

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

April 19, 2012 – 7:00 p.m.
Board Room

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

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

The Regular Meeting of the St. Catharines Public Library Board was held on April 19, 2012 at the Central Library. The Chair called the meeting to order at 7:00 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.
2012-34

MOVED BY; M. Sendzik
SECONDED BY: S. Reilly
MOTION CARRIED.

2. **Minutes**

2.1 **Minutes of Regular Meeting**

MOTION: THAT the minutes of the Regular Meeting of March 15, 2012, be approved, a copy having been received by each Trustee.
2012-35

MOVED BY; A. McEwen

SECONDED BY: A. Rosts

MOTION CARRIED.

3. **Business Arising**

3.1 **VoIP (Voice-over-IP)** – D. Bott/L. Stripnieks

The Board received a written report. Discussion ensued and the Board put forward questions to D. Bott, Manager, IT and Networks. D. Bott reported the telephone system will be installed at the new Grantham Branch first, followed by Central, Merritt and Port.

MOTION: THAT the Library Board approve that the contract for the installation of a VoIP (Voice over IP) Telephone system be awarded to Activo Inc. for a cost of \$73,319.83, excluding applicable taxes; and THAT the funds be taken from the Facility and Building Enhancement Reserve fund.
2012-36

MOVED BY; A. McEwen

SECONDED BY: A. Cook

MOTION CARRIED.

3.2 **Aquatic Centre/Grantham Branch Update** – L. Stripnieks

The Board received a written report. The C.E.O. reported that installation of shelving began on April 16, 2012. L. Stripnieks and A. Chiota, Manager, Branches, have been on site to answer any questions.

With respect to the current Grantham Branch lease extension, the Landlord has been aware that the Grantham Branch will be moving since 2010. J. Foster has been able to make arrangements with the landlord of the plaza to extend the lease and the current rental extension is to May 31, 2012. Thirty days notice is required on vacating the Grantham Plaza.

The C.E.O. provided the Board with 2 samples of the proposed exterior signage for the Aquatic Centre/Grantham Branch. The Board preferred the shape and style of the first proposed sign which had been replaced by the second sample. Questions with respect to the second sign related to the style, height, colour, visibility and size of the display monitor. Councillor B. Phillips will check with the City regarding these concerns.

3.3 **Policy Binders** – L. Stripnieks.

The Board received a written report. The C.E.O. has been reviewing all policies and procedures. An updated policy binder was provided to each Board member.

4. **Correspondence**

The Board received correspondence as at April 5, 2012.

5. Reports

5.1 Chair's Report – L. McDonald

The Chair reported that he had met with A. McEwen to review the C.E.O. Evaluation Form and had telephone conversations with A. Rosts regarding same. He had also spoken to the C.E.O. about the form. The C.E.O. had stated that the City was in the process of implementing a new evaluation process for their management group. The Chair suggested that the Board wait until the City redesigns their evaluation form before proceeding with the evaluation. Further discussion to take place In-Camera.

The Chair reported that he had toured the new Grantham Branch on April 16, 2012. The Chair advised that he had discussed the Agenda and other matters with the C.E.O. prior to the meeting.

5.2 Chief Executive Officer's Report – L. Stripnieks

The Board received a written report. Discussion ensued. Councillor Williamson asked about the impact of the elimination of the CAP (Community Access Program) Grant. As per the report, the Library has received a total of \$205,232 from 2001 to 2011 through the CAP program (\$104,000 in the first 3 years and thereafter approximately \$13,000 annually). The funding was used to maintain the technological infrastructure. The Library will have to look at taking this amount out of other fund accounts in the future.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the Grantham Branch, Merritt Branch, Port Dalhousie Branch and Central – 3rd Floor were inspected. No deficiencies were found. He also reported that Maintenance Staff are taking driver training courses through the City at no cost to the Library.

5.4 Branch Reports

The Board received written reports for March, 2012. Discussion took place regarding eBook and DVD circulation. D. Bott, Manager, IT and Networks, advised that there are approximately 2,900 items in the collections which had been checked out 6,413 times year to date. In 2011, 2,728 items were checked out 14,760 times.

A. McEwen enquired about DVD circulation. L. Stripnieks reported that DVDs have always been popular and have high circulation. Stats can be provided. It is anticipated that with the closure of DVD rental businesses DVD circulation will increase. Staff have investigated DVD lease programs as a way to address increased demand. There are many advantages to augmenting purchased copies with leased copies. First and foremost leasing allows libraries to provide more copies of high demand materials thereby shortening hold queues. Once demand has been satisfied the copies can be returned instead of taking up shelf space. Lease programs currently exist for print materials to support the demand for best sellers and other popular titles.

5.5 Facilities – J. Foster

J. Foster reported that correspondence was received from the Director, Technical Standards and Safety Authority. Reference Order 2510 was issued requiring the mandatory installation of a car-top railing on the top of the elevator by December, 2013. The cost will be approximately \$3,200 and a purchase order has been instituted.

5.6 Finance

5.6(a) Schedule of Accounts – Report 3

L. McDonald requested clarification of cheques issued to CUPE Local 2220.
J. Foster reported that these were union dues.

MOTION: THAT the third report recommending payment of accounts
2012-37 and salaries in the amount of THREE HUNDRED & EIGHT THOUSAND, EIGHT HUNDRED FIFTY-THREE DOLLARS & TWENTY-SEVEN CENTS (\$308,853.27) be received and approved.

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

J. Foster also reported that the auditors' financial statements were ready and a meeting has been arranged for April 24, 2012 at 2:30 p.m. to meet with the auditors to approve the audited financial statements.

MOTION: THAT the Library approve that the Chair, Chief Executive
2012-38 Officer, Business Administrator and any other Board member wishing to attend, are authorized to meet with the auditors, Crawford, Smith and Swallow on April 24, 2012 to approve the audited financial statements.

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

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

With 25% of the year elapsed the statement shows: revenue received – \$1,248,617; expenditures – \$1,261,965.

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

The statement shows a balance of \$788,468 made up as follows: opening balance – \$785,874; donations - \$1,577; interest income - \$1,017; current assets - \$788,468; YTD encumbered - \$240,936; YTD unencumbered - \$547,532.

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

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 following arbitration, the City firefighters wage contract has been settled. He noted the mayor has mentioned the idea of a car-free pedestrian mall/civic square on James Street; however, these are just informal talks at this time. Councillor B. Williamson also noted that the surface of the Library courtyard is very rough. J. Foster advised that the City is aware repairs are required.

Councillor B. Williamson enquired if the parking problems had been resolved and J. Foster advised that the situation has been very positive for the last 2 months.

5.8 SOLS Report

S. Reilly provided the Board with a written conference report. She noted that there is a new structure in place and that SOLS is looking for new members for its Board.

6. New Business

6.1 Centennial Library Glass Replacement Program – J. Foster

The Board received a written report. Staff are recommending that the contract for the replacement of glass on the first floor of the Centennial Library be awarded to Welland Glass and Entrance. It was noted that the Board had previously approved an expenditure of \$56,000 for 2012 and this bid is well under. A. Cook questioned whether the architects had recommended this bid and J. Foster confirmed they had. J. Foster noted that the next stage of the glass replacement program will be more costly as the glass is larger and forklifts will be required to lift the glass.

MOTION: That the Library Board approve the expenditure of \$24,756
2012-39 (excluding HST) as submitted by Welland Glass and Entrances for the Centennial Library First Floor Glass Replacement Program.

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

6.2 Facility Accessibility Design Standards (FADS) Construction Upgrades – J. Foster

The Board received a written report. L. Stripnieks added that the Board had received a report in the Fall of 2011 which broke out the priorities for 2012- 2016. The priorities and costs in that report were based on a study/audit commissioned by the City. The improvements suggested in that audit are required in-order to comply with legislation.

MOTION: That the Library Board approve that the firm of Larisa Brodsky
2012-40 Architect Inc. prepare the design and tender documents for Facility Accessibility Design Standards (FADS) improvements at the Centennial Library and that the cost is not to exceed \$12,600 (plus disbursements and HST).

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

- 6.3 March Break Programs – A. McKenzie/L. Stripnieks
The Board received a written report. It was noted that the March Break programs ran smoothly and were very successful.
- 6.4 Business For Next Meeting
No business for next meeting.
- 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.
2012-41

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

The meeting moved In-Camera at 8:25 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.
2012-42

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

7.3 Business Arising

7.3(a) C.E.O. Evaluation – Chair/Vice-Chair
The Board received a written report. The Library Board discussed the job performance of the C.E.O.

7.4 New Business

None.

7.5 Return to Open Session

MOTION: THAT the meeting return to Open Session.
2012-43

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

The meeting returned to Open Session at 8:50 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.
2012-44

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

The meeting adjourned at 8:51 p.m.

10. Date and Time of Next Meeting

May 17, 2012 at 7:00 p.m.