeting.
- 6.10 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.
12-21

MOVED BY: A. Carruthers

SECONDED BY: A. McEwen

MOTION CARRIED.

The meeting moved In-Camera at 8:17 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 as
12-22 amended.

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

7.3 Business Arising

7.3(a) Fund Raising Update – L. Stripnieks
The Board received a written report. The Board reviewed the fundraising materials provided and it was recommended the fundraising materials be approved for distribution.

MOTION: THAT the Library Board approve the fundraising materials for
12-23 distribution.

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

7.3(b) City Strategic Review

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

7.3(c) C.E.O. Evaluation

The Library Board discussed the requirement for an annual evaluation committee. The Chair called for volunteers. L. McDonald, A. Rosts and A. McEwan volunteered.

7.4 New Business

None.

7.5 Return to Open Session

MOTION: THAT the meeting return to Open Session.
12-24

MOVED BY; A. Carruthers
SECONDED BY: S. Reilly
MOTION CARRIED.

The meeting returned to Open Session at 8:55 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.
12-25

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

The meeting adjourned at 8:56 p.m.

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

March 15, 2012 at 7:00 p.m.