

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

October 17, 2013 – 7:00 p.m.

Board Room

Present: L. Bramble A. Rosts
A. Carruthers (Vice Chair) Councillor Phillips
A. Cook S. Tromanhauser
L. McDonald (Chair)

Regrets: Councillor B. Williamson M. Sendzik

Staff: D. Andrusko J. Foster
D. Bott L. Stripnieks (Secretary & Recording Secretary)
A. Penfold

The Regular Meeting of the St. Catharines Public Library Board was held on October 17, 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

1.1(a) L. Stripnieks asked that 7.6(c) Problem Patrons-Update be added to the In-Camera Agenda.

1.2 Adoption of the Agenda

MOTION: 2013-68 THAT the Library Board adopt the agenda as amended.
MOVED BY: Councillor B. Phillips
SECONDED BY: L. Bramble
MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, September 19, 2013

MOTION: 2013-69 THAT the minutes of the Regular Meeting of September 19, 2013 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

3. Business Arising

3.1 Accessibility Renovation Update – J. Foster

On January 24, 2013 the Board received a written report on recommended accessibility renovations/retrofits for the year 2014. These included modifications to the following at the Centennial Library: Mills Room, Rotary Room, Bankers Room,

Storyhour Room, Men's and Women's Public Washrooms, and the 2 washrooms in the Children's area. The Board approved an expenditure of \$110,147.20 excluding HST.

J. Foster provided a written report. The renovations have been completed. The cost of the renovations was \$114,638.46. The variance of \$4,491.26 was due to the fact that improvements for the Mills Room included a ramp – 4 feet wide and 16 feet long to provide access to a 2 step raised portion at one end of the Mills Room. This reduced the useable floor space and would limit the types of programs the Library could offer. After consultation with the Architect, the Library Board approved the removal of the raised portion. This negated the need for a ramp. The \$4,491.26 was incurred for time and materials for the ramp.

3.2 Aquatic Centre/Library Acoustics Update – L. Stripnieks

The Board received a written report which provided a history of the 'acoustic' issue and the reports that have been produced, the recommendations proposed and the meetings held to date. On August 26, 2013 TES distributed an amended report and solution and the Library responded on October 10, 2013 that they would be interested in pursuing this solution with the city. At the time of this meeting there was no further information. A. Carruthers enquired about the cost of the solution proposed in the consultant's report and who would pay for any medications. The CEO responded that has not been discussed with the city as yet. She also enquired about the process. J. Foster stated that the City would need to issue the tender and follow the regular process.

4. Correspondence

The Board received correspondence as at September 26, 2013. Correspondence from the Staff Fund Committee was discussed.

MOTION: 2012-70 THAT the Library Board contributes SEVEN HUNDRED AND FIFTY (\$750.00) DOLLARS to the Staff Christmas celebration.

MOVED BY; A. Rosts

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

5. Reports

5.1 Chairs Report – L. McDonald

The Chair reported that he will be attending the Fresh Ink Awards Ceremony.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO had no new items other than those in the Board package. She stated her items were covered in the Board package.

5.3 Health and Safety Report – J. Foster

J. Foster reported that regular inspections of the Port Dalhousie, Dr. Huq, and Merritt Branches had taken place and no deficiencies were reported.

5.4 Branch Reports

The Board received the written reports for September 2013. L. Bramble enquired about the reduced circulation at the Central Library in September. Staff stated that in part they suspect it was due to the renovations that took place commencing in May and in part due to on-going parking issue – payment and lack of spaces. In addition, in 2012 Central saw more people June to September due to the closure of Grantham, which would affect Year-to-date comparator figures between 2012 and 2013.

5.5 Facilities – J. Foster / L. Stripnieks

J. Foster stated that as per Correspondence Item #3 TES has commissioned a Podium Deck Condition Assessment. Podium refers to the plaza/court yard in front of the Library. Councillor B. Phillips stated as it was outside the Library the City would pay for any improvements.

5.6 Finance – as at September 30, 2013

5.6(a) Schedule of Accounts – Report 9

Board members reviewed Report 9.

A. Rosts requested clarification of Cheque No. 10988 issued to Activo Inc., 10999 issued to Cultural Assessment Management and Pre-paid Cheque 2013995 issued to Dr. MyCommerce.

MOTION: 2013-71 THAT the ninth report recommending payment of accounts and salaries in the amount of THREE HUNDRED AND TWENTY-FIVE THOUSAND, FOUR HUNDRED FOUR DOLLARS & NINETY-FOUR CENTS (325,404.94) received and approved.

MOVED BY: A. Rosts

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

J. Foster provided an explanation of the Statements to the new Board members.

September 30, 2013: With 75% of the year elapsed the statement shows: revenue received – \$3,624,858, expenditures – \$3,832,445.

5.6(c) Endowment and Trust Fund Statement

September 30, 2013: The statement shows a balance of \$855,064 made up as follows: opening balance – \$820,215; donations – \$27,694; interest income – \$11,725; less expenditures – \$4,570; current assets – \$855,064; YTD encumbered – \$262,770; YTD unencumbered – \$592,294.

5.6(d) Report on Short-Term Investments

A. Rosts asked about the interest rates to which J. Foster responded.

September 30, 2013: The report shows a balance of \$1,072,533 made up as follows: \$456,858 due June 21, 2014 invested with Ontario Savings Bonds; \$339,833 due October 11, 2013, invested with a TD Bank GIC; \$223,603 due October 11, 2013, invested with a TD Bank GIC; and \$52,239 due October 11, 2013, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts September 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 provided information on the following: proposed civic square; spectator facility which is expected to open in September 2014 and the Performing Arts Center scheduled to open September 2015.

6. **New Business**

6.1 **Fresh Ink Creative Writing Contest for Teens** - L. Stripnieks

The Board received a written report. The awards ceremony is scheduled for October 24th at 7:00 pm in the Mills Room.

6.2 **Sunday Openings** - L. Stripnieks

L. Stripnieks provided statistics on Sunday Openings as below.

Date	Central Library		Dr. Huq Family Library Branch	
	Gate Count	Circulation	Gate Count	Circulation
Oct. 6 th	235	795	134	277
Oct. 13 th	192	511	69	122
Note: Oct. 13 th was Thanksgiving.				

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 8:00 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 Minutes (attachment)

7.3(a) In-Camera Meeting – September 19, 2013

7.4 Business Arising.

7.5 Correspondence.

7.6 New Business.

7.7 Return to Open Session.

The meeting returned to Open Session at 8:30 p.m.

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

No business arising from the In-Camera meeting.

9. **Motion to Adjourn**

MOTION: 2013-76 THAT the meeting be adjourned.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

The meeting adjourned at 8:31 p.m.

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

December 19, 2013 at 7:00 p.m.