

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 17, 2014 – 7:00 pm
Board Room

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

Regrets: A. Cook M. Sendzik

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

The Regular Meeting of the St. Catharines Public Library Board was held on April 17, 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.
2014-25

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

2. **Minutes**

2.1 Regular Meeting, March 20, 2014

MOTION: THAT the Minutes of the Regular Meeting of March 20, 2014
2014-26 be approved, a copy having been received by each Trustee.

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

3. **Business Arising**

3.1 **Kiwanis Sign**

Councillor B. Phillips reported that he believes that the recommendation regarding font size of St. Catharines Public Library and the name of the Branch have been taken into consideration. He is waiting to hear about the RFP, and will report back at the next meeting. The Board asked if the Huqs had received their plaque. L. Stripnieks contacted them in mid-February. The Huqs wished to meet but as yet have failed to provide a time.

4. **Correspondence**

The Board received the correspondence as at April 10, 2014. The Board asked if the Library had submitted nominees for St. Catharines Volunteer Recognition Night. L. Stripnieks stated that everyone eligible has received recognition in the past. No new nominees.

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that a meeting has been set-up by J. Foster with the auditor to review the audit on Monday May 12th, 2014 at 2:30 p.m. The Chair, CEO and Business Administrator will attend the meeting. If other Board members wish to attend they may do so. The Auditor will report at the Board meeting on May 15th, 2014 and all Board members will receive copies of the audit in the May Board package.

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

Items are covered within the Board package.

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

J. Foster reported that inspections took place at the Dr. Huq, Merritt, and Port Dalhousie branches. The deficiencies reported were minor and have been remedied. The Joint Health and Safety Committee did not meet this month.

5.4 **Branch Reports**

Several questions arose from the Branch reports.

5.5 **Facilities** – J. Foster

St. Catharines City Council has approved repairs to the Podium Deck and Plaza. Merit Contractors Niagara made the successful bid. The project will take approximately 16 weeks to complete. The front of the Library and Church Street will be dug up; there will be pathways to enter the Library. Cement will be used instead of interlocking bricks. Construction is expected to begin in 2 weeks. J. Foster will ensure that signage is created to advise the public of the construction once a date has been established.

5.6 **Finance** – J. Foster

5.6 (a) **Schedule of Accounts – Report 3**

**MOTION:
2014-27**

THAT the third report recommending the payment of accounts and salaries in the amount of TWO HUNDRED TWENTY-TWO THOUSAND, SIX HUNDRED SIXTY DOLLARS & FORTY-THREE CENTS (\$222,660.43) be received and approved.

MOVED BY:

A. Rosts

SECONDED BY:

L. Bramble

MOTION CARRIED.

5.6 (b) Statement of Operating Accounts

As at March 31, 2014, with 25% of the year elapsed the statement shows: revenue received – \$365,486; expenditures – \$398,898. J. Foster noted that all accounts are in good standing.

5.6 (c) Endowment and Trust Fund Statements

As at March 31, 2014, the statement shows a balance of \$883,065 made up as follows: opening balance – \$860,882; donations - \$20,621; interest income - \$1,562; current assets - \$883,065; YTD encumbered - \$263,100; YTD unencumbered - \$619,965.

5.6 (d) Report on Short-Term Investments

As at March 31, 2014. The report shows a balance of \$1,070,740 made up as follows: \$451,883 due June 14th, 2014 invested with Ontario Savings Bonds; \$342,994 due August 12, 2014 invested with a TD Bank GIC; and \$225,684 due August 12, 2014 invested with a TD Bank GIC; and \$72,725 due August 12, 2014 invested with a TD Bank GIC.

5.6 (e) Report on Reserve Accounts

As at March 31, 2014. The reports show a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Phillips stated that people are starting to file nominations for the coming election. Councillor Phillips reported that the Meridian Centre is proceeding on schedule and within its budget. The Performing Arts Centre is progressing well, but lost more time in the winter due to weather conditions.

5.8 SOLS Report

No report.

6. New Business

6.1 Facility Accessibility Design Standards: Centennial Library– J. Foster

The Board received a written report outlining the proposed improvements at the Centennial Library and a fee proposal from Larisa Brodsky Architect Inc. Discussion ensued.

**MOTION:
2014-28**

THAT the Library Board approve that the firm of Larisa Brodsky Architect Inc. prepare the design and tender documents for Facility Accessibility Design Standards (FADS) improvements at the Centennial Library and that the cost not exceed TEN THOUSAND, ONE HUNDRED DOLLARS (\$10,100 plus disbursements and HST).

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

6.2 Employment Recognition Policy - L. Stripnieks

The Board received a written document outlining changes to the policy. Thirty (30) and thirty-five (35) years of service have been added to the Long Service gift program. Cash gifts will no longer be given since they are subject to numerous deductions. Instead, the Library has made arrangements with VandenDool Jewellers which allows eligible staff to select a gift from VandenDool's for a sum not to exceed their assigned gift amount.

MOTION: THAT the Library Board approve the revised Employment
2014-29 Recognition Policy, a copy having been received by each
Trustee.

MOVED BY: S. Tromanhauser
SECONDED BY: L. Bramble
MOTION CARRIED.

6.3 March Break 2014 Board Report – A. McKenzie
No discussion.

6.4 Business for Next Meeting
No business for next meeting.

6.5 Informational Materials
Informational materials were received.

7. **In-Camera Business**

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

MOTION: THAT the meeting move In-Camera.
2014-30

MOVED BY: A. Carruthers
SECONDED BY: S. Tromanhauser
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.
2014-31

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

7.3 Minutes

MOTION: THAT the Minutes of the In-Camera Meeting of March 20,
2014-32 2014 be approved, a copy having been received by each
Trustee.

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

7.4 Business Arising
None.

7.5 Correspondence

The Board received 2 correspondence items. Discussion ensued.

7.6 New Business

7.6 (a) Personnel update – L. Stripnieks

L. Stripnieks updated the Library on a personnel matter.

7.6 (b) Request for re-instatement – L. Stripnieks

L. Stripnieks and J. Foster provided information on why the Trespass notice was given to the patron. They recommend re-instatement under strict conditions.

MOTION:
2014-33

THAT the Library Board re-instate the patron and that on the first instance the patron fails to comply with the Rules of Conduct approve that staff issue another Trespass notice.

MOVED BY: S. Tromanhauser
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

7.7 Return to Open Session

MOTION: THAT the meeting return to Open Session.
2014-34

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

The meeting returned to Open Session at 8:10 p.m.

8. Business Arising From In-Camera Meeting

None.

9. Motion to Adjourn

MOTION: THAT the meeting be adjourned.
2014-35

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

The meeting adjourned at 8:15 p.m.

10. Date and Time of Next Meeting

May 15, 2014 at 7:00 p.m.