

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

Thursday, March 19, 2015
Board Room

<u>Present:</u>	L. Bramble A. Carruthers (Vice Chair) A. Cook	L. McDonald (Chair) Councillor B. Phillips A. Rosts
<u>Regrets:</u>	M. Sendzik S. Tromanhauser	Councillor B. Williamson
<u>Staff:</u>	D. Andrusko D. Bott N. Bryans (Recording Secretary)	J. Foster L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, March 19, 2015 at the Central Library. The Chair called the meeting to order at 7:02 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: 2015-10 THAT the Library Board adopt the agenda.

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, January 22, 2015

MOTION: 2015-11 THAT the minutes of the Regular Meeting of January 22, 2015 be approved, a copy having been received by each Trustee.

MOVED BY: Councillor B. Phillips

SECONDED BY: A. Rosts

MOTION CARRIED.

3. Business Arising

3.1 Report on Budget Presentation– J. Foster

The Board received a verbal report from J. Foster who stated that the Proposed 2015 Operating Budget was presented to Council on February 9, 2015.

4. Correspondence

The Board received correspondence as of Friday, March 13, 2015.

5. Reports

5.1 Chairs Report

The Chair reported that he attended the OLA Conference in January. The Chair and CEO attended a presentation on the “Duties and Liabilities of Directors’ and Officers’ on a Library Board.” The presentation was made by Terrance Carter, B.A.,L.L.B., of Carter’s Professional Corporation. The CEO will prepare an overview of the key points for the April Board package.

5.2 Chief Executive Officer’s Report– L. Stripnieks

The CEO attended the OLA conference. The CEO stated that her reports are included in the package as: Item 6.1 Digitization of Materials in the Library’s Special Collections; Item 6.2 Microfilm/fiche Reader Upgrades; and In Camera Item 7.4(a) Personnel Update.

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 in February. Minor deficiencies were corrected. The Joint Health and Safety Committee meeting scheduled for March 5, 2015 was cancelled for lack of agenda items. The next JHSC meeting is scheduled for June 18, 2015.

5.4 Branch Reports

The Board received the written Branch Reports for January and February. L. Stripnieks stated that as of March 18, the Hoopla Digital media service includes 199 Disney titles.

5.5 Facilities Report– J. Foster

J. Foster reported that on January 1st there was a minor flood at the Central Library in the basement near the elevators which was caused by old pipes bursting. A number of ceiling and floor tiles were damaged. A written report has been prepared on pipe replacement (see Item 6.3). J. Foster complimented maintenance staff for keeping the sidewalks clear of snow through this exceptionally snowy winter. J. Foster also updated the Board on a problem patron incident.

5.6 Finance– J. Foster

5.6(a) Schedule of Accounts

The Schedules of Accounts for January and February were reviewed.

MOTION: 2015-12

THAT the firstreport recommending payment of accounts and salaries in the amount of TWO HUNDRED NINETY-FOUR THOUSAND, EIGHT HUNDRED THIRTY-NINE DOLLARS & FORTY-TWO CENTS (\$294,839.42) be received and approved.

MOVED BY:

A. Carruthers

SECONDED BY:

A. Rosts

MOTION CARRIED.

MOTION: 2015-13 THAT the second report recommending payment of accounts and salaries in the amount of ONE HUNDRED NINETY-EIGHT THOUSAND, THREE HUNDRED FIFTY-FIVE DOLLARS & FIFTY EIGHT CENTS (\$198,355.58) be received and approved.

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

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

The Statements of Operating Accounts for January and February were reviewed.

January 31, 2015: With 8% of the year elapsed the statement shows: revenue received - \$362,549; expenditures - \$425,631.

February 28, 2015: With 17% of the year elapsed the statement shows: revenue received - \$368,543; expenditures - \$372,695.

5.6(c) Endowment and Trust Fund Statements

The Statements for January and February were reviewed.

Councillor B. Phillips spoke to the Endowment and Trust Fund and its use. Discussion ensued. Councillor B. Phillips asked that staff prepare a list of projects that could be funded by these resources for the Boards review.

January 31, 2015:

The statement shows a balance of \$922,516 made up as follows: opening balance - \$902,484, donations – \$20,032, current assets - \$922,516; YTD encumbered - \$263,540; YTD unencumbered - \$658,976.

February 28, 2015:

The statement shows a balance of \$921,487 made up as follows : opening balance - \$902,484, donations - \$20,180, current assets - \$921,487; YTD encumbered - \$263,615; YTD unencumbered - \$657,872.

5.6(d) Report on Short-Term Investments

The reports for January and February were reviewed.

January 31, 2015:

The report shows a balance of \$1,100,191 made up as follows: \$454,447 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; \$73,217 due February 9, 2015 invested with TD Bank GIC.

February 28, 2015:

The report shows a balance of \$1,104,515 made up as follows: \$454,447 due June 21, 2015 invested with Ontario Savings Bonds; \$347,628 due June 10, 2015 invested with TD Bank GIC; \$228,733 due June 10, 2015 invested with TD Bank GIC; \$73,707 due June 10, 2015 invested with TD Bank GIC.

5.6(e) Report on Reserve Accounts

The reports for January and February were reviewed. Both reports show the balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council—Councillor B. Phillips

Councillor B. Phillips reported that the City is looking forward to this fall's opening of the downtown Performing Arts Centre and the adjacent Brock University's Marilyn I. Walker School of Fine and Performing Arts.

The sign pylon for the Kiwanis Aquatic Center/Dr. Huq Branch has been prepared and will be installed in the spring. Council will review the City's Budget on Monday, March 30, 2015. The Library's budget was very responsible with an increase of 1.3%.

The Task Force to Review Advisory Committees has sent its report to Council for approval. The number of committees has been reduced significantly. A 'fair' is being planned for April for interested residents. Library, Hydro, and Transit Boards have not been modified. Current Library Board members should fill out application forms (once they are available) if they wish to serve again.

Council will be developing a strategic plan for St. Catharines. The CEO asked if Boards would be asked for their input and was assured this would be done.

5.8 SOLS Report

No report.

6. New Business

6.1 Digitization of Materials in the Library's Special Collections— L. Stripnieks

The Board received a written report prepared by the CEO.

MOTION: 2015-14

That the Board approve staff to proceed with the development of a digital collection starting with the photographs contained in the binders in Special Collections as per the priority sequence outlined in the report.

That the Board approve the one-time expenditure of \$11,000 to purchase the scanning equipment (excluding delivery, taxes, and training).

That the Board approve the one-time expenditure for staffing costs of \$32,800 to complete data entry for 1931 to 2003 for the Birth / Death / Marriage Index.

That the Board approve the acquisition of the Digital Software annual fee of approximately \$1400.

That the Board approve the Digitization Technician position for an estimated ongoing operating cost of \$44,000.

MOVED BY:

L. Bramble

SECONDED BY:

A. Rosts

MOTION CARRIED.

6.2 Microfilm/fiche Reader Upgrade – L. Stripnieks

The Board received a written report prepared by the CEO.

MOTION: 2015-15 That the Board approve the purchase of two (2) microfiche - microfilm readers for a cost of \$28,000 plus any additional costs to cover the purchase of coin boxes, delivery, taxes and training with the funding to be taken from the Endowment and Trust Fund.

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

6.3 Centennial Library – Pipe Replacement – J. Foster

The Board received a written report prepared by J. Foster.

MOTION: 2015-16 That the Board approve the hiring of E.S. Fox Construction Ltd. to replace approximately 200 feet of ¾ inch copper Type L pipe and fittings and install isolation valves on the circulating system in the basement level at the Centennial Library at an approximate cost of \$11,921.00 excluding taxes.

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

6.4 Business for Next Meeting

None

6.5 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

The meeting moved In-Camera at 8:35 pm.

MOTION: 2015-17 THAT the Library Board move In-Camera.
MOVED BY: A. Carruthers
SECONDED BY: L. Bramble
MOTION CARRIED.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to In-Camera Agenda
None

7.2(b) Adoption of In-Camera Agenda

MOTION: 2015-18 THAT the Library Board adopt the In-Camera agenda.
MOVED BY: Councillor B. Phillips
SECONDED BY: A. Rosts
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) Included in the Regular Meeting Minutes January 22, 2015

MOTION: 2015-19 THAT the Minutes of the In-Camera Meeting of January 22, 2015 be approved, a copy having been received by each Trustee.
MOVED BY: Councillor B. Phillips
SECONDED BY: A. Carruthers
MOTION CARRIED.

7.4 Business Arising

7.4(a) Personnel Update– L. Stripnieks
The Board received a written report prepared by L. Stripnieks to update the Board on a personnel matter.

7.5 In-Camera Correspondence

None

7.6 New Business

None

7.7 Return to Open Session

MOTION: 2015-20 THAT the Library Board return to Open Session.
MOVED BY: A. Rosts
SECONDED BY: Linda Bramble
MOTION CARRIED.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2015-21 THAT the meeting be adjourned.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

The meeting adjourned at 9:20 pm.

10. Date and Time of Next Meeting

Thursday, April 16, 2015, 7:00 pm in the Board Room.