

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, May 19, 2016
Board Room

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

Regrets: A. Rosts

Staff: D. Andrusko J. Foster
D. Bott J. Spera
N. Bryans (Recording Secretary) L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, May 19, 2016 at the Central Library. The Chair called the meeting to order at 7:02 pm.

Presentation: Digitization Project Update

D. Bott, Manager, Information Technology demonstrated access to the historical photographs which are now available on the Library's website. (300 images have been input date).

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

Add Item 6.4 Parking Spots / Meeting Times – L. McDonald

1.2 Adoption of the Agenda

MOTION: 2016-46 THAT the Library Board adopt the Agenda as amended.
MOVED BY: A. Carruthers
SECONDED BY: J. Cotton
MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, April 21, 2016

MOTION: 2016-47 THAT the Minutes of the Regular Meeting of April 21, 2016 be approved, a copy having been received by each Trustee.
MOVED BY: A. Cook
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

3. Business Arising

None

4. Correspondence

The Board received the correspondence as of May 13, 2016.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that he spoken to the CEO and Vice-Chair about legal matters. He also raised the matter of quorums for Board meetings.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO provided written reports for the following: Item 6.1 Information / Reference Desk; Item 6.2 Maycourt Club of St. Catharines Partnership and Item 7.4 (a) Personnel Matter.

The CEO reported that she had received a negative phone reply to the Board's letter sent to Ms. J. Benstead in response to her deputation at the April Board meeting and the payment of fines.

The CEO reported on activities for the month which included: conference calls with the Library's solicitor regarding personnel matters: formalizing the partnership between the Library and the Maycourt Club of St. Catharines to acquire literacy materials for refugees; reviewing access to the digital images as well as the landing pages; sourcing additional chairs for the Central Library; reviewing the transfer of Non-Fiction DVDs to the AIS Department. In addition, a consultant has been identified who can provide an ergonomic assessment of 3rd floor workstations. The CEO reported that Library once again provided a venue for an *In-the-Soil* activity. This year 50 people enjoyed a presentation on the Art of Indigenous Dance.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the Ministry of Labour Certified Inspection of all 4 facilities was completed and the few deficiencies noted have been rectified.

5.4 Branch Reports

The Board received the written Branch Report for April 2016. A. Cook was interested by the In-House Use % change statistic at the Merritt Library Branch. L. Stripnieks will review and respond.

5.5 Facilities Report – J. Foster

J. Foster reported that the Library HVAC system has been changed from winter to summer mode and the Maintenance Department is doing spring cleaning.

The 20 year lease agreement with the City for the Dr. Huq Family Library Branch was finalized with our insurance company providing input. He asked the Chair to sign the agreement.

J. Foster reminded the Board that the remedial work to improve drainage in the Central Library plaza courtyard has been completed, that the rusting metal exterior step nosing is the City's responsibility, and that WiFi is always available around the Central Library.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for April was reviewed.

MOTION: 2016-48 THAT the fourth report recommending payment of accounts and salaries in the amount of TWO HUNDRED NINETY-ONE THOUSAND, FOUR HUNDRED FIFTEEN DOLLARS & TWELVE CENTS (\$291,415.12) be received and approved.

MOVED BY: L. Bramble
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at April 30, 2016: With 33% of the year elapsed the statement shows: revenue received - \$1,546,890; expenditures - \$1,943,115. Discussion ensued.

5.6(c) Endowment and Trust Fund Statements

As at April 30, 2016: The statement shows a balance of \$1,111,731 made up as follows: opening balance – \$1,095,133; donations – \$20,736; interest income – \$502; less expenditures – \$4,640: current assets – \$1,116,371; less current liabilities – \$4,640: YTD encumbered – \$267,977; YTD unencumbered – \$843,754.

5.6(d) Report on Short-Term Investments

As at April 30, 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 reported that the Carousel is ready to open on Saturday, May 21 for the new summer season. Councillor Phillips reported that the Niagara Folk Arts Festival is underway and will run until May 29. Attendance is up from last year. Councillor Phillips reported that the ad-hoc Budget Committee meets once a month. They are also planning to meet with a number of groups to get input from the public.

Councillor B. Phillips reported that Transportation and Environmental Services has plans to refurbish Niagara Street and that the construction may impact the Library patrons. He reported on the Mayor's compassionate city initiative. Discussion ensued about the role public libraries play in serving people from all walks of life, circumstances and abilities.

5.8 SOLS

No report.

6. New Business

6.1 Information / Reference Desk – 2nd Floor – J. Foster

The Board received a written report on the Information / Reference Desk – 2nd Floor which included a description of the new desk and the schedule for installation.

6.2 Maycourt Club of St. Catharines Partnership – L. Stripnieks

The Board received a written report on the partnership established between the St. Catharines Public Library and the Maycourt Club of St. Catharines to purchase literacy materials for refugee families which are to be housed at the Niagara Folk Arts Multicultural Centre. Funding is provided by the Maycourt Club.

6.3 Adult Information Services – Programs / Partnerships – D. Andrusko

The Board received a written report from the Adult Information Services Department on a number of partnerships. A new partnership has been established with the YMCA Job Link. On May 25th YMCA staff will use the Computer Lab to provide help to young people 15-29 with their job search skills. The YMCA plans to bring groups to the library every 6 weeks. Brock Talks completed the 2015 season and will start up again in September. The Saturday Morning Author Series sponsored by the Canadian Authors Association will return for a 2nd season in September.

6.4 Parking Spots / Meeting Times – L. McDonald

L. McDonald enquired if the Board was interested in adjusting the start time for the Board meetings to avoid the difficulty in finding parking spots downtown. Discussion ensued. It was decided to leave the start time at 7:00 pm.

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

MOTION: 2016-49 THAT the meeting move In-Camera.
MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.

The meeting moved In-Camera at 8:06 pm.

7.2 Adoption of In-Camera Agenda

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

Add Item 7.4 (c) CEO Evaluation Committee
Add Item 7.4 (d) Succession Planning

7.2(b) Adoption of In-Camera Agenda

MOTION: 2016-50 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: S. Tromanhauser
SECONDED BY: J. Cotton
MOTION CARRIED.

7.3 In-Camera Minutes

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

L. Bramble asked that the In-Camera Minutes for the In-Camera meeting, April 21, 2016 be corrected.

MOTION: 2016-51 THAT the Minutes of the In-Camera Meeting of April 21, 2016 be approved as corrected, a copy having been received by each Trustee.

MOVED BY: L. Bramble
SECONDED BY: A. Carruthers
MOTION CARRIED.

7.4 Business Arising

7.4(a) Personnel Matter – L. Stripnieks

The CEO provided a written report to the Board about a personnel matter.

MOTION: 2016-52 THAT the Board ratify the recommendation as detailed in the written report.

MOVED BY: Councillor B. Williamson
SECONDED BY: L. Bramble
MOTION CARRIED.

7.4(b) Policy Review / Charter Rights – L. Stripnieks

The CEO updated the Board about the Policy Review / Charter Rights issue.

7.4(c) CEO Evaluation Committee – L. McDonald

The Chair requested volunteers for the CEO Evaluation Committee.

7.4(d) Succession Planning – L. McDonald

The CEO provided a general overview of the hiring process for Senior Library Executives.

7.5 Correspondence

The Board received the In-Camera correspondence as of May 13, 2016.

7.6 New Business

None

7.7 Return to Open Session

MOTION: 2016-53 THAT the meeting return to Open Session.
MOVED BY: A. Cook
SECONDED BY: A. Carruthers
MOTION CARRIED.

The meeting returned to Open Session at 8:35 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2016-54 THAT the meeting be adjourned.
MOVED BY: L. Bramble
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

The meeting adjourned at 8:35 pm. The Board members toured the Library.

10. Date and Time of Next Meeting

Thursday, June 16, 2016, 7:00 pm in the Board Room.