

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, November 19, 2015

Board Room

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

Regrets: J. Cotton

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, November 19, 2015 at the Central Library. The Chair called the meeting to order at 7:04 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
None

1.2 Adoption of the Agenda

MOTION: 2015-75 THAT the Library Board adopt the agenda.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, October 15, 2015

MOTION: 2015-76 THAT the minutes of the Regular Meeting of October 15, 2015 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 Furniture / Equipment – Status Update – L. Stripnieks
L. Stripnieks provided a written report that outlined the status of furniture / equipment purchases and the outstanding items still to be ordered.

3.2 Reference & Inter-Library Loan Statistics – L. Stripnieks

L. Stripnieks provided the Board with a chart showing Reference statistics for 2015 and 2014. The chart included: reference/informational requests, courtesy/directional requests and equipment assistance requests. It also included Inter-library loan requests.

4. Correspondence

The Board received correspondence as of November 13, 2015.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that the CEO evaluation report is on hold.

5.2 Chief Executive Officer's Report– L. Stripnieks

L. Stripnieks reported on the furniture / equipment acquisitions and staffing actions. The Fresh Ink 2015 reception was held on October 29th. Approximately 70 people attended.

5.3 Health and Safety Report– L. Stripnieks

L. Stripnieks reported that the management position on the Health & Safety committee vacated by A. Penfold's retirement has been filled by J. Dunn. She also reported that an on-line module for Health & Safety Awareness Training has been added to the Library's intranet and is part of new staff orientation.

5.4 Branch Reports

The Board received the written Departmental and Branch Reports for October. Linda Bramble enquired about former SOLS Tier 1 / Tier 2 / Tier 3 products and L. Stripnieks provided an overview of the purchasing background for these electronic databases, the Library's review of their use by patrons and the new process of acquisition.

5.5 Facilities Report

No report.

5.6 Finance– J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for October was reviewed. A. Rosts inquired about the following cheques: 12152 to Canadian Broadcasting Corp. for the Library's subscription and #20151107 to Precision Microproducts for toner. L. Bramble inquired about the following cheques: #103162 to Family Responsibility Office for a court order and #12163 to Jack Foster for mileage.

MOTION: 2015-77

THAT the tenth report recommending payment of accounts and salaries in the amount of THREE HUNDRED TWENTY-THREE THOUSAND, FOUR HUNDRED NINETY-TWO DOLLARS & EIGHT CENTS (\$323,492.08) be received and approved.

MOVED BY:

L. Bramble

SECONDED BY:

A. Rosts

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for October was reviewed.

October 31, 2015: With 83% of the year elapsed the statement shows: revenue received – \$365,934; expenditures – \$569,026.

5.6(c) Endowment and Trust Fund Statements

The Statement for October was reviewed. A. Rosts inquired about expenditures \$51, 240. This was for the purchase of microfilm/fiche readers.

October 31, 2015: The statement shows a balance of \$1,097,391 made up as follows: opening balance – \$902,484, donations – \$223,549, interest income - \$17,899, miscellaneous income - \$4,699, less expenditures - \$51,240; current assets – \$1,144,631; less current liabilities - \$47,240, for net assets - \$1,097,391; YTD encumbered – \$267,577; YTD unencumbered – \$829,814.

5.6(d) Report on Short-Term Investments

The report for October was reviewed.

October 31, 2015: The report shows a balance of \$1,131,814 made up as follows: \$479,290 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. Williamson stated that he had heard that the Federal government was going to release funding for infrastructure projects. Library staff will investigate and report to the Board. Councillor B. Phillips reported on the Performing Arts Centre Open Houses on November 13, 14, & 15, 2015.

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 Library Board 2016 Meeting Schedule–L. Stripnieks

The Board received a written report outlining the proposed meeting schedule for 2016.

6.2 Update of Activities – 2015 – L. Stripnieks

The Board received a written status report on activities in 2015.

6.3 Proposed Goals and Objectives 2016 – L. Stripnieks

The Board received a written report outlining the proposed operational goals for 2016. Discussion included a review of Sunday Service at the Dr. Huq Branch; the status of the digitization project; use of volunteers in libraries; RFID circulation/security systems; replacement of the Talking Tech server; expansion of the Special Collections Room; and the creation of a sound-proof room for the Browse Aloud equipment.

MOTION: 2015-78

THAT the Library Board approve the Proposed Operational Goals and Objectives for 2016.

MOVED BY:

Councillor B. Williamson

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 8:15 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, October 15, 2015

7.4 Business Arising
7.4(a) Personnel Update– L. Stripnieks

7.4(b) 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 8:25 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2015-83 THAT the meeting be adjourned.
MOVED BY: A. Rosts
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

The meeting adjourned at 8:25 pm.

10. Date and Time of Next Meeting

Wednesday, December 16, 2015, 4:30 pm in the Board Room.