

# 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, March 17, 2016  
Board Room

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

Regrets: J. Cotton Councillor B. Williamson  
S. Tromanhauser

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, March 17, 2016 at the Central Library. The Chair called the meeting to order at 7:05 pm.

### 1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda  
None

1.2 Adoption of the Agenda

**MOTION: 2016-23** THAT the Library Board adopt the Agenda.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

### 2. Minutes

2.1 Regular Meeting, February 18, 2016

**MOTION: 2016-24** THAT the Minutes of the Regular Meeting of February 18, 2016 be approved, a copy having been received by each Trustee.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

### 3. Business Arising

3.1 Digitization Update – L. Stripnieks

L. Stripnieks updated the Board on the digitization project and staffing matters. Details are in the In-Camera Minutes. Item 7.4(d).

#### 4. Correspondence

The Board received correspondence as of March 11, 2016.

#### 5. Reports

##### 5.1 Chairs Report – L. McDonald

L. McDonald reported that he had discussions with the CEO about succession planning, the CEO Evaluation report and agenda items for this meeting. He also participated in a conference call with the library's solicitor.

##### 5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO prepared written reports for the Board in Items 6.1, 6.2, 6.3, and 6.4 and will provide verbal reports in the In-Camera Meeting for items 7.4 (b) (c) and (d). The CEO also reported that the Library had purchased a 3-D printer and some electrical building kits funded by a grant to be used in children's and teen programs.

##### 5.3 Health and Safety Report – J. Foster

J. Foster reported that Dr. Huq Branch was inspected and there were no deficiencies. The Joint Health and Safety Committee Meeting for March 10<sup>th</sup> was cancelled since neither the Union nor Management had agenda items. The Management and Union reps agreed to hold a meeting once the Certified Audit' has been completed.

##### 5.4 Branch Reports

The Board received the written Branch Report for February 2016.

##### 5.5 Facilities Report – J. Foster

J. Foster reported that the Electrical Safety Association appointed by the City inspected Central Library and there were no deficiencies. A fire inspection conducted by Chubb-Edwards of all facilities reported only one deficiency in the Atrium of Central Library. One of the sensors is malfunctioning due to the heat in the Atrium. The current proposed solution to replace the sensor is estimated at an approximate cost of \$20,000. Library staff are investigating less expensive options.

##### 5.6 Finance – J. Foster

###### 5.6(a) Schedule of Accounts

The Schedule of Accounts for February was reviewed. A. Rosts inquired about cheque # 12381 to Gerrie Electric (for the purchase of lamps for the 2<sup>nd</sup> floor at Central); cheque #12384 to Siemens Canada (for energy management & controls); cheque #12372 to Wolters Kluwer Ltd. (for collection materials).

**MOTION: 2016-25** THAT the second report recommending payment of accounts and salaries in the amount of TWO HUNDRED THIRTY-EIGHT THOUSAND, SIX-HUNDRED SIX DOLLARS & SIXTY-THREE CENTS (\$238,606.63) be received and approved.

**MOVED BY:** A. Rosts  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

###### 5.6(b) Statement of Operating Accounts

As at February 29, 2016: With 17% of the year elapsed the statement shows: revenue received – \$802,009; expenditures – \$873,702.

5.6(c) Endowment and Trust Fund Statements

As at February 29, 2016: The statement shows a balance of \$1,111,048 made up as follows: opening balance – \$1,095,132; donations – \$20,386 interest income – \$170; less expenditures – \$4,640: current assets – \$1,115,688; less current liabilities – \$4,640: YTD encumbered – \$267,877; YTD unencumbered – \$843,171.

5.6(d) Report on Short-Term Investments

As at February 29, 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

No report.

5.8 SOLS – L. Stripnieks

L. Stripnieks reported that SOLS has enquired if the Library plans to appoint a trustee representative to attend the bi-annual meetings in April and November. The CEO will send out information for the April meeting when it arrives.

**6. New Business**

6.1 Talking Tech – D. Bott / L. Stripnieks

The Board received a written report on the installation of a new Talking Tech server set for April 11<sup>th</sup>. The server places outbound calls for holds and overdues and receives calls from patrons who want to verify their patron record, place holds or renew items.

6.2 Upgrade Computer Lab pc's to Windows 10 – D. Bott

The Board received a written report. The Computer Lab workstations will be upgraded to Windows 10 in February. D. Bott stated that Windows 10 is being installed for so Windows 10 training can be offered to the public. Staff workstations run Windows 7.

6.3 Install LCD Projectors at Branches – D. Bott

The Board received a written report outlining the installation of LCD projectors at the Dr. Huq Family Library Branch and the Merritt Library Branch at the end of 2015.

6.4 Non-Resident Membership Fees – L. Stripnieks

The Board received a written report outlining the non-resident membership fees and how they compare to similar fees at area libraries.

**MOTION: 2016-26**

THAT the Non-Resident fee be increased to \$75.00 to be in line with what the average residential property owner in St. Catharines pays for Library services.

**MOVED BY:**

A. Rosts

**SECONDED BY:**

Councillor B. Phillips

**MOTION CARRIED.**

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 8:10 pm.

**MOTION: 2016-27** THAT the meeting move In-Camera.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

7.2 Adoption of In-Camera Agenda

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

Item 7.4(a) CEO Evaluation was added

Item 7.4(b) Succession Planning was added

Item 7.4(a) Request for Reinstatement was moved to Item 7.4(c)

Item 7.4(b) Personnel Update was moved to Item 7.4(d)

7.2(b) Adoption of In-Camera Agenda

**MOTION: 2016-28** THAT the Library Board adopt the In-Camera Agenda as amended.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting – February 18, 2016

**MOTION: 2016-29** THAT the Minutes of the In-Camera Meeting of February 18, 2016 be approved, a copy having been received by each Trustee.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

7.4 Business Arising

7.4(a) CEO Evaluation – L. McDonald

The Chair informed the CEO that the CEO Evaluation was approved by the Board as per discussions he had with Board members on February 26, 2016.

**The Board asked all staff to leave the meeting at 8:10 pm.**

7.4(b) Succession Planning – L. McDonald

The Board had discussions on succession planning.

**The Board asked J. Foster to return to the In-Camera Meeting at 8:20 pm and he was asked to leave at 8:30 pm.**

**L. Stripnieks was asked to return to the In-Camera meeting at 8:30 pm.**

**J. Foster and N. Bryans returned to the In-Camera meeting at 8:50 pm.**

**MOTION: 2016-30** THAT the CEO prepare an employment contract for the Board to review in April as per the direction given.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

- 7.4(c) Request for Reinstatement – L. Stripnieks  
A request for reinstatement was received from a patron.

**MOTION: 2016-31** 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:** L. Bramble  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

- 7.4(d) Personnel Update – L. Stripnieks  
L. Stripnieks updated the Board on several personnel matters.

- 7.5 Correspondence  
The Board received the In-Camera correspondence as of March 11, 2016.

7.6 New Business

- 7.6(a) Property Matter – J. Foster  
The Board received a written report that outlined the Property Matter.

**MOTION: 2016-32** THAT the Library Board approve the staff recommendation to renew the lease agreement for the Merritt Branch with 7724969 Canada Inc. (“Landlord”) subject to the terms/conditions outlined in the report.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

- 7.7 Return to Open Session  
The Board returned to Open Session at 9:25 pm.

**MOTION: 2016-33** THAT the meeting return to Open Session.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

8. Business Arising from In-Camera Session

None.

9. Motion to Adjourn

**MOTION: 2016-34** THAT the meeting be adjourned.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

The meeting adjourned at 9:25 pm.

10. Date and Time of Next Meeting

Thursday, April 21, 2016, 7:00 pm in the Board Room.