

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, May 21, 2015

Board Room

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

Regrets: Councillor B. Williamson

Staff: N. Bryans (Recording Secretary) L. Stripnieks (Secretary)
J. Foster

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, May 21, 2015 at the Central Library. The Chair called the meeting to order at 7:01 pm.

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: 2015-32 THAT the Library Board adopt the agenda.

MOVED BY: A. Carruthers

SECONDED BY: A. Cook

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, April 23, 2015

MOTION: 2015-33 THAT the minutes of the Regular Meeting of April 23, 2015 be approved, a copy having been received by each Trustee.

MOVED BY: L. Bramble

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

3. Business Arising

3.1 Furniture/Equipment/Software Proposed Acquisitions Update– L. Stripnieks

The Board received a written report which included prices for some of the items listed. Options for children's area furnishings, lounge chairs, tables, and study tables were shown in a screen presentation. A complete listing of prices should be available for the

June meeting. Existing lounge chairs may be re-finished and re-upholstered. Any furniture that is declared surplus is sent to the city and made available through them to community groups.

4. Correspondence

The Board received correspondence as of May 15, 2015.

5. Reports

5.1 Chairs Report – L. McDonald
No Report

5.2 Chief Executive Officer's Report– L. Stripnieks

L. Stripnieks reported that she met with N. Gillespie (Beatties) on May 13 to review the furniture needs at Central. On May 14, L. Stripnieks and J. Foster went to Ina Grafton to check out lounge chairs. On April 30 she attended the Libraries 2025 Conference at the Royal York Hotel in Toronto. The Fresh Ink Writing Contest has been launched. A Writer's workshop for Adults is being conducted for the Library by CAA to start in the fall. To celebrate Culture Days staff have met with a Professor from Brock University who will deliver Chinese cultural programs at the Library including: Dough Sculpture, Paper Cutting, and Tai Chi.

5.3 Health and Safety Report– J. Foster

J. Foster reported that in May, regular inspections were conducted of the following: Central Library- 3rd floor and 2nd floor, and all branches (Merritt, Port, and Dr. Huq). No issues were reported.

5.4 Branch Reports

The Board received the written Branch Reports for April 2015. Discussion ensued about library usage trends as well as the Library as a "Destination Place" that includes programs, class visits, electronic/digital resources as well as printed material collections. The 2 page statistical spreadsheet will be reformatted for the next meeting.

5.5 Facilities Report– J. Foster

J. Foster reported that the large shrubbery was removed from the Church Street side of Central Library by City staff. The City will plant lower shrubs in the very near future.

5.6 Finance– J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for April was reviewed.

A. Rosts inquired about cheques 11925 and 103034 to RETAILER E.MALL

MOTION: 2015-34

THAT the forth report recommending payment of accounts and salaries in the amount of THREE HUNDRED SIXTY-FIVE THOUSAND, FOUR HUNDRED FOURTEEN DOLLARS & FORTY-FOUR CENTS (\$365,414.44) be received and approved.

MOVED BY:

A. Rosts

SECONDED BY:

L. Bramble

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for April was reviewed.

April 30, 2015: With 33% of the year elapsed the statement shows: revenue received – \$366,985; expenditures – \$573,406.

5.6(c) Endowment and Trust Fund Statements

The Statement for April was reviewed.

April 30, 2015: The statement shows a balance of \$1,126,885 made up as follows: opening balance – \$902,484, donations – \$222,573, current assets – \$1,126,885; YTD encumbered – \$267,327; YTD unencumbered – \$859,558.

5.6(d) Report on Short-Term Investments

The report for April was reviewed.

April 30, 2015: The report shows a balance of \$11,073,333 made up as follows: \$457,265 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.

A. Rosts inquired about what interest rates could be expected for these investments due in June. J. Foster responded that the Ontario Savings Bond rate will be similar, but that the other investments may drop to less than 1%.

5.6(e) Report on Reserve Accounts

The report for April was reviewed.

April 30, 2015: The report shows a balance of \$7,395. J. Foster recommended that this Visual Materials Insurance Account \$7,395.00 and the Nevada Tickets Account \$3,736.94 be collapsed and the funds rolled over to the Facilities & System Enhancement Reserve Fund Account.

MOTION: 2015-35

THAT the Board collapse the Visual Materials Insurance Account \$7,395.00 and the Nevada Tickets Account \$3,736.94 for a total amount of \$11,131.94 and transfer the funds to the Facilities & System Enhancement Reserve Fund Account.

MOVED BY:

A. Rosts

SECONDED BY:

Councillor B. Phillips

MOTION CARRIED.

5.7 St. Catharines City Council—Councillor B. Phillips

Councillor B. Phillips reported that the Folk Arts Festival is in full swing with Open Houses available across the City over the next 2 weeks. The schedule is available on the City's website.

The following announcements are expected after Monday's Council meeting: the members for advisory committees and boards; the report on the Port Dalhousie piers; and when the Pan-Am Games torch will be coming through St. Catharines.

The pylon sign at the Dr. Huq Family Library Branch is expected to be installed by the end of June.

5.8 SOLS—L. Stripnieks

The Board received a verbal report from L. Stripnieks that once a new Board is appointed, we will have the opportunity to appoint a trustee to the Southern Ontario Library Service.

6. New Business

6.1 In the Soil– D. Andrusko

The Board received a written report prepared by D. Andrusko. The seventh annual '*In the Soil*' programs at the Library were well attended and we are pleased to continue this community partnership.

6.2 User Survey – Counting Opinions – LibSat– L. Stripnieks

The Board received a written report prepared by the CEO. The last comprehensive user survey was done in 2004 by staff of the Southern Ontario Library Service (SOLS). SOLS eliminated that service in about 2006. The CEO has investigated library user surveys and has found a Canadian firm "Counting Opinions" that has comprehensive on-line, user survey software – LibSat. The annual subscription is \$3750 and will be funded by the remainder of an unexpended grant. The Library has grant funding to cover this expense. The survey would be on our website and also made available in print. The survey would capture both qualitative and quantitative information. Councillor Phillips suggested the survey could also be added to the City's website. The survey would be extremely helpful as we prepare to develop our next strategic plan.

6.3 Business for Next Meeting

Furniture / Equipment / Software Proposed Acquisitions.

6.4 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 7:56 pm.

MOTION: 2015-36 THAT the Library Board move In-Camera.

MOVED BY: A. Cook

SECONDED BY: A. Rosts

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: 2015-37 THAT the Library Board adopt the In-Camera agenda.

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Minutes, April 23, 2015

MOTION: 2015-38 THAT the Minutes of the In-Camera Meeting of April 23, 2015 be approved, a copy having been received by each Trustee.

MOVED BY: S. Tromanhauser

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

7.4 Business Arising

7.4(a) Personnel Update– L. Stripnieks

L. Stripnieks updated the Board on a personnel matter.

7.5 In-Camera Correspondence

None

7.6 New Business

None

7.7 Return to Open Session

MOTION: 2015-39 THAT the Library Board return to Open Session.
MOVED BY: A. Cook
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2015-40 THAT the meeting be adjourned.
MOVED BY: A. Rosts
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

The meeting adjourned at 8:10 pm.

10. Date and Time of Next Meeting

Thursday, June 18, 2015, 7:00 pm in the Board Room.