

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

May 16, 2013 – 7:00 p.m.

Board Room

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

Regrets: A. Rosts

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

City's Performance Evaluation Process – 8:00 p.m.

D. Carnegie, Director of Corporate Services and Deputy CAO

D. Carnegie arrived at 8:00 p.m. and made the presentation to the Board.

The Regular Meeting of the St. Catharines Public Library Board was held on May 16, 2013 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: 2013-36 THAT the Library Board adopt the agenda.

MOVED BY: M. Sendzik

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, April 18, 2013

MOTION: 2013-37 THAT the minutes of the Regular Meeting of April 18, 2013 be approved, a copy having been received by each Trustee.

MOVED BY: Councillor B. Williamson

SECONDED BY: S. Reilly

MOTION CARRIED.

3. Business Arising

No business arising.

4. Correspondence

The Board received correspondence as at May 9, 2013.

5. Reports

5.1 Chairs Report – L. McDonald

The Chair reported that he had numerous email and telephone conversations with the Huqs, City and Library staff regarding the Dr. Huq Family Library Branch naming ceremony and donation. He attended the naming ceremony on April 20, 2013 and noted that staff did an excellent job arranging the reception.

The Chair also reported that he had spoken to a number of Board members regarding the CEO evaluation and process.

The Chair attended 4 programs at the Library – 2 sessions of ‘Tech Time’ and 2 sessions on ebooks. All sessions were outstanding.

5.2 Chief Executive Officer’s Report – L. Stripnieks

L. Stripnieks reported that the video of the naming ceremony/reception and photographs of the event were prepared for the donors and made available to them. The CEO is waiting for the donors to provide a picture to go on the plaque. The Library did not have any information on the status of the exterior pylon.

A. Cook enquired how the name transition went and the CEO indicated it went smoothly. The name of the branch has been changed in all promotional items, phone listings, online databases and the website. The Library has not received any comments regarding the name change.

5.3 Health and Safety Report – J. Foster

J. Foster reported that regular inspections of the Dr. Huq, Merritt and Port Dalhousie Branches, and the first floor of the Central Library were carried out. A few minor deficiencies were found and all have been corrected.

S. Reilly questioned whether the Port Dalhousie Branch was large enough to accommodate the number of patrons using the branch. L. Stripnieks indicated that according to the 2012 Annual Statistics approximately 16,000 visits were made to the Branch. The Branch is large enough for its purpose.

Discussion took place regarding the courtyard in front of the Central Library and trip hazards due to heaving cement. J. Foster reported that this is the City’s responsibility and he has notified the City of the problem.

5.4 Branch Reports

The Board received the written reports for April, 2013.

5.5 Facilities – J. Foster

J. Foster reported that window replacement on the second and third floors of the Central Library started on May 13, 2013 and will take 4 to 6 weeks to complete.

Work on the accessibility upgrades at the Centennial Library was to begin on May 16, 2013; however, the contractor was delayed. Work is now scheduled to begin on May 17, 2013.

J. Foster reported that Ontario Environmental Safety Network Ltd conducted the Library’s annual asbestos audit on April 29, 2013 and there were no concerns.

5.6 Finance

5.6(a) Schedule of Accounts – Report 4

MOTION: 2013-38 THAT the fourth report recommending payment of accounts and salaries in the amount of TWO HUNDRED SIXTY-FOUR THOUSAND, SEVENTY-NINE DOLLARS & SEVENTY-THREE CENTS (\$264,079.73) be received and approved.

MOVED BY: Councillor B. Williamson
SECONDED BY: M. Sendzik
MOTION CARRIED.

5.6(b) Statement of Operating Accounts – as at April 30, 2013

With 33% of the year elapsed the statement shows: revenue received – \$1,555,328; expenditures – \$1,555,608.

5.6(c) Endowment and Trust Fund Statement – as at April 30, 2013

The statement shows a balance of \$848,681 made up as follows: opening balance – \$820,215; donations – \$20,590; interest income – \$7,876; current assets – \$848,681; YTD encumbered – \$261,450; YTD unencumbered – \$587,231.

5.6(d) Report on Short-Term Investments – as at April 30, 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 April 30, 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 the City received 4 bids on the Performing Arts Centre, all coming in under budget. Councillor Williamson indicated it may be worthwhile meeting with the City Engineer, R. Tripp, with regard to the courtyard. He also reported that approximately 4 to 5 months ago Council approved a condominium development in Port Dalhousie on land located adjacent to Lakeside Park near the start of the original Welland Canal. An appeal was made to the OMB, however, the appeal has been denied. Council has also approved a staff report recommending that the police building should remain at its current location.

A. Cook asked the Councillors if they had an update regarding the pylon to be erected at the Kiwanis Aquatic Centre/Dr. Huq Family Library Branch. Councillor Phillips indicated he had an opportunity to speak with the City Landscape Architect/Planner at the naming ceremony. Now that the branch name is confirmed the City will order the pylon. The completion date is not known.

Discussion took place regarding the acoustic problems in the program room at the Dr. Huq Branch. It was noted that there are similar problems in the meeting rooms at the Aquatic Centre as per reports which were prepared for the City.

6. New Business

6.1 Goals and Objectives – L. Stripnieks

The Board received a written report. The report set out the annual operational goals and identified where each goal fell under the broad strategic objectives contained in the

Strategic Agenda. Some of the goals are already underway and some have been completed.

MOTION: 2013-39 THAT the Library Board approve the annual operational goals for 2013.
MOVED BY: Councillor B. Williamson
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

- 6.2 Sunday Hours – Central and Dr. Huq Family Library Branch – Fall 2013 – L. Stripnieks
The Board received a written report and recommendation with respect to Sunday hours at the Central Library and the Dr. Huq Family Library Branch during the Fall of 2013.

MOTION: 2013-40 THAT the Library Board approve that the Central Library and the Dr. Huq Family Library Branch be open for 10 Sundays in the fall from Sunday, October 6, 2013 until December 8, 2013.
MOVED BY: Councillor B. Williamson
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

- 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**

The meeting moved In-Camera at 8:28 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 9:10 p.m.

8. **Business Arising From In-Camera Meeting**

No business arising from the In-Camera meeting.

9. **Motion to Adjourn**

MOTION: 2013-45 THAT the meeting be adjourned.
MOVED BY: A. Cook
SECONDED BY: A. Carruthers
MOTION CARRIED.

The meeting adjourned at 9:12 p.m.

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

June 20, 2012 at 7:00 p.m.