

# 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

April 18, 2013 – 7:00 p.m.  
Program Room, Dr. Huq Family Library Branch

<u>Present:</u>	A. Carruthers (Vice Chair)	S. Reilly
	L. McDonald (Chair)	A. Rosts
	Councillor B. Phillips	Councillor B. Williamson
<u>Regrets:</u>	A. Cook	M. Sendzik
<u>Staff:</u>	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 April 18, 2013 at the Dr. Huq Family Library Branch. The Chair called the meeting to order at 7:00 p.m.

### Auditors' Report – Crawford, Smith and Swallow

The Board received a written report on the annual audit of the Library. Mark Palumbi of Crawford Smith & Swallow presented the Board's audited financial statements as at December 31, 2012 and responded to questions as they arose.

### 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: 2013-26** THAT the Library Board adopt the agenda.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Minutes of Regular Meeting

Councillor B. Williamson noted that Item 5.7 should read: Councillor B. Williamson reported that the old fire hall on Brock Street in Port Dalhousie is currently used for seniors' programs and its long term use is being reviewed.

**MOTION: 2013-27** THAT the minutes of the Regular Meeting of March 21, 2013 be approved as amended, a copy having been received by each Trustee.

**MOVED BY:** Councillor B. Phillips

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

3. **Business Arising**

None.

4. **Correspondence**

The Board received correspondence as at April 3, 2013.

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that he attended two programs at the Library, one on 'Meditation', the other on 'OverDrive Basics'. Both presentations were excellent.

The Chair reported that a lot of time had been spent in conversing with the Huqs and the City's Communications Officer regarding the Press Release, Media Advisory, plaques and ceremony.

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

L. Stripnieks reported that Mayor McMullan invited the CEO of the Library and Koby Vanyo, RCS Aquatics Co-ordinator, to appear on his Cogeco program to discuss the services at the new Aquatic Centre and Library Branch. The taping occurred on April 18<sup>th</sup>.

The CEO has prepared the Library's portion of the OLA Building Award submission. It, along with back-of-house pictures, were sent to the architects who were submitting the rest of the package for April 17, 2013. A copy of the CEO's submission was distributed to the Board.

The CEO distributed copies of the News Advisory and News Release regarding the naming ceremony of the Dr. Huq Family Library Branch at 425 Carlton Street. Invitations have been sent, arrangements for the reception have been completed, staff are in the process of changing the name of the branch in all promotional items, phone listings, website, etc. A. Carruthers requested the CEO send an invitation by email to Board members as a reminder.

The CEO reported that mock plaques are expected to be received by Friday April 19<sup>th</sup>. The architects have suggested the wall by the OPAC stations as a suitable location based on the weight of the plaques. The Board discussed placement of the plaques.

**MOTION: 2013-28** That the Library Board supports the architects' recommendation to place the plaques by the OPACs on the Carlton Street Wall.

**MOVED BY:** Councillor B. Phillips

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

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

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

5.4 **Branch Reports**

The Board received the written reports for March, 2013.

5.5 **Facilities** – J. Foster

J. Foster reported that several meetings had taken place regarding the accessibility upgrades to be carried out at the Centennial Library and a work schedule has now been determined. Work is expected to begin on May 16, 2013 and be completed by July 31, 2013.

J. Foster also reported that window replacement on the second and third floors of the Centennial Library will start in early May, 2013, weather permitting.

5.6 Finance

5.6(a) Schedule of Accounts – Report 3

A. Rosts requested clarification of Cheque No. 10736 issued to Techsoup Canada. J. Foster reported that this was for the purchase of eight Windows 8 licences.

A. Rosts requested clarification of Cheque No. 2013971 issued to Cyber Patrol. J. Foster reported that Cyber Patrol is filtration software used on our Internet stations.

**MOTION: 2013-29** THAT the third report recommending payment of accounts and salaries in the amount of TWO HUNDRED FOURTEEN THOUSAND, TWO HUNDRED THIRTY-ONE DOLLARS & SEVENTY-FOUR CENTS (\$214,231.74) be received and approved.

**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts – as at March 31, 2013

With 25% of the year elapsed the statement shows: revenue received – \$1,228,259; expenditures – \$1,138,001.

5.6(c) Endowment and Trust Fund Statement – as at March 31, 2013

The statement shows a balance of \$848,575 made up as follows: opening balance – \$820,215; donations – \$20,487; interest income – \$7,873; current assets – \$848,575; YTD encumbered – \$261,450; YTD unencumbered – \$587,125.

5.6(d) Report on Short-Term Investments – as at March 31, 2013

The report shows a balance of \$1,069,713 made up as follows: \$456,858 due June 21, 2014 invested with Ontario Savings Bonds; \$338,276 due June 13, 2013, invested with a TD Bank GIC; \$222,579 due June 13, 2013, invested with a TD Bank GIC; and \$52,000 due June 13, 2013, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts – as at March 31, 2013

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

5.7 St. Catharines City Council

Councillor B. Williamson reported that he attended the City's Volunteer Recognition Awards on April 16, 2013. He also reported that the Mayor's Volunteer of the Year Award was given to J. Foster and thanked him for his work in the community.

Councillor B. Phillips reported that concrete forms are now being constructed for the spectator facility and that tenders for the new performing arts centre will be opened next month.

6. **New Business**

6.1 **Goals and Objectives** – L. Stripnieks

L. Stripnieks reported goals for 2013 will be in the next Board package. Some of the goals are already underway.

The CEO also reported that the Library is in the process of ordering new circulation desks for the Port Dalhousie and Merritt Branches.

6.2 **March Break Programs Update**– A. McKenzie

The Board received a written report on March Break programs.

6.3 **Online Book Club** – D. Andrusko

The Board received a written report. On May 1<sup>st</sup> the Library will launch an online non-fiction book club which will be moderated by 3 staff. A. Rosts questioned how discussion will occur. D. Andrusko, Manager Adult Information Services explained that the online book club was not a real time chat, every time a patron submits a comment staff will receive an alert. A. Carruthers enquired about the books selected. D. Andrusko stated that copies of the titles to be discussed have been ordered in print, audio and electronic form.

6.4 **Gaming Collection** – D. Andrusko

The Board received a written report. On June 1<sup>st</sup>, the Library plans to launch a video game collection. The collection will be for Young Adults and Adults and include family games. An Adult or YA card will be required to borrow from this collection. The Loan period will be 7 days with an option to renew up to 2 times if there are no holds. Only '2' games could be on a card at any time. Fines will be \$2 per day to a maximum of \$10 per item. Once a patron has fines of \$10, they are blocked from borrowing. If material is not returned and fines aren't paid the accounts will be forwarded to the collection agency.

6.5 **Business For Next Meeting**

No business for next meeting.

6.6 **Informational Items**

Informational materials were included in the Board package.

7. **In-Camera Business**

7.1 **Motion to Move In-Camera**

**MOTION: 2013-30** THAT the meeting move In-Camera.

**MOVED BY:** A. Carruthers

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

The meeting moved In-Camera at 8:03 p.m.

7.2 **Adoption of In-Camera Agenda**

7.2(a) Additions/Deletions to the Agenda.

(1) Item 7.4(a) CEO Evaluation – L. McDonald.

7.2(b) **Adoption of In-Camera Agenda**

**MOTION: 2013-31** THAT the Library Board adopt the In-Camera Agenda as amended.

**MOVED BY:** Councillor B. Phillips

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

7.3 Minutes of In-Camera Meeting

**MOTION: 2013-32** THAT the minutes of the In-Camera Meeting of March 21, 2013 be approved, a copy having been received by each Trustee.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

7.4 Business Arising

7.4(a) CEO Evaluation – L. McDonald

Councillor B. Phillips and Chair L. McDonald reported on the City of St. Catharines' employee evaluation system subsequent to their meeting with CAO Colin Briggs.

**MOTION: 2013-33** The Library Board requests that Deputy CAO Dan Carnegie present the City's evaluation process at the next Library Board meeting.  
**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

7.5 Correspondence

None.

7.6 New Business

None.

7.7 Return to Open Session

**MOTION: 2013-34** THAT the meeting return to Open Session.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

The meeting returned to Open Session at 8:25 p.m.

8. Business Arising From In-Camera Meeting

CEO to contact the Deputy CAO, City of St. Catharines regarding evaluation process presentation.

9. Motion to Adjourn

**MOTION: 2013-35** THAT the meeting be adjourned.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

The meeting adjourned at 8:30 p.m.

10. Date and Time of Next Meeting

Thursday, May 16, 2013 at 7:00 p.m.