

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

June 21, 2012 – 7:00 p.m.
Board Room

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

Regrets: M. Sendzik Councillor B. Williamson

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

The Regular Meeting of the St. Catharines Public Library Board was held on June 21, 2012 at the Central Library. The Chair called the meeting to order at 7:05 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.
2012-56

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

2. **Minutes**

2.1 **Minutes of Regular Meeting**

MOTION: 2012-57 THAT the minutes of the Regular Meeting of May 17, 2012, be approved, a copy having been received by each Trustee.

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

3. **Business Arising**

3.1 **Grantham Branch Update** – L. Stripnieks

The C.E.O. reported that the Aquatic Center and new Grantham Branch are tentatively scheduled to open on Saturday, June 30, 2012. The Branch would open for its usual Saturday hours of 9:00 a.m. to 5:00 p.m. It would be closed on Sunday, July 1 and Monday, July 2. The pool would be open as per their usual hours. The official opening of the facilities is tentatively scheduled for July 3, 2012. The C.E.O. provided a draft copy of: the Official Opening Program and media release. The Chair suggested that the opening would provide a good opportunity to for a Board photo. All agreed.

The C.E.O reported that Grantham staff were in the process of moving the collection, assorted files and supplies. Branch staff pack the materials but Maintenance staff do all the lifting and transporting to the new location.

D. Bott, Manager, IT & Networks, is setting up the computers. D. Bott has been assisted in this process by J. Dunn, and T.J. Lawrence.

D. Bott is also co-ordinating the installation of the VoIP telephone system. As previously reported to the Board, the Grantham Branch was to be rolled out first. The VoIP system is up running at Grantham. The Central Library, Merritt and Port Dalhousie Branches will be rolled out after the official opening of the Aquatic Centre. All locations should be completed by August. .

S. Reilly questioned whether the exterior signage been finalized. L. Stripnieks stated this would not be done until the Library had a decision on the sponsorship agreement. Staff hope to have a decision by mid-July and will communicate this to the potential sponsor.

A. Cook asked if Grantham staff hours had been impacted by the move (i.e. decreased). L. Stripnieks reported that all full-time staff were working 'full-time hours', as were part-time staff, for the two-week move period. None of the staff have had hours reduced.

J. Foster informed the Board that the Library lease at the Grantham Plaza terminates July 31, 2012. All materials/equipment/furniture must be out by then. Maintenance staff will perform this task. Some items (e.g. meeting room chairs) will be sent to Central; some items will be sold; items which are in poor condition will be scrapped.

A. Rosts enquired about the Aquatic Centre construction timeline and asked if a report would be received explaining the reason(s) for the frequent extension of the completion date. Councillor B. Phillips provided a verbal update on some of the contributing factors and stated a written report would not follow.

4. **Correspondence**

The Board received correspondence as at June 4, 2012.

5. **Reports**

5.1 **Chair's Report** – L. McDonald

The Chair reported that he had toured the new Grantham Branch and was very impressed with the building and amount of natural sunlight. He also reported that he had met with Colin Briggs, C.A.O. for the City of St. Catharines regarding naming rights for the branch and would discuss the item in-camera.

Councillor B. Phillips noted that since the pool will be open 7 days a week the Library may need to consider increasing Branch hours. Staff stated that it is their intention to review the hours of service, use patterns, and program activities for the pool. Increases in hours of service would impact staffing levels and the operational budget.

Chief Executive Officer's Report – L. Stripnieks

The C.E.O. reported the unveiling of the Niagara Frontiers Exhibit will take place on October 11, 2012 at the Centennial Library, Mills Room. The exhibit includes 60 posters by local artists, covering various aspects of War of 1812. The Honourable David C. Onley, O.Ont., Lieutenant Governor of Ontario will be attending the unveiling.

S. Reilly enquired whether a meeting should be scheduled in July or August to deal with any problems at the new Branch. L. Stripnieks stated that in the past, staff would call the Chair if a meeting was required. Board members agreed to proceed in the usual manner. A meeting might be required in July to discuss naming rights.

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

J. Foster reported that the Joint Health & Safety Committee met in June, 2012. The regular inspections of the Port Dalhousie, Grantham and Merritt Branch, and the 1st floor of the Centennial Library were completed. There were a few minor deficiencies, all of which have been corrected.

5.3 **Branch Reports**

The Board received the written Branch reports for May, 2012.

5.4 **Facilities** – J. Foster

J. Foster reported that he met with the architect hired to prepare the accessibility improvements design. The architect is preparing a draft design for review by staff.

With respect to the glass replacement program at Central Library, J. Foster reported that approximately 75% of the work has been completed and the job is expected to be finished in the next 2 weeks.

J. Foster also reported that construction of the storage facility in the underground parking garage at Centennial Library is approximately 90% complete. The contractor is waiting for the humidificator unit which is scheduled to arrive June 26, 2012. The unit will take 2 or 3 days to install.

Board members questioned whether there had been any issues with parking at the Centennial Library and J. Foster informed the Board there were no further problems.

5.5 Finance

5.5(a) Schedule of Accounts – Report 5

A. Rosts requested clarification of cheque No. 10191 payable to GPS Distribution Inc. J. Foster explained that this was for newspapers.

MOTION: THAT the fifth report recommending payment of accounts and
2012-58 salaries in the amount of TWO HUNDRED NINETY-THREE THOUSAND, EIGHT HUNDRED FORTY-SIX DOLLARS & TWENTY-TWO CENTS (\$293,846.22) be received and approved.

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

5.5(b) Statement of Operating Accounts – as at May 31, 2012

With 42% of the year elapsed the statement shows: revenue received – \$1,969,333; expenditures – \$2,177,036.

5.5(c) Endowment and Trust Fund Statement – as at May 31, 2012

The statement shows a balance of \$791,551 made up as follows: opening balance – \$785,874; donations – \$1,887; interest income – \$3,790; current assets – \$791,551; YTD encumbered – \$240,936; YTD unencumbered – \$550,615.

5.5(d) Report on Short-Term Investments – as at May 31, 2012

The report shows a balance of \$1,000,086 made up as follows: \$445,561 due June 21, 2014 invested with Ontario Savings Bonds; \$334,458 due July 16, 2012, invested with a TD Bank GIC; and \$220,067 due July 16, 2012, invested with a TD Bank GIC.

5.5(e) Report on Reserve Accounts – as at May 31, 2012

The report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.6 St. Catharines City Council

Councillor B. Phillips reported that City Council meetings would be moving to Brock University for the summer as renovations are being carried out at City Hall. He also reported that Council has approved a trial for specialty food wagons downtown. On July 8, 2012 a Food Truck extravaganza will take place at the Market Square to give people a chance to see what the vendors will be offering. Restaurants will also be invited to participate. In addition, a request has been received by City Council for a portable ice rink at Montebello Park during the winter.

A. Cook enquired about Westpark Pool and Councillor Phillips reported that once the new Kiwanis Aquatic Centre opens, Westpark Pool will cease operating as a City pool. No decision has been made on allowing anyone to lease and operate the pool privately.

6. **New Business**

6.1 Business For Next Meeting

No business for next meeting.

6.2 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.
2012-59

MOVED BY: A. Cook

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting moved In-Camera at 8:00 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.
2012-60

MOVED BY; A. McEwen

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

7.3 Business Arising

7.3(a) Potential Donation Update – L. Stripnieks

L. Stripnieks reported on June 4, 2012, a meeting was held to discuss the potential donation for naming rights for the new Branch. Those attending included: L. McDonald, L. Stripnieks, J. Foster, Councillor B. Phillips; Colin Briggs, City Chief Administrative Officer; S. Chemnitz, Director/City Treasurer. It was agreed that that City Solicitor C. Cooper would prepare a Draft Agreement.

L. Stripnieks reported that the Draft Agreement was prepared by the City Solicitor as per the discussions on June 4th. L. Stripnieks, J. Foster and L. McDonald have reviewed the draft agreement. L. Stripnieks emailed the Draft Agreement to the potential donor on June 19, 2012 for their review. A copy of the Draft Agreement was distributed to the Library Board at the meeting.

Staff do not expect to hear back from the potential donor until after July 7th, 2012. Based on their review of the agreement a special meeting may need to be called on July 19th.

7.4 New Business

None.

7.5 Return to Open Session

MOTION: THAT the meeting return to Open Session.
2012-61

MOVED BY; A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting returned to Open Session at 8:30 p.m.

8. **Business Arising From In-Camera Meeting**

A special In-Camera meeting will be held on Thursday, July 19, 2012 regarding a potential donation to the Library.

9. **Motion to Adjourn**

MOTION: THAT the meeting be adjourned.
2012-62

MOVED BY; Councillor B. Phillips

MOTION CARRIED. A. Carruthers

The meeting adjourned at 8:32 p.m.

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

Special In-Camera Meeting: July 19, 2012 at noon.

Regular Meeting: September 20, 2012 at 7:00 p.m.