

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

January 23, 2014 – 7:00 pm
Board Room

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

Regrets: L.Stripnieks A. Carruthers

Staff: D.Bott (Recording Secretary) J. Foster

The Regular Meeting of the St. Catharines Public Library Board was held on January 23, 2014 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: THAT the Library Board adopt the agenda.
2014-02

MOVED BY: L. Bramble

SECONDED BY: A. Cook

MOTION CARRIED.

2. **Minutes**

2.1 **Regular Meeting, November 21, 2013**

MOTION: THAT the minutes of the Regular Meeting of November
2014-03 21, 2013 be approved, a copy having been received by
each Trustee.

MOVED BY: L. Bramble

SECONDED BY: A. Cook

MOTION CARRIED.

3. **Business Arising**

3.1 **Report on Budget Presentation** – J. Foster

J. Foster reported that the J. Foster, L. Stripnieks and L. McDonald presented the budget to City Council on Monday, January 13, 2014. A. Carruthers was also in attendance.

4. **Correspondence**

The Board received the correspondence as at January 16, 2014.

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that he attended the Annual Staff Christmas party and that staff did an excellent job. He has responded in writing to the auditors letter of November 15, 2013 which asked a number of questions about internal controls. He met with A. Carruthers and the CEO regarding CEO evaluation procedures and forms, information will be brought to the next Board meeting. He attended a number of Tech Time programs and all were well attended. He attended the budget presentation on January 13, 2014. The Chair recapped 2013 highlights, including the \$200,000 donation by the Huq family for the new brand, the CEO evaluation and the addition of 2 new Board members midterm.

5.2 **Chief Executive Officer's Report** – J. Foster

J. Foster reported that he received positive comments regarding the window decoration by the students of Governor Simcoe Secondary School in the Boys and Girl's area. He reported that the Library was closed at 6:00pm on January 2, 2014 due to bad weather. Councillor B. Williamson inquired whether the Library has procedures in place for closures and J. Foster reported that it does.

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

J. Foster reported that regular inspections for the Port Dalhousie, Merritt and Dr. Huq Branches as well as the Basement at Central had taken place. There were no deficiencies. A Health and Safety meeting was held on December 5, 2013. Agenda items included ladder safety, extension cord safety, and other related topics regarding Health and Safety. As of November 5, 2013 the Union has 2 certified members. Councillor B. Williamson inquired as to the status of the roof at the Port Dalhousie Branch and J. Foster reported that the City had

not replaced it as yet, however, J. Foster was informed that the replacement cost will be included in the 2014 budget.

5.4 Branch Reports

No questions or comments.

5.5 Facilities – J. Foster

J. Foster reported that 2 windows were vandalized and repaired in December at a cost of approximately \$1,500. He also met with City of St. Catharines engineers regarding the Podium Deck and Plaza at the Centennial Library. Refer to Correspondence Letter 1. Tender closing is scheduled for February 20, 2014 with City Council approval in March. The project is expected to take 16 weeks to complete. The issue of parking was also raised. Refer to New Business item 6.6.

J. Foster (on behalf of the CEO) attended the Mayor's Advisory Council on Accessibility Meeting on January 22, 2014. The CEO had provided D. Lecinski, Accessibility Co-ordinator with written reports prior to the meeting (see Item 6.4 and 6.5) providing details on upgrades completed in 2013 and goals for 2014.

J. Foster also reported that the Library had received the 2014 installment of the Huq Family donation in the amount of \$20,000.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts – Reports 11 and 12

MOTION: THAT the eleventh report recommending payment of
2014-04 accounts and salaries in the amount of THREE HUNDRED SEVENTY-ONE THOUSAND, FOUR HUNDRED AND FIFTEEN DOLLARS & SEVENTY-SEVEN CENTS (\$371,415.77) be received and approved.

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

MOTION: THAT the twelfth report recommending payment of
2014-05 accounts and salaries in the amount of THREE HUNDRED TEN THOUSAND, SEVEN HUNDRED AND SEVENTY-THREE DOLLARS & FIFTY-NINE CENTS (\$310,773.59) be received and approved.

MOVED BY: M. Sendzik
SECONDED BY: L. Bramble
MOTION CARRIED.

5.6(b) Statement of Operating Accounts – as at December 31, 2013
With 100% of the year elapsed the statement shows: revenue received – \$5,864,235; expenditures – \$5,368,980.

5.6(c) Endowment and Trust Fund Statement – as at December 31, 2013.
The statement shows a balance of \$860,882 made up as follows: opening balance – \$820,215; donations - \$33,637; interest income - \$12,640 ; current assets - \$860,882; YTD encumbered - \$262,980; YTD unencumbered - \$597,842.

5.6(d) Report on Short-Term Investments – as at December 31, 2013.
The report shows a balance of \$1,070,710 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.

5.6(e) Report on Reserve Accounts – as at December 31, 2013.
The report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor Williamson stated that the Budget Meeting was held on January 13, 2014. Councillor Williamson also reported on ice time demands with respect to the potential closing of Jack Gatecliff and Rex Stimers arenas.

Councillor Phillips reported that Dan Carnegie is the new CAO for the City of St. Catharines. He also reported that February 24, 2014 is Budget approval night.

Councillor Phillips reported that the funds for the new sign and the Kiwanis Aquatic Centre and Dr. Huq Family Library Branch had been moved into the unaccommodated budget. Councillor Phillips stated that he will continue to push the City for the sign. A. Cook asked for a motion that the Library Board prepare a letter to the City requesting a timeline for implementation of the sign.

MOTION: THAT the Library Board prepare a letter to the City
2014-06 requesting a timeline for the installation of the sign at
the Kiwanis Aquatic Centre and Dr. Huq Family
Library Branch.

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

5.8 SOLS Report
No report.

6. **New Business**

6.1 Library Board 2014 Meeting Schedule– L. Stripnieks
The Board received the 2014 Meeting Schedule.

6.2 United Way & Community Care - L. Stripnieks
The Board received a written report.

6.3 Review of Activities and Annual Statistics 2013 – L. Stripnieks
The Board received a written report.

6.4 Accessibility Upgrades Annual Report 2013 – L. Stripnieks
The Board received a written report.

6.5 Accessibility Goals 2014– L. Stripnieks
The Board received a written report.

6.6 Centennial Library Parking Lot - L. Stripnieks
The Board received a recommendation to discuss implementation of a 3 hour parking limit after 6:00 pm with the City. Councillor Phillips will speak to a member of the Police Board. Councillor Williamson sent an email to the D. Carnegie, C. Briggs, L. Stripnieks, J. Foster and Board members to confirm the desire to meet. It was also recommended by Board members that signage be installed in the parking lot indicating that parking is for Library patrons only.

MOTION: THAT the Library Board authorize staff to discuss the
2014-07 implementation of a 3 hour parking limit in the Library parking lot during weekdays and install signage indicating parking is for library patrons only.

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

6.7 Business For Next Meeting
No business for next meeting.

6.8 Informational Items
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.
2014-08

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 Agenda be adopted.
2014-09

MOVED BY: M. Sendzik
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

7.3 **Minutes**

7.3(a) No minutes

7.4 **Business Arising.**

7.4(a) CEO Evaluation Process Update – L. McDonald.

A. Cook, L. McDonald and A. Carruthers will meet with CEO to discuss final copy of evaluation policy/forms and bring back to the next Board meeting.

7.5 **Correspondence.**

No correspondence

7.6 **New Business.**

7.6 (a) Personnel Matter – L. McDonald

The Chair provided an update on a staff matter and the plan for staffing the position in the interim.

7.7 **Return to Open Session.**

MOTION: THAT the meeting return to open session.
2014-10

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

The meeting returned to Open Session at 7:58 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.
2014-11

MOVED BY: Councillor B. Phillips

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting adjourned at 8:00 p.m.

10. **Date and Time of Next Meeting**
February 20, 2014 at 7:00 p.m.