

# 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.*

## MINUTES OF THE REGULAR MEETING

January 24, 2013 – 7:00 p.m.  
Board Room

<u>Present:</u>	A. Carruthers (Vice-Chair)	A. Rosts
	A. Cook	M. Sendzik
	L. McDonald (Chair)	Councillor B. Williamson
	S. Reilly	
<u>Regrets:</u>	A. McEwen	Councillor B. Phillips
<u>Staff:</u>	D. Bott	L. Stripnieks (Secretary)
	J. Foster	D. Muise (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on January 24, 2013 at the Central Library. The Chair called the meeting to order at 6:45 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: 2013-01** THAT the Library Board adopt the agenda.

**Moved BY:** A. Cook

**SECONDED BY:** M. Sendzik

**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Minutes of Regular Meeting

**MOTION: 2013-02** THAT the minutes of the Regular Meeting of November 15, 2012 be approved, a copy having been received by each Trustee.

**Moved BY:** A. Carruthers

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

### 3. Business Arising

None.

### 4. Correspondence

The Board received correspondence as at January 15, 2013.

### 5. Reports

#### 5.1 Chairs Report – L. McDonald

The Chair reported that he attended the Staff Christmas Party held at the Syndicate Restaurant on Monday, December 7<sup>th</sup> along with other Board members and it was an

excellent evening. He also attended the Library budget presentation to City Council on January 7<sup>th</sup>, 2013 and noted that the presentation went very well. The Chair indicated he will be attending the OLA Super Conference in Toronto next week.

The Chair also reported that a number of discussions and meetings had taken place regarding the potential donation. This item will be discussed In-Camera.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks reported that the priorities since the last Board meeting were completing the Annual Review of Activities and Statistics, preparing the final version of the Proposed 2013 Budget and Power point presentation, and presenting same to City Council on January 7<sup>th</sup>. J. Foster noted that the budget was received positively and the Library will not be asked to come before the Finance Committee to answer additional questions. A. Cook enquired whether extended hours will now be implemented at the Grantham Branch. J. Foster stated this cannot take place until the budget has been approved by the City.

5.3 Health and Safety Report – J. Foster

J. Foster reported that regular inspections of the Port Dalhousie Branch, Merritt Branch and the 1<sup>st</sup> Floor and Basement of the Centennial Library were carried out. No deficiencies were found.

5.4 Branch Reports

The Board received the written reports for November and December, 2012.

A. Rosts enquired whether use of WiFi by personal computers is captured in the Internet usage statistics. The C.E.O. verified with the IT Manager that WiFi use was not in this stat. The Internet usage statistic only captures the Internet sessions that are booked through the Library's booking system. Clients who use their own equipment do not sign-in through this system and therefore we have no way to capture the use.

A. Rosts enquired about the 'Inventory' process which was reported on in December. L. Stripnieks indicated that a report will be provided to the Board in February which will include the amount of material deemed missing.

5.5 Facilities – J. Foster

J. Foster reported that the major item with respect to facilities are the accessibility upgrades to be carried out at the Centennial Library and Port Dalhousie Branch. A report will be discussed under Item 6.4 of the Agenda.

5.6 Finance

5.6(a) Schedule of Accounts – Reports 11 and 12

A. Rosts requested clarification of Cheque No. 10567 issued to Larisa Brodsky Architect Inc. J. Foster reported that this covered the second instalment of the architect's fees for the preparation of accessibility design specifications.

**MOTION: 2013-03**

THAT the eleventh report recommending payment of accounts and salaries in the amount of FOUR HUNDRED FIFTY-EIGHT THOUSAND, FIVE HUNDRED THIRTY-SEVEN DOLLARS & THIRTY-NINE CENTS (\$458,537.39) be received and approved.

**MOVED BY:**

Councillor B. Williamson

**SECONDED BY:**

A. Rosts

**MOTION CARRIED.**

**MOTION: 2013-04** THAT the twelfth report recommending payment of accounts and salaries in the amount of TWO HUNDRED SEVENTY-THREE THOUSAND, TWO HUNDRED EIGHTEEN DOLLARS & THIRTY-THREE CENTS (\$273,218.33) be received and approved.

**MOVED BY:** A. Rosts  
**SECONDED BY:** M. Sendzik  
**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

As at November 30, 2012: With 92% of the year elapsed the statement shows: revenue received – \$4,169,938; expenditures – \$4,788,176.

As at December 31, 2012: With 100% of the year elapsed the statement shows: revenue received – \$5,768,346; expenditures – \$5,388,155.

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

The statement shows a balance of \$820,618 made up as follows: opening balance – \$785,874; donations – \$28,051; interest income – \$11,853; expenditures (\$5,160): current assets – \$820,618: YTD encumbered – \$241,181; YTD unencumbered – \$579,437.

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

The report shows a balance of \$1,008,767 made up as follows: \$450,482 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 December 31, 2012

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

5.7 St. Catharines City Council

Councillor B. Williamson reported that City Council has amended the By-law regulating recreational vehicles in Zone 8. Councillor B. Williamson also reported that the City's proposed 2013 Operating has come with an increase of approximately 5%. The City is currently reviewing the budget with a view to reducing the increase by 2%.

A. Rosts enquired whether there was any update on 'Safe Locations for Longboarding'. Councillor B. Williamson indicated he was not aware of any new information and would follow up on this.

6. **New Business**

6.1 2012 Operational Goals – L. Stripnieks

The Board received a written report. The report provided an update on the status of the 2012 goals and objectives which were approved by the Board at their Regular Meeting on May 17, 2012.

A. Rosts enquired about the status of the online non-fiction book club, a goal that was listed as completed. L. Stripnieks indicated that the online book club will be implemented in the spring of 2013.

The Chair enquired about the colour laser printers/scanners/copiers and L. Stripnieks indicated that a total of 5 had been installed across the system; 1 at each of the Branches and 2 at the Central Library.

The Chair also enquired about the email subscriptions for patrons to newsletters, best sellers, etc. and the C.E.O. advised that this item had been investigated in 2012 but not implemented. It will be reviewed again in 2013.

6.2 2012 Review of Activities – L. Stripnieks

The Board received a written report. Discussion ensued.

The Chair questioned whether the Ancestry Database referred to on Page 3 of the report was the genealogy program referred to in the What's New @ St. Catharines Public Library newsletter. The C.E.O. indicated that these are 2 different programs; the Ancestry Database is covered under Online Research 101 on Page 8 of the newsletter.

6.3 2012 United Way – L. Stripnieks

The Board received a written report.

6.4 Accessibility Upgrades – J. Foster

The Board received a written report. J. Foster stated that as previously reported the Accessibility Audit commissioned by the City in 2008 identified accessibility upgrades required at the Centennial Library and Port Dalhousie Branch with a projected cost of approximately \$378,448. In November, 2011 the Board approved a 5-year strategy to address the deficiencies.

Design and tender documents for the upgrades for Centennial Library were prepared. In November 2012 - 3 bids were received to complete the retro-fit and accessibility improvements. Staff recommend that Portico Construction be retained to complete the improvements at the Centennial Library at a cost not to exceed \$110,147.20 excluding appropriate taxes. Discussion ensued.

J. Foster noted the work would take approximately 15 weeks. There may be minor disruptions in service. He reported that references have been checked and work completed by the construction company has been viewed. A question was raised as to whether the Library could seek a grant from the Province. Staff will investigate. L. Stripnieks reported that the Library had received approximately \$18,000 from the Province for the purchase of accessible workstations, keyboards, and a variety of software. The stations have already been installed and the software will be rolled out in the spring.

**MOTION: 2013-05** THAT the Library Board approve the expenditure of \$110,147.20 (excluding HST) for the Facility Accessibility Design Standards (FADS) improvements at the Centennial Library.

**MOVED BY:** M. Sendzik

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

6.5 Business For Next Meeting

Councillor B. Williamson noted that the Niagara Falls Public Library has an extensive digital collection of photographs and wondered if St. Catharines Public Library should be digitizing photographs in the collection. L. Stripnieks stated that the Museum was preparing a digital archive of photographs that they received from The Standard. Staff will investigate and bring back a report.

A. Carruthers questioned whether the birth/death/marriage index had been completed. L. Stripnieks indicated that retrospective data had been input from about 1986 to 1918, at which point the grant funding covering the staff costs to do input was depleted. The database does contain data from 2000 forward which is input daily.

6.6 Informational Items

Informational materials were included in the Board package.

7. In-Camera Business

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

- 7.1 Motion to Move In-Camera
- 7.2 Adoption of In-Camera Agenda
  - 7.2(a) Additions/Deletions to the Agenda
  - 7.2(b) Adoption of In-Camera Agenda
- 7.3 Business Arising
- 7.4 Correspondence
- 7.5 New Business
- 7.6 Return to Open Session

The meeting returned to Open Session at 8:09 p.m.

8. Business Arising From In-Camera Meeting

Next steps for Donor Recognition/Announcement/Ceremony.

9. Motion to Adjourn

**MOTION: 2013-11**            THAT the meeting be adjourned.  
**MOVED BY:**                M. Sendzik  
**SECONDED BY:**            A. Rosts  
**MOTION CARRIED.**

The meeting adjourned at 8:10 p.m.

10. Date and Time of Next Meeting

Thursday, March 21, 2013, 7:00 pm in the Board Room.