

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, February 18, 2016
Board Room

Present: A. Carruthers A. Rosts
A. Cook (Vice-Chair) (by Phone) Councillor B. Phillips
J. Cotton Councillor B. Williamson
L. McDonald (Chair)

Regrets: L. Bramble S. Tromanhauser

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, February 18, 2016 at the Central Library. The Chair called the meeting to order at 7:00 pm.

THE CHAIR REQUESTED THAT THE MEETING START WITH THE IN-CAMERA BUSINESS.

7. In-Camera Business

7.1 Motion to Move In-Camera

The meeting moved In-Camera at 7:00 pm.

MOTION: 2016-12 THAT the meeting move In-Camera.

MOVED BY: A. Rosts

SECONDED BY: J. Cotton

MOTION CARRIED.

7.2 Adoption of In-Camera Agenda

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

Item 7.4 (c) Personnel Update – L. Stripnieks was added

Item 7.4 (c) CEO Evaluation – L. McDonald was moved to Item 7.4 (d)

7.2(b) Adoption of In-Camera Agenda

MOTION: 2016-13 THAT the Library Board adopt the In-Camera Agenda as amended.

MOVED BY: A. Rosts

SECONDED BY: J. Cotton

MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, January 21, 2016

MOTION: 2016-14 THAT the Minutes of the In-Camera Meeting of January 21, 2016 be approved, a copy having been received by each Trustee..

MOVED BY: A. Rosts

SECONDED BY: J. Cotton

MOTION CARRIED.

7.4 Business Arising

7.4(a) Request for Reinstatement – L. Stripnieks

MOTION: 2016-15 THAT staff send a letter to the patron informing them that their library privileges have been reinstated and the conditions of the reinstatement.

MOVED BY: Councillor B. Williamson

SECONDED BY: A. Carruthers

MOTION CARRIED.

7.4(b) Succession Planning – L. Stripnieks

The Board discussed Succession Planning.

7.4(c) Personnel Update – L. Stripnieks

L. Stripnieks updated the Board on a personnel matter.

L. Stripnieks and N. Bryans left the In-Camera meeting at 7.25 pm

7.4(d) CEO Evaluation – L. McDonald

The Board discussed the CEO Evaluation.

L. Stripnieks and N. Bryans returned to the In-Camera meeting at 8:00 pm

MOTION: 2016-16 THAT the Board accept the evaluation of the CEO.

MOVED BY: J. Cotton

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

7.5 In-Camera Correspondence

The Board received the In-Camera Correspondence as of February 12, 2016.

7.6 New Business

None

7.7 Return to Open Session

The meeting returned to Open Session at 8:05 pm.

MOTION: 2016-17 THAT the meeting return to Open Session.

MOVED BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

8. Business Arising from In-Camera Session

None

THE REGULAR MEETING OF THE BOARD COMMENCED AT 8:05 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
None

1.2 Adoption of the Agenda

MOTION: 2016-18 THAT the Library Board adopt the Agenda.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

2. Minutes

2.1 Inaugural Meeting, January 21, 2016

MOTION: 2016-19 THAT the Minutes of the Inaugural Meeting of January 21, 2016 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

2.2 Regular Meeting, January 21, 2016

MOTION: 2016-20 THAT the Minutes of the Regular Meeting of January 21, 2016 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

3. Business Arising

3.1 Budget Presentation – L. Stripnieks

The Board received the complete 2016 Proposed Budget package which included the Review of Activities 2015 and Annual Statistics. The Board also received a copy of the power point presentation. The Proposed 2016 Budget was presented to Council on February 8, 2016 by the Chair L. McDonald, L. Stripnieks and J. Foster.

3.2 Furniture & Equipment Acquisition Update – L. Stripnieks

The Board received a written update on the items ordered and received up to February 8, 2016 including the estimated and actual costs.

4. Correspondence

The Board received correspondence as of February 12, 2016.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported on the OLA Super Conference and the sessions he attended. He stated that he and the CEO had reviewed children's furniture in the vendor exhibition hall. He participated in the presentation of the 2016 Proposed Budget to Council on February 8, 2016 and that he will be participating in a conference call with the Library's solicitor scheduled for Friday, February 19, 2016.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO prepared written reports for the Board for Items 3.1, 3.2, 6.2, and 6.3. In March 2015 the Board approved funding for temporary position to enter digital information to the Birth / Death / Marriage index and this is being accomplished by increasing the hours of two part-time staff members who are already entering data both current and retrospective. The Library's digitization project has begun with over 100 items entered in the OurOntario archival database. D. Bott will provide a demonstration of the Library's site within OurOntario. He will also show the template and the fields that need to be entered and demonstrate the searching options. The Proposed 2016 Operating Budget was presented to Council on February 8, 2016 including a power point presentation. Councillor B. Williamson suggested that Library staff contact the Museum to enquire about the status of their digitization project re: the photographs and slides gifted to the Museum by the St. Catharines Standard.

5.3 Health and Safety Report – J. Foster

No report.

5.4 Branch Reports

The Board received the written Branch Report for January 2016.

5.5 Facilities Report – J. Foster

No report.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for January was reviewed. Conflict of interest was declared by 2 Board members: L. McDonald and A. Carruthers.

MOTION: 2016-21 THAT the first report recommending payment of accounts and salaries in the amount of FOUR HUNDRED TWENTY-SEVEN THOUSAND, FOUR HUNDRED THIRTY-TWO DOLLARS & ELEVEN CENTS (\$427,432.11) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: J. Cotton

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at January 31, 2016: With 8% of the year elapsed the statement shows: revenue received – \$437,060; expenditures – \$475,128.

5.6(c) Endowment and Trust Fund Statements

As at January 31, 2016: The statement shows a balance of \$1,095,293 made up as follows: opening balance – \$1,095,132, donations – \$161; current assets – \$1,095,293; YTD encumbered – \$267,777, YTD unencumbered – \$827,516.

5.6(d) Report on Short-Term Investments

As at January 31, 2016: 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 requested background information how the Library came to have a Branch in the old town hall in Port Dalhousie. The CEO will ask J. Foster to respond.

5.8 SOLS – L. Stripnieks

No report.

6. New Business

6.1 Children's & Community Services Dept. – Art Work – J. Foster

The Board received a written report outlining the Art Work painted by local artist, Paul Gosen, in the Children's & Community Services Department.

6.2 West St. Catharines Library Branch – L. Stripnieks

The Board received a written report for the Board to consider with respect to creating a service point in West. St. Catharines. The report included the following: historical background; review of official plans; library reports, surveys and strategic plans; presentations to Council; population of the city; population of the planning districts; population of West St. Catharines; rationale for a library in West St. Catharines; library use by planning district; library use by residency sector; costs for a full service branch and for a reading room.

The report showed that the people living in West St. Catharines made up 17.5% of the city's population. They represented 15% of registered borrowers in 2015. These registered patrons borrowed 13.4% of the materials in 2015. Their primary library was the Central Library. Staff stated that they have not received comments from the public with respect to the creation of a service point in the west. Discussion ensued with the Board suggesting that deliberation of the service point in the west become part of the Library's long-term strategy.

6.3 Library Usage Statistics 2005 – 2015 – L. Stripnieks

The Board received a written report outlining the Library Usage Statistics from 2005 to 2015. The CEO noted that digital circulation is 12% of total circulation. Digital circulation has increased from 2011 to 2015 by 760%. Program attendance has increased from 13,487 in 2006 to 18,018 in 2015 and increase of 33%.

6.4 Digitization Project Update and Demo – L. Stripnieks/D. Bott

D. Bott provided a demonstration of the SCPL photos on the OurOntario archival database. He showed the Board the template that needs to be filled in for every item and demonstrated database searching capabilities. L. Stripnieks noted that the key members for the pilot project included: T.J. Lawrence, S. Enskat, D. Bott and L. Stripnieks. The Library plans to staff a new position by end of March.

6.5 Business for Next Meeting

None

6.6 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

In-Camera Business was discussed at the beginning of the meeting.

8. Business Arising from In-Camera Session

Business Arising from In-Camera Session was discussed at the beginning of the meeting.

9. Motion to Adjourn

MOTION: 2016-22 THAT the meeting be adjourned.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

The meeting adjourned at 9:25 pm.

10. Date and Time of Next Meeting

Thursday, March 17, 2016, 7:00 pm in the Board Room.