

# 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, October 15, 2015

Board Room

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

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, October 15, 2015 at the Central Library. The Chair called the meeting to order at 7:00 pm.

### **Deputation, 7:10 pm: - Mary Stanko, Senior's Alert Newsletter**

Mary Stanko made a presentation to the Board regarding the Senior's Alert Newsletter. A response will be sent out with the Board's decision based on Library Policies and Procedures.

### **1. Adoption of Agenda**

1.1 Additions/Deletions to the Agenda  
None

1.2 Adoption of the Agenda

**MOTION: 2015-65** THAT the Library Board adopt the agenda.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

### **2. Minutes**

2.1 Regular Meeting, September 17, 2015

**MOTION: 2015-66** THAT the minutes of the Regular Meeting of September 17, 2015 be approved, a copy having been received by each Trustee.  
**MOVED BY:** A. Cook  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

**3. Business Arising**

L. Stripnieks provided a verbal report on the status of furniture acquisitions and the Library's publicity and promotion activities.

Furniture Acquisition - Update

The Library has sent out the purchase orders for the study tables. Sixty-four tables were ordered and are of various sizes. Twelve (12) flip-top meeting room tables have been ordered and 7 coffee tables. The study tables are equipped with power modules.

Publicity and Promotion

L. Stripnieks stated that the Library does send its Newsletter to the District School Board of Niagara and the Catholic School Board. The Boards will not accept paper copies but will post a digital copy on their website. The Library has an extensive distribution list including all media, Early Years Centers, Community Centers, Niagara College and Brock University, YMCA's, Folk Arts, the Museum etc.

**4. Correspondence**

The Board received correspondence as of October 9, 2015.

**MOTION: 2015-67**            THAT the Library Board contribute EIGHT HUNDRED DOLLARS (\$800) to the Staff Christmas celebration.

**MOVED BY:**                A. Cook

**SECONDED BY:**          L. Bramble

**MOTION CARRIED.**

**5. Reports**

5.1 Chairs Report – L. McDonald

The Chair reported that he has spoken to A. Cook (Vice-Chair) about the CEO evaluation and will have a report for the November meeting.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks reported that the items are covered in the Board Package.

5.3 Health and Safety Report – J. Foster

J. Foster reported that inspections had been conducted on the 2<sup>nd</sup> floor of the Central Library and all three Branches. There were no deficiencies.

5.4 Branch Reports

The Board received the written Branch Report for September 2015. L. Bramble asked whether it was possible to get comparative statistics for the reference questions. The CEO stated a spreadsheet will be developed for the next meeting.

5.5 Facilities Report – J. Foster

J. Foster reported that Maintenance Department staff have been preparing for the winter by servicing the fountains, the snow blowers and other winter equipment in addition to working on their regular routine tasks. There were no major projects in September.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for September was reviewed. A. Rosts inquired about cheque 20151104 to ABM Consulting. ABM Consulting is a firm that provides the Library with software maintenance.

**MOTION: 2015-68** THAT the ninth report recommending payment of accounts and salaries in the amount of THREE HUNDRED THIRTY-THREE THOUSAND, TWO HUNDRED THIRTY-FIVE DOLLARS & FORTY-TWO CENTS (\$333,235.42) be received and approved.

**MOVED BY:** Councillor B. Phillips

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for September was reviewed.

September 30, 2015: With 75% of the year elapsed the statement shows: revenue received – \$361,781; expenditures – \$447,210.

5.6(c) Endowment and Trust Fund Statements

The Statement for September was reviewed.

September 30, 2015: The statement shows a balance of \$1,121,740 made up as follows: opening balance – \$902,484, donations – \$223,530, interest income - \$16,293, miscellaneous income - \$4,699, less expenditures - \$25,266, current assets – \$1,143,006; less current liabilities - \$21,266, for net assets - \$1,121,740, YTD encumbered – \$267,577; YTD unencumbered – \$854,163.

5.6(d) Report on Short-Term Investments

The report for September was reviewed.

September 30, 2015: The report shows a balance of \$1,130,398 made up as follows: \$477,874 due June 23, 2016 invested with Ontario Savings Bonds; \$348,941 due December 14, 2015 invested with TD Bank GIC; \$229,597 due December 14, 2015 invested with TD Bank GIC; \$73,986 due December 14, 2015 invested with TD Bank GIC.

5.7 St. Catharines City Council – Councillor B. Phillips

Councillor B. Phillips reported that a motion was made at City Council requesting the Library Board to consider moving the Merritt Branch Library into the old Merritton Town Hall, a Heritage Designation building. Discussion ensued. The Library Board has been asked to look at the facility before and has provided information on why it would not be suitable. Those concerns remain and include the following: relocation from a busy mall which offers a variety of services to a stand-alone building; lots of parking to limited parking; current library is on 1 floor and very accessible the Town Hall has 2 floors; staff would need to be increased to service 2 floors; security is also a concern. Costs for renovation while still preserving the integrity of a Heritage Designation could be significant as well as ongoing maintenance and such an investment might be better spent by creating a Library Branch location in West St. Catharines. Board discussion and decisions will be relayed to City Council by Councillor Phillips.

The Performing Arts Centre opening is scheduled for November 15, 2015. Finishing touches are being made to the window glazing. A rejuvenation of the downtown area is evident by the area restaurants are always full and businesses are doing well.

5.8 SOLS – L. Stripnieks

This is a standing item. When the CEO receives information from the Southern Ontario Library Service's (SOLS) next meeting she will inform the Board.

**6. New Business**

6.1 Facilities – Maintenance Summer 2015 – J. Foster

The Board received a written report on facilities repairs and the special projects which were completed by the Maintenance Department staff during the summer. This work ensures the facilities and equipment are maintained.

6.2 Business for Next Meeting

None

6.3 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 8:20 pm.

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

7.3 In-Camera Minutes

7.3(a) In-Camera Minutes, September 17, 2015

7.4 Business Arising

7.4(a) Personnel Update – L. Stripnieks

7.4(b) Budget 2016 – J. Foster

7.4(c) Collective Agreement Negotiations – L. Stripnieks

7.4(d) CEO Evaluation – L. McDonald

7.5 In-Camera Correspondence

None

7.6 New Business

None

7.7 Return to Open Session

The meeting returned to Open Session at 8:45 pm

**8. Business Arising from In-Camera Session**

None

**9. Motion to Adjourn**

**MOTION: 2015-74**            THAT the meeting be adjourned.  
**MOVED BY:**            A. Rosts  
**SECONDED BY:**        A. Carruthers  
**MOTION CARRIED.**

The meeting adjourned at 8:45 pm.

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

Thursday, November 19, 2015, 7:00 pm in the Board Room.