

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, January 21, 2016
Board Room

Present: L. Bramble Councillor B. Phillips
J. Cotton A. Rosts
L. McDonald (Chair) S. Tromanhauser
Councillor B. Williamson

Regrets: A. Carruthers A. Cook (Vice-Chair)

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

Staff Regrets: L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, January 21, 2016 at the Central Library. The Chair called the meeting to order at 6.38 pm.

1. Adoption of Agenda

- 1.1 Additions/Deletions to the Agenda
None
- 1.2 Adoption of the Agenda

MOTION: 2016-03 THAT the Library Board adopt the Agenda.
MOVED BY: A. Rosts
SECONDED BY: L. Bramble
MOTION CARRIED.

2. Minutes

- 2.1 Regular Meeting, December 16, 2015

MOTION: 2016-04 THAT the Minutes of the Regular Meeting of December 16, 2015 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

3. Business Arising

3.1 Furniture & Equipment Acquisition Update

The Board received a written report that included both an executive summary of items ordered and received up to January 15, 2016 with their estimated and actual costs; and an updated version of the original spreadsheet outlining the status of all the proposed acquisitions of furniture, equipment and software.

L. Bramble asked about the savings between the estimated and actual costs for Item #20 – Book displayers. J. Foster explained that the Library was able to save by selecting a different kind of book displayer. J. Foster assured Councillor B. Williamson that Item #17 – Wall-mounted LCD TV's included all the required brackets with attachments; and that the disposal of old items was by donating items to Warehouse of Hope and Habitat for Humanity or by achieving the best salvage value for scrap metal.

The CEO is coordinating all purchases and J. Foster estimated that these will be completed within 6 to 8 weeks. The Board directed the Library staff to complete the project no later than June, 2016.

4. Correspondence

The Board received correspondence as of January 15, 2016.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that he and Councillor B. Phillips had met with the CEO to discuss the Library's digitization project.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO prepared written reports for the Board which includes: Items 6.1, 6.2, 6.3, and 6.4. Reports for the Board on Digitization, a West St. Catharines Branch; and Library Stats for 1998 – 2015 will be prepared for the February Board meeting.

5.3 Health and Safety Report – J. Foster

J. Foster reported that inspections had been completed at Central Library – basement level and in all 3 Branches. No deficiencies were reported.

5.4 Branch Reports

The Board received the written Branch Reports for November and December 2015.

5.5 Facilities Report – J. Foster

J. Foster reported that the Library has engaged Paul Gosen, a local artist, to paint a new mural in the Children's area. At P. Gosen's request, the painting is being done while the Library is open to the public so that children, their parents, and members of the public can view the progress and ask questions. This is generating considerable excitement from patrons and a contest is being planned for children to count the number of animals hidden in the mural. The pillars will have Canadian animals painted on them, and the wall will have a railway train similar to the early trains in St. Catharines.

Councillor B. Phillips suggested that the Library consider requesting other murals for the Special Collections Room and the other Branches to represent the history of the City of St. Catharines, the Welland Canal, and the Niagara Region.

Energy efficient lighting has been installed in the Board Room and will be installed in the garage as well. In March, a report will be presented to the Board to outline the energy savings.

J. Foster also reported that the Central Library is 40 years old and will be in need of upgrades including a new electrical system and elevator.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for December was reviewed. A. Rosts inquired about cheque # 12289 to Sirignano Construction. This was payment for the new heat pump at Port Dalhousie Branch. Cheques were issued to 3 staff members to offset any potential payroll shortfalls due to a payroll processing error that occurred in late December. The error was rectified and the temporary loans repaid.

MOTION: 2016-05 THAT the twelfth report recommending payment of accounts and salaries in the amount of TWO HUNDRED SEVENTY-TWO THOUSAND, FOUR HUNDRED EIGHTY-THREE DOLLARS & SEVENTEEN CENTS (\$272,483.17) 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 December was reviewed. A. Rosts inquired about the increase in Professional Fees. J. Foster explained that was for legal services.

December 31, 2015: With 100% of the year elapsed the statement shows: revenue received – \$5,974,292; expenditures – \$5,441,731.

5.6(c) Endowment and Trust Fund Statements

The Statement for December was reviewed.

December 31, 2015: The statement shows a balance of \$1,089,737 made up as follows: opening balance – \$902,484, donations – \$224,159, interest income – \$18,899, miscellaneous income – \$4,699, less expenditures – \$60,504; current assets – \$1,146,241; less current liabilities – \$56,504, for net assets – \$1,089,737; YTD encumbered – \$267,677, YTD unencumbered – \$822,060.

5.6(d) Report on Short-Term Investments

The report for December was reviewed.

December 31, 2015: The report shows a balance of \$1,133,829 made up as follows: \$477,327 due June 23, 2016 invested with Ontario Savings Bonds; \$351,068 due June 14, 2016 invested with TD Bank GIC; \$230,997 due June 14, 2016 invested with TD Bank GIC; \$74,437 due June 14, 2016 invested with TD Bank GIC.

5.7 St. Catharines City Council

Councillor B. Williamson and Councillor B. Phillips reported that initial discussions about Federal Infrastructure Funding will take place with Chris Bittle, MP and the Mayor January 22, 2016 to establish parameters and priorities. Council will meet on February 1, 2016 to establish City priorities. The piers at Port Dalhousie are under the jurisdiction of the federal government. Funding for the repair of the piers was discussed with the federal (Conservative) government before the election. Nothing has been announced. The turnout for the gold medal game of the Women's World Championship Ice Hockey Tournament was twice as many as the previous tournament, filling the Meridian Centre to capacity. This is good news for the anticipated Scotties Tournament of Hearts scheduled for next year. The new completion date for the Burgoyne Bridge will be late 2017 or early 2018.

5.8 SOLS – L. Stripnieks
No report.

6. New Business

6.1 Accessibility Annual Goals 2016 – L. Stripnieks

The Board received a written report outlining the Accessibility Annual Goals for 2016. J. Foster reported that the majority of the 2016 upgrades will be signage. The next big item will be the replacement of the elevator at the Central Library. J. Foster will be attending the annual meeting of the Mayor's Advisory Committee on Accessibility to present 2015 achievements and 2016 goals.

6.2 Accessibility Upgrades & Annual Report 2015 – L. Stripnieks

The Board received a written report outlining the Accessibility Upgrades to date.

6.3 United Way & Community Care 2015 – L. Stripnieks

The Board received a written report outlining the donations from the Library staff to the United Way and Community Care for 2015.

6.4 Review of Activities 2015 – L. Stripnieks

The Board received a written report outlining the review of activities and statistics for Library usage in 2015. This report will be part of the Library's Budget presentation to Council on February 8, 2016.

6.5 Business for Next Meeting

None

6.6 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 7:15 pm.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to In-Camera Agenda

7.2(b) Adoption of In-Camera Agenda

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, December 16, 2015

7.4 Business Arising

7.4(a) Personnel Update – J. Foster

7.4(b) CEO Evaluation – L. Stripnieks/J. Foster

7.5 In-Camera Correspondence

None

7.6 New Business

None

7.7 Return to Open Session

The meeting returned to Open Session at 8:00 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2016-11 THAT the meeting be adjourned.

MOVED BY: A. Rosts

SECONDED BY: J. Cotton

MOTION CARRIED.

The meeting adjourned at 8:00 pm.

10. Date and Time of Next Meeting

Thursday, February 18, 2016, 7:00 pm in the Board Room.