

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2
(905) 688-6103 ~ Fax (905) 688-6292

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

September 27, 2012 – 7:00 p.m.
Grantham Branch, Programme Room

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

Regrets: M. Sendzik A. Rosts

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

The Regular Meeting of the St. Catharines Public Library Board was held on September 27, 2012 at the Grantham Branch. The Chair called the meeting to order at 7:05 p.m.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

1.1(a) Item 6.4, Southern Ontario Library Service (SOLS) – L. McDonald

1.1(b) Item 6.5, Board Membership – A. McEwen

1.1(c) The Chair requested that the Board deal with Item 6.3 immediately following approval of the Minutes.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda as amended
2012-63

Moved BY: A. Carruthers

SECONDED BY: A. Cook

MOTION CARRIED.

2. **Minutes**

2.1 **Minutes of Regular Meeting**

MOTION: THAT the minutes of the Regular Meeting of June 21, 2012, be approved, a copy having been received by each Trustee.
2012-64

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

6. **Business Arising**

6.3 **War of 1812 Bicentennial – Library Activities Update** – D. Andrusko

The Board received a written report. D. Andrusko reported that the Library has planned a series of programmes in recognition of the War of 1812 Bicentennial. The programmes are listed in the Library Newsletter and Explore the War pamphlet. Turnout has been very good for all the speakers.

‘Explore the War @ the St. Catharines Public Library’ posters and bookmarks with images from Fort George have been prepared to promote the Library’s resources on the War of 1812. The posters and bookmarks along with an invitation for teachers to bring in their classes for a customized visit will be distributed to elementary schools in St. Catharines. The Board was shown these materials.

3. **Business Arising**

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

The Board received a written report. The C.E.O. indicated that Library staff has set up a number of meetings with City staff in order to establish protocols for the reporting of problems at the facility including mechanical, electrical and structural and to define the overall lease agreement.

Deficiencies continue to be addressed in the facility including the Library. Councillor B. Phillips and J. Foster stated that as with all new buildings and equipment there is a period of adjustment as systems are balanced and regulated.

A. Carruthers commented on the poor acoustics and echoes in the Programme Room. It was noted that this was not a deficiency. Possible solutions, such as a carpet to mute the echo, were discussed. Councillor B. Phillips will forward concerns to the architects asking for suggestions on how to improve the sound.

The C.E.O. noted that Branch was used heavily in July and August. An electronic gate counter was installed in September. In the 10 days since installation, the Branch is averaging 600 visits/day. If that trend continues annual visits could be up by 25%.

Councillor Phillips stated that he had received compliments about the staff as well as enquiries about extended hours of service.

Discussion took place regarding material security. The CEO stated that an inventory was conducted during the summer to identify missing items. The loss rate was very small compared to the cost of installing a security system. A security system would need to be implemented in all locations, not just Grantham. Staff have investigated and priced security systems. They will update the costs in 2013 for review by the Board.

3.2 Library Board Photo – L. McDonald

It was agreed that a photo would be taken at the November Board meeting.

It was noted that the Fresh Ink Awards Reception was scheduled for the Thursday, October 25th – the day of the Board Meeting. This necessitated that the Board Meeting be rescheduled to Wednesday, October 24, 2012.

4. Correspondence

The Board received correspondence as at September 7, 2012. Board members commented on the very positive risk management inspection report received with the letter of June 28, 2012 from HUB International Ontario Limited and enquired whether the report goes to the City. J. Foster reported it did not. Councillor B. Phillips indicated he will report on this item to City Council.

A. Carruthers enquired about the letter from the Institute of Chartered Accounts dated June 28, 2012 and questioned whether Library staff worked at the tax clinics. The C.E.O. explained that the Library provides the facility and staff only book the appointments.

A question was raised regarding the amount of the donation referred to in the letter dated September 7, 2012. The C.E.O. advised that the donation to the Library was in the amount of \$3,000.

5. Reports

5.1 Chair's Report – L. McDonald

The Chair reported that he, along with other Board members, had attended the grand opening of the Aquatic Centre /Grantham Library on July 3, 2012. Many compliments were received regarding the new facility.

The Chair also reported that he had discussed a number of items with the C.E.O. prior to the meeting including the status of the donation and the Healthy Lifestyle Resource Directory.

5.2 Chief Executive Officer's Report – L. Stripnieks

The Board received a written report. Highlights included the VoIP telephone system, the 2012 Operating Grant application, Central Library Furniture review, computer equipment and system furniture assessment, Fresh Ink Writing Contest, and the City's Culture Plan. The C.E.O. reported that the strategic plan should be available in draft form by year-end.

5.3 Health and Safety Report – J. Foster

J. Foster reported that several inspections of all facilities were completed over the summer months including the Merritt Branch, Port Dalhousie Branch and Centennial Library Basement, 1st Floor and 3rd Floor. All deficiencies were minor and the necessary repairs have been completed.

Sixteen staff members are scheduled to take a 2-day First Aid Training course on October 22 and October 29, 2012. The Joint Health & Safety Committee is scheduled to meet on November 8, 2012.

5.4 Branch Reports

The Board received the written Branch reports for June, July and August, 2012.

A. McEwen indicated the series of Smartphone classes was a good idea as there is a need for this type of information in the community; however, the Library should take precautions to ensure no commercial bias is presented. The C.E.O. advised that the presenter's background information was given to attendees of the classes.

5.5 Facilities – J. Foster

5.5(a) HUB Risk Management Report

The Board received a written report (see Correspondence Item 3 – Received). J. Foster explained that the purpose of the inspection is to identify potential risks that could lead to injury, damage to property or litigation. The company was very thorough, identifying only 1 hazard which was corrected immediately.

5.5(b) Grantham Branch Relocation

The Board received a written report. J. Foster noted that the relocation of the Grantham Branch and cleanup/closure of the former premises went smoothly. Representatives of the landlord inspected the facility, indicated the premises were in good working order and have signed off the property with no liability to the Library.

5.5(c) Window Replacement Programme

The Board received a written report. The Board previously approved an expenditure of \$56,000 on Stage 1 of the Window Replacement Programme, being the first floor windows at Centennial Library. The work has now been completed and costs were significantly below budget with a savings of approximately \$32,000. Accordingly, staff recommend the savings be used to offset Stage 2 window replacement costs.

A. Cook enquired about any warranty on the windows and J. Foster indicated there is a 10 year warranty.

MOTION:
2012-65

THAT the Library Board approve the transfer of \$32,000 from the 2012 Facilities and System Enhancement Account to the Window Replacement Reserve Account to finance the second stage of the Window Replacement Programme at the Centennial Library.

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

5.5(d) Centennial Parking Garage Storage Facility

The Board received a written report indicating the storage facility is now fully functional. Discussion ensued.

5.5(e) Maintenance – Summer 2012

The Board received a written report. Discussion ensued. J. Foster noted that Maintenance staff spent a significant amount of time dismantling and relocating the Grantham Branch in July.

J. Foster also provided an update on the Facility Accessibility Design Standards (FADS) construction upgrades. The architect has almost completed the design and will be requesting quotes. A report should be available for the Board by November, 2012.

5.6 Finance – as at June 30, July 31 and August 31, 2012

J. Foster reported that the Library is to present its 2013 Operating Budget to City Council on January 7, 2013. The first draft will be submitted to the Board in November, 2012.

It was noted that City has requested consideration be given to extending the hours of operation for the Grantham Branch. Discussion took place. The C.E.O. noted that changes in hours of service would best be done after a system service review in order to establish the best mix of hours across all locations. The Library will complete a service review next year.

The C.E.O and J. Foster indicated that the 2013 Operating Budget will be based on status quo re: operating hours. However, it will also include an addendum that will provide costings for a number of scenarios for extended hours of service. .

5.6(a) Schedules of Accounts – Reports 6, 7 and 8

A. McEwen requested clarification of cheque No. 10233 payable to Friends of Fort George, listed in Report 6. J. Foster explained that this was for the purchase of books from the Fort George book store.

A. McEwen requested clarification of cheque No. 10315 payable to Nickerson Electric Ltd., listed in Report 7. J. Foster explained that this was for the purchase of a new fridge and microwave for the Grantham staff room.

A. McEwen requested clarification of cheque No. 10353 payable to HRDownloads, listed in Report 8. J. Foster explained that this was for the purchase of legislation materials. Cheque No. 10362 payable to Monday Report on Retailers was for the purchase of materials for the collection.

MOTION: 2012-66 THAT the sixth report recommending payment of accounts and salaries in the amount of THREE HUNDRED FORTY-ONE THOUSAND, ONE HUNDRED TEN DOLLARS & EIGHTY-SIX CENTS (\$341,110.86) be received and approved.

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

MOTION: 2012-67 THAT the seventh report recommending payment of accounts and salaries in the amount of TWO HUNDRED EIGHTY-EIGHT THOUSAND, THREE HUNDRED TWO DOLLARS & NINETY CENTS (\$288,302.90) be received and approved.

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

MOTION: THAT the eighth report recommending payment of accounts
2012-68 and salaries in the amount of THREE HUNDRED SIXTY-SIX THOUSAND, THREE HUNDRED SIXTY-THREE DOLLARS & TWENTY-ONE CENTS (\$366,363.21) be received and approved.

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

5.6(b) Statement of Operating Accounts

J. Foster reported that the Library has not yet received the Provincial grant and probably won't until late October or November.

June 30, 2012: With 50% of the year elapsed the statement shows: revenue received – \$2,334,854; expenditures – \$2,648,432.

July 31, 2012: With 58% of the year elapsed the statement shows: revenue received – \$2,700,275; expenditures – \$3,065,590.

August 31, 2012: With 67% of the year elapsed the statement shows: revenue received – \$3,071,474; expenditures – \$3,448,309.

5.6(c) Endowment and Trust Fund Statement

June 30, 2012: The statement shows a balance of \$806,904 made up as follows: opening balance – \$785,874; donations – \$10,666; interest income – \$10,364; current assets – \$806,904; YTD encumbered – \$241,086; YTD unencumbered – \$565,818.

July 31, 2012: The statement shows a balance of \$814,022 made up as follows: opening balance – \$785,874; donations – \$16,658; interest income – \$11,490; current assets – \$814,022; YTD encumbered – \$240,936; YTD unencumbered – \$573,086.

August 31, 2012: The statement shows a balance of \$810,578 made up as follows: opening balance – \$785,874; donations – \$16,786; interest income – \$11,918; expenditures (\$4,000); current assets – \$810,578; YTD encumbered – \$240,936; YTD unencumbered – \$569,642.

It was noted that a significant donation of \$3,000 was made to the Library and A. Cook wondered whether recognition would be given to the donor. L. Stripnieks and J. Foster will be going to McGee Marking Devices to view various plaques available.

5.6(d) Report on Short-Term Investments

June 30, 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.

July 31, 2012: The report shows a balance of \$ 1,008,592 made up as follows: \$452,200 due June 21, 2014 invested with Ontario Savings Bonds; \$335,584 due October 16, 2012, invested with a TD Bank GIC; and \$220,808 due October 16, 2012, invested with a TD Bank GIC.

August 31, 2012: The report shows a balance of \$1,008,591 made up as follows: \$452,200 due June 21, 2014 invested with Ontario Savings Bonds; \$335,583 due October 16, 2012, invested with a TD Bank GIC; and \$220,808 due July 16, 2012, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts

June 30, July 31, August 31: The reports show a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Phillips reported that Requests for Proposal for the new spectator facility have been received and a decision is expected by mid-October. Initial quotes for the Arts Centre were over budget and so the architects are redesigning the facility.

6. **New Business**

6.1 Inventory – L. Stripnieks

The Board received a written report. Inventory of the Branches was completed in May, 2012. Inventory of the Central Library began in August and is ongoing.

6.2 Niagara Frontier War of 1812 Touring Exhibit – L. Stripnieks

The Board received a written report. The official launch of the exhibit will take place on October 11, 2012.

6.4 Southern Ontario Library Service (SOLS)

The Chair reported that S. Reilly would like to step down as the Library's representative to SOLS and thanked her for all her hard work. S. Reilly noted that the next SOLS meeting will take place in November and she will obtain the date and advise L. McDonald. Any members interested in taking on this role are to contact the Chair.

6.5 Board Membership

A. McEwen indicated that he may be relocating and if so will need to step down from the Board.

6.6 Business For Next Meeting

No business for next meeting.

6.7 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.
2012-69

MOVED BY: A. Cook

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting moved In-Camera at 8:40 p.m.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda

There were no additions or deletions to the In-Camera Agenda.

7.2(b) Adoption of In-Camera Agenda

MOTION: THAT the Library Board adopt the In-Camera Agenda.
2012-70

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

7.3 Business Arising

7.3(a) Donation Status Update – L. Stripnieks

L. Stripnieks reported that the donation was still outstanding. Discussion ensued.

MOTION: THAT the Chair contact the prospective donor to determine the status of the donation.
2012-71

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

7.4 Correspondence

The Board received a written request for reinstatement of Library privileges of a patron who was issued a Trespass Notice on April 8, 2011. Discussion ensued.

MOTION: THAT the Library Board agrees to reinstate the patron's Library privileges.
2012-72

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

7.5 New Business

None.

7.6 Return to Open Session

MOTION: THAT the meeting return to Open Session.
2012-73

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

The meeting returned to Open Session at 9:00 p.m.

8. Business Arising From In-Camera Meeting

None.

9. **Motion to Adjourn**

MOTION: THAT the meeting be adjourned.
2012-74

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

The meeting adjourned at 9:01 p.m.

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

Wednesday, October 24, 2012 at 7:00 p.m.