

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

November 15, 2012 – 7:00 p.m.
Board Room

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

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

The Regular Meeting of the St. Catharines Public Library Board was held on November 15, 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

There were no additions or deletions to the Agenda.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda.
2012-82

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

2. **Minutes**

2.1 **Minutes of Regular Meeting**

MOTION: THAT the minutes of the Regular Meeting of November 15, 2012 be approved, a copy having been received by each Trustee.
2012-83

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

3. **Business Arising**

None.

4. **Correspondence**

The Board received correspondence as at November 6, 2012. Correspondence from the Staff Fund Committee was discussed.

MOTION: THAT the Library Board contribute SEVEN HUNDRED AND FIFTY(\$750.00) DOLLARS to the Staff Christmas celebration.
2012-84

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

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that he, along with A. Carruthers and Councillor B. Williamson, attended the Fresh Ink Teen Writing Contest reception. He and A. Carruthers commented that this was a very good evening and well attended.

The Chair also reported that he had had a number of discussions regarding the potential donation. This item will be discussed In-camera.

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

L. Stripnieks stated that her report was covered in the items under New Business.

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

J. Foster reported that regular inspections of the Port Dalhousie Branch and Merritt Branch were carried out. No deficiencies were found.

5.4 **Branch Reports**

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

5.5 **Facilities** – J. Foster

J. Foster reported that students from Governor Simcoe Secondary School will be at the Central Library on November 19, 2012 to paint a 'Winter Wonderland Scene' on the windows in the Children's Area. Students from Laura Secord Secondary School will be painting the windows in the Spring.

5.6 Finance

5.6(a) Schedule of Accounts – Report 10

A. Rosts requested clarification of Cheque No. 10435 issued to the Canadian Broadcasting Corporation. J. Foster reported that this was for the purchase of materials from the CBC.

A. Rosts requested clarification of Cheque No. 10431 issued to Larisa Brodsky Architect Inc. J. Foster reported that this covered payment of the architect's fees for the preparation of accessibility design specifications.

MOTION: THAT the tenth report recommending payment of accounts
2012-85 and salaries in the amount of TWO HUNDRED THREE THOUSAND, SEVEN HUNDRED NINETY-NINE DOLLARS & TWELVE CENTS (\$203,799.12) be received and approved.

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

MOTION CARRIED.

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

With 83% of the year elapsed the statement shows: revenue received – \$3,805,927; expenditures – \$4,157,130.

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

The statement shows a balance of \$814,408 made up as follows: opening balance – \$785,874; donations – \$20,234; interest income – \$12,300; expenditures (\$4,000): current assets – \$814,408; YTD encumbered – \$241,131; YTD unencumbered – \$573,277.

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

The report shows a balance of \$1,010,485 made up as follows: \$452,200 due June 21, 2014 invested with Ontario Savings Bonds; \$336,726 due February 13, 2013, invested with a TD Bank GIC; and \$221,559 due February 13, 2013, invested with a TD Bank GIC.

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

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

5.7 St. Catharines City Council

Councillor B. Phillips reported on the review of the By-law covering recreational vehicles in private driveways..

Councillor B. Phillips also reported that work on the Performing Arts Centre is expected to commence before Christmas.

Councillor B. Williamson reported that the Kiwanis Aquatics Centre pool will be closed from December 4 to 7, 2012 for repairs to the air-handling unit. This will not affect the operations of the Grantham Library.

Board members discussed the difficulty in contacting City Hall after hours. Councillor B. Williamson asked that they email the details to him and he will forward to City staff.

6. **New Business**

6.1 Fresh Ink 2012 – L. Stripnieks

The Board received a written report. Discussion ensued.

6.2 2013 Library Board Meeting Dates–L. Stripnieks

The Board received a written report. Discussion ensued.

MOTION: THAT the Library Board approve the meeting dates for 2013.
2012-86

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

6.3 2013 Holidays – J. Foster

The Board received a written report. Discussion ensued.

MOTION: THAT the Library be closed at 2:00 p.m. on December 24 and
2012-87 December 31, 2013.

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

6.4 2013 OLA Conference – L. Stripnieks

The Board received a written report. The OLA Super Conference will be held from January 30 to February 2, 2013 at the Metro Toronto Convention Center, 255 Front Street West, Toronto. Board members were asked to forward their request to attend the conference to Administration by December 11, 2012. Board members were also requested to arrange their hotel accommodation and transportation directly.

6.5 Annual Report – 2011 – L. Stripnieks

The Board received a written report. The report is posted on the Library's website. The C.E.O. advised that she is now working on the 2012 Annual Report and is awaiting statistics in order to complete the report.

6.6 Strategic Agenda 2013-2015 – L. Stripnieks

The C.E.O. provided background information. The C.E.O. stated that the *Strategic Agenda 2013-2015* provides information on achievements to date and provides the framework for service development for the period 2013-2015. The goals in the *Strategic Agenda* are stated in broad terms.

The CEO noted that Operational goals are developed annually to address the objectives in the *Strategic Agenda*. The annual operational goals are provided to the Board at the beginning of each year and are approved by motion. The Board receives an update on the status of the annual goals at year end. The status of annual goals is reflected in the Library's annual reports and in the Annual Budget(s) to Council. Discussion ensued.

MOTION: THAT the Library Board approve the *Strategic Agenda: Information, Innovation, Integration 2013 – 2015.*
2012-88

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

6.7 Business For Next Meeting
No business for next meeting.

6.8 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.
2012-89

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
There were no additions or deletions to the Agenda.

7.2(b) Adoption of In-Camera Agenda

MOTION: THAT the Library Board adopt the In-Camera agenda.
2012-90

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

7.3 Business Arising

7.3(a) Donation Update – L. McDonald

L. McDonald reported that discussions have taken place with the potential donor as well as other Board members. The Chair also met with the potential donor on November 14, 2012.

The revised Draft Agreement was reviewed by the Library Board. Minor changes were recommended.

The Library Board also reviewed the options for the wording of the plaque which would be placed in the Aquatic Centre.

The wording of a plaque for the donor's home or office was also reviewed by the Board.

MOTION: THAT the Library Board approve the Donor Recognition Agreement subject to the recommended amendments and delegate authority to the Chair to sign the Agreement once it has been finalized with the donor.
2012-91

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

MOTION: That the Chair present the two versions for the wording of the plaque to the donor for their decision.
2012-92

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

MOTION: THAT the Library Board approve the wording of the plaque for the donor's home or office.
2012-93

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

7.4 Correspondence
None.

7.5 New Business

7.5(a) Proposed Operating Budget 2013 – J. Foster

The Board received a copy of the draft 2013 Proposed Operating Budget. J. Foster provided an overview of the budget, summarizing the cost centre changes. J. Foster noted that the budget also included several options and costing for increased hours of service at the Grantham Library Branch. Discussion ensued.

MOTION: THAT the Library Board approve the proposal to open on Sundays as reflected in the Proposed 2013 Operating Budget report; and that the cost to open for 25 Sundays be incorporated into the Proposed 2013 Operating Budget that will be presented to Council.
2012-94

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

MOTION: THAT the Library Board approve the Proposed 2013 Operating Budget, as amended to include the cost to open 25 Sundays at the Grantham Branch, and that \$94,700 from the 2012 Operating Accounts be brought forward to support the 2013 Operating Budget and that anything over and above be allocated to the Building and Facilities Enhancement Reserve.
2012-95

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

7.6 Return to Open Session

MOTION: THAT the meeting return to Open Session.
2012-96

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

The meeting returned to Open Session at 9:05 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.
2012-97

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

The meeting adjourned at 9:06 p.m.

10. **Date and Time of Next Meeting**
January 24, 2013 at 6:30 p.m.