

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R7K2

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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

March 20, 2014 – 7:00 pm
Board Room

Present: L. Bramble Councillor B. Phillips
M. Sendzik A. Rosts
A. Cook A. Carruthers
L. McDonald (Chair) Councillor B. Williamson

Regrets: S. Tromanhauser

Staff: L. Stripnieks (Secretary) P. McClellan (Recording Secretary)
J. Foster

The Regular Meeting of the St. Catharines Public Library Board was held on March 20, 2014 at the Centennial 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: THAT the Library Board adopt the agenda.
2014-12

MOVED BY: A. Rosts
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

2. Minutes

- 2.1 Inaugural Meeting, January 23, 2014.
- 2.2 Regular Meeting, January 23, 2014.

MOTION: THAT the minutes of the Inaugural Meeting of January 23, 2014 be approved, a copy having been received by each Trustee.
2014-13

MOVED BY: Councillor B. Williamson
SECONDED BY: L. Bramble
MOTION CARRIED.

MOTION: THAT the minutes of the Regular Meeting of January 23, 2014 be approved, a copy having been received by each Trustee.
2014-14

MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

3. **Business Arising**

3.1 **Kiwanis Sign**– Councillor B. Phillips/A. Cook

Discussion ensued about funding for sign at Kiwanis Aquatic Centre. Councillor B. Phillips reported that the funds have been reinstated in the accommodated section of the City's budget. Councillor B. Phillips will have the city send an image of the sign to L. Stripnieks, who will forward it to the Board for comments.

The Board viewed the plaque prepared for Dr. Huq (for his home or office) as per the donation agreement. Dr. Huq would like to meet and staff are trying to arrange a time with him.

3.2 **Parking Lot** – A. Cook

Discussion ensued regarding the use of Library parking by non-patrons. Councillor B. Phillips reported that he and J. Foster had met with D. Carnegie, the CAO of the City of St. Catharines, regarding police officers using Library parking. Signage has gone up that parking has a 3 hour limit. J. Foster stated that while Police are no longer parking in the garage the parking is now being used by customers of area restaurants. They are abiding by time and payment restrictions.

4. **Correspondence**

The Board received the correspondence as at March 17, 2014.

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that he attended meetings with L. Stripnieks and J. Foster regarding storm closures, and meetings with L. Stripnieks and A. Carruthers regarding the CEO Evaluation.

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

In addition to the items in the written report L. Stripnieks reported that the Niagara Branch of the Ontario Genealogical Society wants to relocate its meetings and materials to the Centennial Library. Their materials will be kept together as a separate collection, but will be part of Special Collections. The materials will be catalogued for the online database.

The Library received an enquiry from a C. Duliban, R.N.- Patient Education Specialist with Niagara Health System about the possibility of delivering books on cancer to patients who may not be able to come to the Library. NHS would provide the books if the Library did not have them already. A. McKenzie spoke to C. Duliban and informed her that we already have a Visiting Library Service and it is available to all residents of St. Catharines. A. McKenzie indicated other materials and formats could also be delivered at the same time. Ms. Dulibanis supposed to get back to A. McKenzie.

The CEO spoke to the letter received on February 11, 2014 from A. Phair Correspondence Item #2. The CEO stated that the 2014 goals include a review of the microfilm/fiche reader printers. The minimum cost for a new machine would be around \$14,000. The Library charges for copies in-order to offset costs. At 50 cents a copy the Library is still subsidizing the printing. The Manager of IT added that the quality of the print-outs is dependent on the quality of the original that was used to make the fiche/film and less on the machine used. He also reported that new machines will enable the Library to monetize scanning and emailing images, in addition to printed copies. It will also be possible to place time limits on the use of the equipment. The machine in the basement is used by staff for our BDM project.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the regular inspections of Port Dalhousie, Merritt and Dr. Huq Branches had taken place. There were no deficiencies. A Joint Health and Safety meeting was held on March 6th. Agenda items included discussion of: terms of reference, membership, preparation time for union representatives, enforcement of the rules of conduct, assignment of the union member who would be present in the case of work stoppage investigations, and the new mandatory Health and Safety training to be completed by July 1st. The next meeting will be held on June 19th, 2014.

5.4 Branch Reports

A. Rosts noted an error on page 2 of the January 2014 Branch report which will be corrected.

5.5 Facilities – J.Foster

Funding for roofing repairs for the Port Dalhousie Branch had been moved to the un-accommodated section of the City's budget. J. Foster understands the repairs will go forward in 2014 but under the city's capital budget. Councillor B. Phillips and Councillor B. Williamson will discuss with D. Dillon.

There was a break-in at the Dr. Huq Family Library Branch. Nothing was stolen, but damages totalled \$600.00. The insurance deductible is \$2500.00. The alarm system functioned properly and a suspect was apprehended by police.

The Electrical Safety Authority of Ontario conducted an inspection at the Centennial Library. No deficiencies were identified.

The City of St. Catharines sent out a tender and received bids for repairs to the Podium Deck and Plaza. More information should be available in April.

J. Foster reported staff have been handling increased presence of challenging patrons, including those with substance abuse issues. The increase is likely due to the especially cold winter this year.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts – Reports 1 and 2

MOTION: THAT the first report recommending the payment of accounts
2014-15 and salaries in the amount of TWO HUNDRED EIGHTY THOUSAND, NINE HUNDRED FORTY-SIX DOLLARS & TWENTY CENTS (\$280,946.20) be received and approved.

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

MOTION: THAT the second report recommending the payment of
2014-16 accounts and salaries in the amount of TWO HUNDRED THIRTY-SEVEN THOUSAND, TWO HUNDRED FIFTY-ONE DOLLARS & TWENTY-TWO CENTS (\$237,251.22) be received and approved.

MOVED BY: A. Carruthers
SECONDED BY: L. Bramble
MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at January 31, 2014, with 8% of the year elapsed the statement shows: revenue received – \$365,214; expenditures – \$414,486.

As at February 28, 2014, with 17% of the year elapsed the statement shows: revenue received – \$364,645; expenditures – \$398,192.

5.6(c) Endowment and Trust Fund Statements

As at January 31, 2014, the statement shows a balance of \$881,063 made up as follows: opening balance – \$860,882; donations - \$20,181; interest income - \$0 ; current assets - \$881,063; YTD encumbered - \$262,980; YTD unencumbered - \$618,083.

As at February 28, 2014, the statement shows a balance of \$883,089 made up as follows: opening balance – \$860,882; donations - \$20,343; interest income - \$1,864 ; current assets - \$883,089; YTD encumbered - \$263,050; YTD unencumbered - \$620,039.

5.6(d) Report on Short-Term Investments

As at January 31, 2014. The report shows a balance of \$1,070,740 made up as follows: \$452,200 due June 14th, 2014 invested with Ontario Savings Bonds; \$341,397 due February 10, 2014 invested with a TD Bank GIC; and \$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.

As at February 28, 2014. The report shows a balance of \$1,093,603 made up as follows: \$452,200 due June 14th, 2014 invested with Ontario Savings Bonds; \$342,994 due February 10, 2014 invested with a TD Bank GIC; and \$225,684 due February 10, 2014 invested with a TD Bank GIC; and \$72,725 due February 10, 2014 invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts – as at January 31, 2014 and February 28, 2014. The reports show a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Williamson stated that the City of St. Catharines is conducting a study on parking, walkways and greening the downtown area. Councillor Phillips attended a tour of the Marilyn I. Walker School for the Performing Arts. The school is set to open June 2015 and the Meridian Centre September 2015.

5.8 SOLS Report

L. Stripnieks noted that there is a SOLS meeting on April 8, 2014 and suggested a Board member attend. L. Stripnieks will forward the meeting agenda to the Library Board.

6. New Business

6.1 Goals and Objectives 2014– L. Stripnieks

The Board received a written document which listed annual goals. Discussion ensued and questions were raised with respect to the goals – including the new sound system for Central, Maker space programs, branch security etc.

MOTION: THAT the 2014 Goals and Objectives be approved, a copy
2014-17 having been received by each Trustee.

MOVED BY: Councillor B. Phillips

SECONDED BY: L. Bramble

MOTION CARRIED.

6.2 Digital Collections “Hoopla” Update - L. Stripnieks

The Board received a written report. Hoopla is an online service that offers downloadable books, music, TV shows and movies. Staff are investigating this collection.

6.3 Accessibility Policy – L. Stripnieks

The Board received a written report which provided background information on AODA. The government passed AODA in 2005 and since then has prepared a number of regulations. Public sector organizations are required to prepare Accessibility policies that address the requirements of the Act and incorporate the regulations. The Library already has an Accessibility Policy-Customer Service which addressed AODA 2005 and O.Reg.429/07. Instead of creating another policy for the Integrated Accessibility Standards Regulation (IASRO.Reg. 191/11) they have been included in the Accessibility Policy – Customer Service and the Policy has been renamed to simply Accessibility Policy. As new regulations are made they will be added to this policy.

MOTION: THAT the Library Board approve the Accessibility Policy as
2014-18 amended.

MOVED BY: M. Sendzik
SECONDED BY: A. Carruthers
MOTION CARRIED.

6.4 Business for Next Meeting
No business for next meeting.

6.5 Informational Materials
Informational materials were received.

7. **In-Camera Business**

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

7.1 **Motion to Move In-Camera**
The meeting moved In-Camera at 7:45 p.m.

MOTION: THAT the meeting move In-Camera.
2014-19

MOVED BY: A. Cook
SECONDED BY: L. Bramble
MOTION CARRIED.

7.2 **Adoption of In-Camera Agenda**
7.2(a) Additions/Deletions to the Agenda.
7.2(b) Adoption of In-Camera Agenda.

MOTION: THAT the In-Camera Agenda be adopted.
2014-20

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

7.3 **Minutes**

MOTION: THAT the minutes of the In-Camera Meeting of January
2014-21 23, 2014 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) Personnel Update – L. Stripnieks
L. Stripnieks reported about current staff member on medical leave and the retirement
of the Branches Manager, A. Chiota.

7.4(b) CEO Evaluation Process Update – L. McDonald
The CEO Evaluation package was reviewed. Discussion ensued.

MOTION: THAT the CEO Evaluation package be approved, a copy
2014-22 having been received by each Trustee.

MOVED BY: Councillor B. Phillips

SECONDED BY: L. Bramble

MOTION CARRIED.

7.5 **Correspondence.**
No correspondence

7.6 **New Business.**
None.

7.7 **Return to Open Session.**

MOTION: THAT the meeting return to Open Session.
2014-23

MOVED BY: Councillor B. Phillips

SECONDED BY: A. Carruthers

MOTION CARRIED.

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: THAT the meeting be adjourned.
2014-24

MOVED BY: A. Cook

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting adjourned at 9:00 p.m.

10. **Date and Time of Next Meeting**
April 17, 2014 at 7:00 p.m.