

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

September 18, 2014 – 7:00 pm
Board Room

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

Staff: J. Foster L. Stripnieks (Secretary)

Staff: D. Andrusko A. McKenzie
D. Bott A. Penfold
J. Dunn

The Regular Meeting of the St. Catharines Public Library Board was held on September 18, 2014 at the Centennial Library. The Chair called the meeting to order at 7:10 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

None.

1.2 Adoption of the Agenda

MOTION: 2014-52 THAT the Library Board adopt the Agenda.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, June 19, 2014

MOTION: 2014- 53 THAT the Minutes of the Regular Meeting of June 19, 2014 be approved, a copy having been received by each Trustee.

MOVED BY: Councillor Williamson

SECONDED BY: A. Rosts

MOTION CARRIED.

3. Business Arising

3.1 Library Activity Statistics – L. Stripnieks

L. Stripnieks stated that the monthly statistics template errors had been corrected. Staff will be providing a 10 year statistical review at the November meeting.

3.2 Podium Rehabilitation Update – J. Foster

J. Foster provided the following verbal report. The project started on May 5, 2014 and was expected to be completed by August 4, 2014. RJC Consulting Engineers are the co-ordinators of the project and work for the City of St. Catharines TES Department. There were 9 bids for the project. Merritt Contractors were awarded the contract for \$589,000. Seven meetings have taken place during the summer. The project has taken longer than expected and is scheduled to be completed by October 1, 2014.

4. Correspondence

The correspondence was received. The CEO stated that correspondence had been received on September 11, 2014 from the Staff Fund Committee requesting support for the Christmas celebration. The Board approved the same amount as in 2013.

MOTION: 2014-54 THAT the Library Board contributes SEVEN HUNDRED AND FIFTY (\$750.00) to the Staff Christmas celebration.
MOVED BY: Councillor Williamson
SECONDED BY: Councillor Phillips
MOTION CARRIED.

5. Reports

5.1 Chairs Report

The Chair had discussions with the CEO about a number of matters including re-application to the Board and the fall meeting schedule. The Board Chair suggested cancelling the October meeting and asked the CEO to canvas Board members.

5.2 Chief Executive Officer's Report – L. Stripnieks

The Board received a written report. The report provided information on the following: Accessibility – Training Module; Accessibility – Employment Standard; Accessibility – Accommodation Process; Health & Safety Training; Health and Safety Policy; Fire Prevention Walk-about; Fresh Ink Writing Contest; Niagara Regional Broadband Network Upgrade; Annual Library Survey 2013 Statistics filing; Centre for Equitable Library Access; and the Hoopla e-resources launch.

A. Rosts inquired if the City had installed the acoustic panels at the Dr. Huq Branch and L. Stripnieks responded that the item is still pending.

5.3 Health and Safety Report – J. Foster

J. Foster reported the following: (a) monthly inspections had taken place; (b) Union representatives on the Joint Health and Safety Committee were scheduled to receive Part II Certification training on September 23rd; (c) at the Joint Health and Safety committee meeting on September 11th, the Health and Safety Policy was amended to include Procedural guidelines.

5.4 Branch Reports

The Board received the June, July and August reports.

5.5 Facilities – J. Foster

J. Foster reported that the accessibility upgrade at the Centennial Library will start in October. There were 3 bids: King Contractors - \$86,220; Portico Construction - \$62,425.19; and Sirignano Contracting - \$42,500. Sirignano Contracting was awarded the contract.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

A. Rosts inquired about cheques 11436 and 11443 in June; 1455 and 10827 in July; and 11514, 11536 and 102829 in August. Councillor Phillips inquired about cheque 11442 in June.

MOTION: 2014-55 THAT the sixth report recommending the payment of accounts and salaries in the amount of TWO HUNDRED TWENTY-SIX THOUSAND, SIX HUNDRED EIGHT-EIGHT DOLLARS & FIFTY CENTS (\$226,688.50) be received and approved.

MOVED BY: A. Rosts
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

MOTION: 2014-56 THAT the seventh report recommending the payment of accounts and salaries in the amount of TWO HUNDRED SEVENTY-TWO THOUSAND ONE HUNDRED SIXTY-SIX DOLLARS & EIGHT CENTS (\$272,166.08) be received and approved.

MOVED BY: S. Tromanhauser
SECONDED BY: A. Rosts
MOTION CARRIED.

MOTION: 2014-57 THAT the eighth report recommending the payment of accounts and salaries in the amount of TWO HUNDRED EIGHTEEN THOUSAND, SIX HUNDRED THIRTY-EIGHT DOLLARS & SIXTY-SIX CENTS (\$218,638.66) be received and approved.

MOVED BY: A. Rosts
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

5.6(b) Statement of Operating Accounts

The Statements for June, July and August were reviewed. J. Foster also informed the Board that \$20,000 of the F&E fund had been spent on computers.

June 30, 2014: With 50% of the year elapsed the statement shows: revenue received - \$2,285,369; expenditures - \$2,573,678.

July 31, 2014: With 58% of the year elapsed the statement shows: revenue received - \$2,650,744; expenditures - \$3,013,734.

August 31, 2014: With 67% of the year elapsed the statement shows: revenue received - \$3,013,525; expenditures - \$3,313,165.

5.6(c) Endowment and Trust Fund Statements

The statements were reviewed.

June 30, 2014: The statement shows a balance of \$882,470 made up as follows: opening balance - \$860,885; donations - \$21,187; interest income - \$4,398; current assets - \$882,470; YTD encumbered - \$263,200; YTD unencumbered - \$619,270.

July 31, 2014: The statement shows a balance of \$892,604 made up as follows: opening balance - \$860,885; donations - \$25,974; interest income - \$9,745; current assets - \$892,604; YTD encumbered - \$263,250; YTD unencumbered - \$629,354.

August 31, 2014: The statement shows a balance of \$895,663 made up as follows: opening balance - \$860,885; donations - \$26,209; interest income - \$12,569; current assets - \$895,663; YTD encumbered - \$263,350; YTD unencumbered - \$632,313.

5.6(d) Report on Short-Term Investments

June 30, 2014: The report shows a balance of \$1,093,286 made up as follows: \$451,883 due June 14, 2014 invested with Ontario Savings Bonds; \$342,994 due August 12, 2014, invested with TD Bank GIC; \$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.

July 31, 2014: The report shows a balance of \$1,094,657 made up as follows: \$453,254 due June 21, 2015 invested with Ontario Savings Bonds; \$342,994 due August 12, 2014, invested with TD Bank GIC; \$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.

August 31, 2014: The report shows a balance of \$1,098,998 made up as follows: \$453,254 due June 21, 2014 invested with Ontario Savings Bonds; \$345,316 due February 9, 2015, invested with TD Bank GIC; \$227,211 due February 9, 2015 invested with a TD Bank GIC; and \$73,217 due February 9, 2015 invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts

The reports for June, July and August were reviewed. The balance was the same in all reports at \$7,395.

5.7 St. Catharines City Council

Councillor Phillips provided information on the Meridian Centre which will open for viewing by the public on September 11th. The opening game is on October 16th.

6. New Business

6.1 Integrated Library System Upgrade (Part 1) – L. Stripnieks/D. Bott

The Board received a written report. The Library introduced its 1st automated system in 1988 for a cost of \$777,350; upgraded in 1998 for \$431,638; upgraded in 2006 for \$252,448. This upgrade of the hardware has an estimated cost of \$55,000. The report provided detailed explanation of the need for the upgrade and the advantages of a virtualization server solution. Board members asked D. Bott numerous questions.

MOTION: 2014-58

THAT the Board approve staff to purchase the proposed virtualization server solution from Dell for a cost not to exceed \$45,000 (excluding applicable taxes) and data migration from SirsiDynix for a cost of \$10,000 (excluding applicable taxes) and that the funds come from the Computer Upgrade Reserve.

MOVED BY:

M. Sendzik

SECONDED BY:

L. Bramble

MOTION CARRIED.

6.2 Integrated Library System Upgrade (Part 2) – L. Stripnieks/D. Bott

The Board received a written report. Staff outlined the features of the proposed software upgrades. The new software searches across multiple targets (online catalogue, electronic databases, downloadable subscriptions etc) and delivers the results to the user in one window. Discussion ensued including funding options. The purchase of the software and migration of data to be taken from the Computer Upgrade reserve and the annual maintenance to be built into operating costs.

MOTION: 2014-59 THAT the Board approve staff to enter into negotiations with SirsiDynix to acquire the following software modules: Enterprise Search Portal, E-Resource Central, and Mobile Circ for a one time installation cost of \$8768 and migration fee of \$8220 (excluding applicable taxes) the funds to be taken from the Computer Upgrade Reserve and that \$11,746.11 in annual maintenance fees (excluding applicable taxes) be built into the operating budget.

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

6.3 Corporate Credit Card – J. Foster

The Board received a written report.

MOTION: 2014-60 THAT the Board approve a corporate credit card to be issued to the Business Administrator to be used to purchase goods and services when credit card payment is the only form of payment accepted by the vendor/service provider.

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

6.4 Ontario Genealogical Society – L. Stripnieks

The Board received a written report and endorsed housing the OGS collection at SCPL.

6.5 Hoopla Digital Collection – L. Stripnieks

The Board received a written report. This new downloadable collection will be launched in October and contains audiobooks, DVDs, documentaries and music for all age groups.

6.6 Summer Reading Programs – A. McKenzie

The Board received a written report.

6.7 2015 Operating Budget – J. Foster

The proposed 2015 operating budget will go to the November Board meeting.

7. In-Camera Business

7.1 Motion to move In-Camera

The meeting moved In-Camera at 9:00 pm.

MOTION: 2014-61 THAT the meeting move In-Camera.
MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda.
None.

7.2(b) Adoption of In-Camera Agenda.

MOTION: 2014-62 THAT the In-Camera Agenda be adopted.
MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.

7.3 Minutes

7.3(a) In-Camera Meeting June 19, 2014.

MOTION: 2014-63 THAT the Minutes of the In-Camera Meeting of June 19, 2014 be approved, a copy having been received by each Trustee.

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

7.4 Business Arising

None.

7.5 Correspondence

None.

7.6 New Business

7.6(a) Personnel Update
None.

7.7 Return to Open Session

MOTION: 2014-64 THAT the meeting return to Open Session.
MOVED BY: A. Rosts
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

The meeting returned to Open Session at 9:10 pm.

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

None.

9. **Motion to Adjourn**

MOTION: 2014-65 THAT the meeting be adjourned.
MOVED BY: Councillor B. Williamson
SECONDED BY: A. Rosts
MOTION CARRIED.

The meeting adjourned at 9:15 pm.

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

Wednesday, November 20, 2014 at 7:00 pm in the Board Room.