

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

November 21, 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) Councillor B. Williamson

Regrets: M. Sendzik

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

The Regular Meeting of the St. Catharines Public Library Board was held on November 21, 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: 2013-77 THAT the Library Board adopt the agenda.
MOVED BY: L. Bramble
SECONDED BY: A. Carruthers
MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, October 17, 2013

MOTION: 2013-78 THAT the minutes of the Regular Meeting of October 17, 2013 be approved, a copy having been received by each Trustee.
MOVED BY: A. Cook
SECONDED BY: A. Carruthers
MOTION CARRIED.

3. Business Arising

3.1 Aquatic Centre/Library Acoustics and Pylon – L. Stripnieks

Acoustics

The Board received a written report. As per the report the CEO informed the Board that the City's Transportation and Environmental Services Department had engaged the

expertise of an acoustical engineering firm to recommend a solution to the acoustic problem. A solution has been proposed. The Library must rely on the expertise of TES staff and on November 5th, 2013 the CEO informed A. Martuccio that if the City was comfortable with the solution to go ahead. The City will issue the tender, oversee the project and assume the costs estimated at \$20,000.

Pylon

The report also included information on the status of the Pylon. On November 5th, 2013 the CEO had attended a meeting with staff from a number of City departments and reported that an RFP for the Pylon as originally proposed and distributed to the Board on March 21, 2013 was being prepared. Discussion ensued about the design including the colour scheme, the placement of the City's logo and Library name (too low), the size of the sign, digital monitor etc. Councillor(s) Phillips and Williamson will bring these issues up with city staff.

4. Correspondence

No correspondence for the Regular Meeting. See In-Camera Item 7.6(b).

5. Reports

5.1 Chairs Report – L. McDonald

The Chair reported that the Members of the CEO Evaluation Committee will be bringing recommendations to the January meeting. Committee members include: L. McDonald, A. Carruthers, A. Cook.

The Chair reported that he had attended the Fresh Ink Ceremony along with A. Carruthers. He also reported that the Ontario Library Association (OLA) Super Conference will take place at the end of January and encouraged Trustees to attend.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO had no new items other than those 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 taken place. There were no major deficiencies and all minor issues had been fixed.

5.4 Branch Reports

The Board received written reports for October. The Board enquired about the use of Zinio e-magazine service and D. Bott provided statistical information. It is a well-used and popular service.

L. Bramble enquired why the Consumer's Report no longer appeared as part of the suite and staff explained that publisher's determine who may access their online subscriptions and some magazines have pulled out of the Zinio portfolio.

5.5 Facilities – J. Foster

J. Foster reported that he has contacted the City with respect to the poor condition of the roof at the Port Dalhousie Library. Staff in the TES department stated they would have it repaired as soon as possible

5.6 Finance – as at October 31, 2013

5.6(a) Schedule of Accounts – Report 10
Board members reviewed Report 10.

MOTION: 2013-79 THAT the tenth report recommending payment of accounts and salaries in the amount of TWO HUNDRED NINETY-ONE THOUSAND, NINE HUNDRED EIGHT-SIX DOLLARS & FIFTY-NINE CENTS (\$291,986.59) received and approved.

MOVED BY: Councillor B. Phillips

SECONDED BY: A. Rosts

MOTION CARRIED.

5.6(b) Statement of Operating Accounts
J. Foster responded to questions asked.

October 31, 2013: With 83% of the year elapsed the statement shows: revenue received – \$3,993,330; expenditures – \$4,370,621.

5.6(c) Endowment and Trust Fund Statement

October 31, 2013: The statement shows a balance of \$855,280 made up as follows: opening balance – \$820,215; donations – \$28,024; interest income – \$12,481; less expenditures – \$5,440: current assets – \$856,710; less current liabilities – \$1,430: YTD encumbered – \$262,980; YTD unencumbered – \$592,300.

5.6(d) Report on Short-Term Investments

October 31, 2013: The report shows a balance of \$1,075,368 made up as follows: \$456,858 due June 14, 2014 invested with Ontario Savings Bonds; \$341,397 due February 10, 2014, invested with a TD Bank GIC; \$224,633 due February 10, 2014, invested with a TD Bank GIC; and \$52,480 due February 10, 2014 invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts October 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 stated that the Zoning By-Law would be passed on December 2nd, 2014. Councillor Phillips stated the Budget Committee has begun its meetings which will continue in January 2014. The CAO, Colin Briggs will be retiring mid-February, interviews are taking place and a decision should be made in December.

6. New Business

6.1 Goals and Objectives Status Report - L. Stripnieks

The Board received a written report on the status of the 2013 goals. Discussion ensued and clarification was provided as required. Some goals have been deferred to 2014.

Questions arose about the Fresh Ink Contest and if it was advertised to schools. Staff stated that information is faxed to all the schools in St. Catharines and sent to DSBN schools in their internal mail. It is addressed generically to both the School Principal and School Librarian. The contest is advertised on the radio, library's website as well is through the libraries in the 12 municipalities in the Region. Questions arose about editing and staff stated submissions were not changed and at the Board's suggestion a disclaimer would be added next year to the Fresh Ink Magazine. The Board suggested that Cogeco might be interested in covering the awards ceremony. Staff have invited the local papers and media to attend with varying degrees of success. Questions also arose about the video game collection and A. Penfold, Manager Circulation Services provided statistics. It is a highly used collection.

6.2 Underground Railway Wall Hanging

A written report was provided. The "sampler" was created and donated to the Library by Mr. and Mrs. Jerry Overholt. A. Carruthers stated that several children's books discuss the Underground Railroad quilt/sampler and she will provide staff with the titles.

6.3 Informational Items

Informational materials on the OLA conference had been distributed by email.

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 – October 17, 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: 2013-84 THAT the meeting be adjourned.

MOVED BY: A. Carruthers

SECONDED BY: L. Bramble

MOTION CARRIED.

The meeting adjourned at 8:31 p.m.

10. Date and Time of Next Meeting

January 23, 2014 at 7:00 p.m.