

# 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

October 24, 2012 – 7:00 p.m.  
Board Room

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

Regrets: A. McEwen A. Rosts  
S. Reilly

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

The Regular Meeting of the St. Catharines Public Library Board was held on October 24, 2012 at the Central Library. The Chair called the meeting to order at 7:10 p.m.

### 1. **Adoption of Agenda**

#### 1.1 Additions/Deletions to the Agenda

1.1(a) Item 3.1, Grantham Branch Programme Room – L. McDonald.

#### 1.2 Adoption of the Agenda

**MOTION:** THAT the Library Board adopt the agenda as amended.  
**2012-75**

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

2. **Minutes**

2.1 **Minutes of Regular Meeting**

It was noted that Motion 2012-65 should be amended to read: "Moved by Councillor B. Phillips" and "Seconded by Councillor B. Williams".

**MOTION:**                      THAT the minutes of the Regular Meeting of September 27, 2012 be approved as amended, a copy having been received by each Trustee.

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

3. **Business Arising**

3.1 **Grantham Branch Programme Room** – L. McDonald

Discussion took place regarding poor acoustics and echoes in the Programme Room.

Councillor B. Phillips reported that he had met with Harold Ensslen of Macdonald, Zuberec Ensslen Architects to review the acoustic issue. H. Ensslen will bring the matter up with the Project Architects and Bondfield Construction to see what they suggest to correct the problem.

Councillor Phillips reported that while he was at the Branch he noted that not all the windows in the Programme Room had blinds (interior windows and door – east side). This affected the sharpness of the image being projected on the wall by the LCD projector. Staff to follow-up with H. Ensslen.

4. **Correspondence**

The Board received correspondence as at October 12, 2012.

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that he, along with several other Board members, attended the Niagara Frontier Touring Exhibit reception. He commented this was a very good evening and well attended.

The Chair also reported that he and the C.E.O. have had numerous discussions regarding a potential donation. This item will be discussed in-camera.

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

The C.E.O. reported that the Library is waiting for the Provincial grant. The Library's application was submitted in July, 2012 and a cheque is expected in the near future.

The C.E.O. reported that staff are working on the Strategic Plan, the 2011 and 2012 Annual Reports and the 2013 Budget. It was noted that planning for the War of 1812 Touring Exhibit and reception took a great deal of time and that all Library War of 1812 programmes have been well attended.

Councillor B. Phillips questioned whether there had been any class visits to the new Grantham Branch and the C.E.O. indicated there had not been any as yet.

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

J. Foster reported that Library staff are attending a two-day first aid training course on October 22 and 29, 2012. J. Foster also reported that regular inspections of the Port

Dalhousie Branch, Merritt Branch and the 2<sup>nd</sup> Floor at Central were carried out. Minor deficiencies were noted and all have been corrected.

5.4 Branch Reports

The Board received the written Branch report for September, 2012. Discussion ensued.

5.5 Facilities – J. Foster

J. Foster reported that during the Grape & Wine parade weekend there was a break-in at the Central Library. A window near the café was broken, resulting in approximately \$800 damage. The vandal was apprehended by Police in the Library. A. Cook questioned whether a claim will be made to the insurance carrier and J. Foster advised that no claim will be submitted as there is a \$2,500 deductible. In a second incident, vandals threw paint on the Church Street doors/area on October 15, 2012.

J. Foster provided an update on the Facility Accessibility Design Standards (FADS) construction upgrades. Specifications went out to contractors and the Library is waiting for proposals. A report should be available for the Board in November.

L. Stripnieks noted that the Library has obtained the accessibility software including Zoomtext, Dolphin Browser, large keyboards, magnifiers, etc. and have purchased height-adjustable workstations. This equipment will be rolled out in January/February 2013. A. Carruthers wondered if the equipment comes with headsets and the C.E.O. indicated headsets are included.

5.6 Finance

J. Foster reported that City Council has asked that the Library's budget be presented on January 7, 2013.

5.6(a) Schedule of Accounts – Report 9

J. Foster indicated that Cheque No. 10394 issued to the City of St. Catharines in September represents the Library's contribution towards the construction of the Library at the Aquatic Centre.

**MOTION:  
2012-77**

THAT the ninth report recommending payment of accounts and salaries in the amount of FIVE HUNDRED SEVENTY-SIX THOUSAND, FOUR HUNDRED FORTY-EIGHT DOLLARS & SIXTY-SEVEN CENTS (\$576,448.67) be received and approved.

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

5.6(b) Statement of Operating Accounts – as at September 30, 2012

With 75% of the year elapsed the statement shows: revenue received – \$3,436,310; expenditures – \$3,808,612.

5.6(c) Endowment and Trust Fund Statement – as at September 30, 2012

The statement shows a balance of \$813,280 made up as follows: opening balance – \$785,874; donations - \$19,872; interest income - \$11,534; expenditures (\$4,000): current assets - \$813,280; YTD encumbered - \$240,936; YTD unencumbered - \$572,344.

5.6(d) Report on Short-Term Investments – as at September 30, 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 October 16, 2012, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts – as at September 30, 2012

The report shows a balance of \$7395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Phillips reported that a motion will be coming to Council on October 29, 2012 to award the contract to design and build the new \$45 million dollar spectator facility. A report is available for public review on the City's website.

6. **New Business**

6.1 Summer Reading Programmes 2012 – A. McKenzie

The Board received a written report. Discussion ensued.

6.2 Grantham Branch Usage – A. Chiota/L. Stripnieks

The Board received a written report. L. Stripnieks distributed a map of St. Catharines divided into residency sectors. The Library can run reports that show which Libraries are being used by patrons in specific residency sectors. This report showed new trends in the use of Grantham based on residency sector.

Visits at the Grantham Branch have increased overall, as has material usage.

6.3 Business For Next Meeting

No business for next meeting.

6.4 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.  
**2012-78**

**MOVED BY;** A. Carruthers

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

The meeting moved In-Camera at 7:45 p.m.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda

(1) Item 7.3(a), Potential Donation – L. McDonald.

7.2(b) Adoption of In-Camera Agenda

**MOTION:** THAT the Library Board adopt the In-Camera agenda as  
**2012-79** amended.

**MOVED BY;** M. Sendzik  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

7.3 Business Arising

7.3(a) Potential Donation – L. McDonald

L. McDonald reported that discussions have taken place with the potential donor.

Amendments and wording changes to the Draft Agreement prepared by the City Solicitor have been received from the potential donor and were distributed to the Library Board at the meeting. Following discussion, it was agreed that L. Stripnieks would forward the requested changes to City staff for their review.

7.4 Correspondence

The Board received correspondence as at October 22, 2012.

7.5 New Business

None.

7.6 Return to Open Session

**MOTION:** THAT the meeting return to Open Session.  
**2012-80**

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

The meeting returned to Open Session at 8:25 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.  
**2012-81**

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

The meeting adjourned at 8:26 p.m.

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

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