

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2
(905) 688-6103 ~ Fax (905) 688-6292

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 20, 2014 – 7:00 pm
Board Room

Present: L. Bramble
A. Carruthers (Vice Chair)
A. Cook
L. McDonald (Chair)

A. Rosts
S. Tromanhauser
Councillor B. Phillips
Councillor B. Williamson

Regrets M. Sendzik

Staff J. Foster
Staff: D. Bott

L. Stripnieks (Secretary)
A. Penfold

The Regular Meeting of the St. Catharines Public Library Board was held on November 20, 2014. 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: 2014-66 THAT the Library Board adopt the Agenda.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

2. Minutes

- 2.1 Regular Meeting, September 18, 2014

MOTION: 2014- 67 THAT the Minutes of the Regular Meeting of September 18, 2014 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 Meeting Schedule for 2015 Update - L. Stripnieks

Staff have reviewed the 2015 events schedule at the Meridian Center and reported that if the Library Board continues to hold their meetings on the 3rd Thursday of the month there would only be two conflicts.

4. **Correspondence**

The correspondence was received as at November 12, 2014. A. Rosts enquired about the letter from the Auditors dated October 8, 2014.

5. **Reports**

5.1 **Chairs Report**

The Chair reported that he uses the Overdrive digital collection and that he visited the “Overdrive” van when it visited the Dr. Huq Branch. He also commented that the library’s IT staff have always been very helpful in providing technical support with respect to downloading protocols for the different digital collections.

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

The CEO reported that HR activities have been a priority for some months. This was due to the staffing actions required as a result of: 2 retirements from the full-time unit (one being the Manager of Branch Services); 1 retirement from the part-time unit; and 3 resignations from the part-time unit by staff who had secured full-time employment in other library systems. These vacancies triggered 14 staffing actions.

As per the report to the Board at the September meeting and as per their approval, staff entered into negotiations with Dell to purchase a server virtualization solution. The 2006 servers had reached their end-of-life from both a hardware and software perspective. The new server was received and in December. SirsiDynix will migrate the ILS (Integrated Library System) data to the new platform. Thereafter, IT staff will migrate the data from our other servers (Mail, Talking Tech etc) to the new platform.

As per the report to the Board at the September meeting and as per their approval, staff entered into negotiations with SirsiDynix to acquire 3 cloud based modules: Enterprise Search Portal; eResource Central, and Mobile Circ. Contracts were signed off in November. There is a one time installation fee. Thereafter, as per the report the 3 new software modules will be added to the SirsiDynix maintenance contract.

The CEO reported that she is on a panel that will be reviewing the proposals received for the LED sign at the Dr. Huq Branch. The CEO has asked D. Bott to participate on the panel. The first meeting of the review team is scheduled for November.

The acoustic panels for the Dr. Huq Family Branch program room have arrived and are to be installed in December.

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

J. Foster reported the following: monthly inspections included all the branches and the Central Library’s basement; annual inspections had been completed for Merritt and Port, with Dr. Huq and Central to be completed in December.

5.4 **Branch Reports**

A. Carruthers enquired about the increase in the Inter-library loans requests from other libraries. The CEO explained the SOLS Interlibrary loan system and noted that St. Catharines Public Library is a net lender for the region due to the size of its collection. .

5.5 Facilities – J. Foster

J. Foster reported that the accessibility upgrade at the Central library was underway. He reported that all deficiencies remaining from the construction of the Dr. Huq Branch have been completed and that the Podium rehabilitation was 95% complete.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

A. Rosts inquired about cheques 11580 and 11571 in September.

MOTION: 2014-68 THAT the ninth report recommending the payment of accounts and salaries in the amount of TWO HUNDRED FORTY-THREE THOUSAND FOUR HUNDRED SEVENTEEN DOLLARS & FORTY-SEVEN CENTS (\$243,417.47) be received and approved.

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

MOTION: 2014-69 THAT the tenth report recommending the payment of accounts and salaries in the amount of THREE HUNDRED THIRTY-TWO THOUSAND, ONE HUNDRED TWENTY-SIX DOLLARS & THIRTY-FOUR CENTS (\$332,126.34) be received and approved.

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

5.6(b) Statement of Operating Accounts

The Statements for September and October were reviewed.

September 30, 2014: With 75% of the year elapsed the statement shows: revenue received - \$3,376,191; expenditures - \$3,699,957.

October 31, 2014: With 83% of the year elapsed the statement shows: revenue received - \$3,984,427; expenditures - \$4,247,752.

5.6(c) Endowment and Trust Fund Statements

The statements for September and October were reviewed.

September 30, 2014: The statement shows a balance of \$895,792 made up as follows: opening balance - \$860,885; donations - \$26,325; interest income - \$12,582; current assets - \$895,792; YTD encumbered - \$263,350; YTD unencumbered - \$632,442.

October 31, 2014: The statement shows a balance of \$894,110 made up as follows: opening balance - \$860,885; donations - \$26,464; interest income - \$11,705; current assets - \$895,054; YTD encumbered - \$263,350; YTD unencumbered - \$630,760.

5.6(d) Report on Short-Term Investments

The reports for September and October were reviewed.

September 30, 2014: The report shows a balance of \$1,098,998 made up as follows: \$453,254 due June 21, 2015 invested with Ontario Savings Bonds; \$345,316 due February 9, 2015 invested with TD Bank GIC; \$227,211 due February 9, 2015 invested with TD Bank GIC; and \$73,217 due February 9, 2015 invested with TD Bank GIC.

October 31, 2014: The report shows a balance of \$1,098,111 made up as follows: \$452,367 due June 21, 2015 invested with Ontario Savings Bonds; \$345,316 due February 9, 2015 invested with TD Bank GIC; \$227,211 due February 9, 2015 invested with TD Bank GIC; and \$73,217 due February 9, 2015 invested with TD Bank GIC.

5.6(e) Report on Reserve Accounts

The reports for September and October were reviewed. The balance was the same in all reports at \$7,395.

5.7 St. Catharines City Council

Councillor Williamson reported that the Inaugural Meeting of the new Council will be on December 1, 2014 with the first working meeting on December 15, 2015. It is not known when appointments will be made to Boards and Commissions.

5.8 SOLS

No report.

6. New Business

6.1 DVD System Inventory – L. Stripnieks

The Board received a written report. The DVD collection across the system was inventoried in 2014. Out of a total collection of 16,568, 55 items were missing or .003%.

6.2 Library Usage Statistics – L. Stripnieks

The CEO had prepared two spreadsheets on library usage. The first spreadsheet included statistics 1999-2013 for the whole system from 1999-2013, while the second broke down selected statistics by Branch for 1998-2013. Statistics captured included: visits to the library (in-person and virtual); circulation; information requests; holds filled, patrons; electronic resources use; number of programs and program attendance; etc. A report provided background information on some of the changes that had taken place over the years and their impact on specific library usage statistics. For example, in 1998 when the provincial grant was reduced to urban libraries, St. Catharines introduced a non-resident fee. Up to that time residents in other municipalities could borrow materials free of charge. The non-resident fee reduced the number of non-resident borrowers and this impacted circulation.

7. In-Camera Business

7.1 Motion to move In-Camera

The meeting moved In-Camera at 8:30 pm.

MOTION: 2014-70

THAT the meeting move In-Camera.

MOVED BY:

A. Carruthers

SECONDED BY:

A. Rosts

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: 2014-71 THAT the In-Camera Agenda be adopted.
MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.

7.3 Minutes

7.3(a) There were no In-Camera Minutes for the meeting on September 18, 2014.

7.4 Business Arising

None.

7.5 Correspondence

None.

7.6 New Business

7.6(a) Personnel Update – L. Stripnieks

L. Stripnieks provided an update on personnel matters.

7.6(b) Proposed Operating Budget – J. Foster (attachment)

J. Foster presented the Proposed 2015 Operating Budget.

MOTION: 2014-72 THAT the. Library Board approve the Proposed Operating Budget in principle and recommend to the next Library Board approval of this Budget.

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

MOTION: 2014-73 THAT \$75,000 from the 2014 Operating Budget be brought forward to support the 2015 Operating Budget and THAT anything over and above be allocated to the Building and Facilities Enhancement reserve and the Library Materials Reserve.

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

7.7 Return to Open Session

MOTION: 2014-74 THAT the meeting return to Open Session.
MOVED BY: Councillor B. Phillips
SECONDED BY: A. Carruthers
MOTION CARRIED.

The meeting returned to Open Session at 9:00 pm.

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

None

9. **Motion to Adjourn**

MOTION: 2014-75 THAT the meeting be adjourned.

MOVED BY: A. Carruthers

SECONDED BY: A. Cook

MOTION CARRIED.

The meeting adjourned at 9:05 pm.

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

Thursday, December 18, 2015, 7:00 pm in the Board Room (at the call of the Chair.)

Thursday, January 22, 2015, 7:00 pm in the Board Room.