

# 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, June 16, 2016  
Board Room

Present: A. Cook (Vice-Chair) A. Rosts  
J. Cotton S. Tromanhauser  
L. McDonald (Chair)

Regrets: L. Bramble Councillor B. Phillips  
A. Carruthers Councillor B. Williamson

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, June 16, 2016 at the Central Library. The Chair called the meeting to order at 7:00 pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to the Agenda

Add Item 6.5 Bedbugs – L. Stripnieks

Add Item 6.6 Goals and Objectives 2016 Update – L. Stripnieks

#### 1.2 Adoption of the Agenda

**MOTION: 2016-55** THAT the Library Board adopt the Agenda as amended.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Regular Meeting, May 19, 2016

**MOTION: 2016-56** THAT the Minutes of the Regular Meeting of May 19, 2016 be approved, a copy having been received by each Trustee.

**MOVED BY:** J. Cotton

**SECONDED BY:** S. Tromanhauser

**MOTION CARRIED.**

### 3. Business Arising

None

#### **4. Correspondence**

The Board received the correspondence as of June 10, 2016.

#### **5. Reports**

##### **5.1 Chairs Report – L. McDonald**

L. McDonald reported that he and the Vice-Chair had met with the CEO on June 14<sup>th</sup> for a general discussion. At that meeting the CEO provided them with a status report for the 2016 Goals and Objectives. They also toured the library and reviewed the new furniture. The Chair also signed the audit reports.

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

The CEO provided written reports for the following: Item 6.1 Promotion, Outreach, Partnerships; Item 6.2 User Survey; Item 6.4 Donation of Art; Item 7.4 (a) Succession Planning; and Item 7.4 (b) Policy Review / Charter Rights.

##### **3D Printers**

The CEO has requested that the Senior Librarian investigate the use of 3D printers in other libraries and prepare a report for review by the Management Committee in June. The report should include recommendations on the rollout of this technology at SCPL including: programs to be offered if any; training of staff and the public; location of the printer; cost of the materials; costs to the users; policies re: printing etc. The CEO reported that Justine Cotton has forwarded information for a potential partnership with the Association of Engineers who wish to promote engineering sciences and would like to partner with the Library to provide seminars and training sessions on 3-D Printing. The CEO has sent an email to the contact individual to set up a meeting.

##### **2016 Cycling for Libraries Tour**

The CEO has been contacted by the organizer of the 2016 Cycling for Libraries Tour. Cyclists promote libraries by doing a bike tour. They wish to include SCPL in their upcoming tour on August 7, 2016. They plan to visit NOTL, Niagara Falls, Niagara College and Brock University.

##### **DVD Collection Shift**

Staff have separated the Non-Fiction and Fiction DVD collections at the Central Library. The Non-Fiction DVDs (3,500+) have been relocated to the 2<sup>nd</sup> floor. This provided additional space for Fiction DVDs.

##### **Furniture Update**

All the furniture approved by the Board for purchase has arrived except for the Teknion computer workstation. The estimated expenditure for all items was \$116,595. The actual expenditure to date is \$97,952. A final report will be provided in September.

##### **RFID Project**

The Project Leader is the Manager, IT. Members of the task group include: the CEO and Managers for Circulation, Technical Services and Branch Services. Three vendors have made presentations.

##### **Literary Festival**

G. Betts of Brock University has received a Canada Council grant for a Literary Festival in October. He contacted the CEO about the possibility of running some programs in the Library on October 15<sup>th</sup> as part of the Festival. The Library has agreed to provide space and assist with publicity as required.

5.3 Health and Safety Report – J. Foster

J. Foster reported that all 4 facilities were inspected and the one deficiency noted was rectified.

5.4 Branch Reports

The Board received the written Branch Report for May 2016.

5.5 Facilities Report – J. Foster

J. Foster reported the following:

- May 30, 2016 the new accessible information desk was installed on the 2<sup>nd</sup> floor of the Central Library
- Carpet cleaning has been completed
- Two of the new club chairs have been damaged: one was slashed and one was vandalized with crazy glue
- Complaints have been received about the number of cigarette butts around the Central Library and the young people that have overtaken the park. City security staff have been notified, since the park is the City's responsibility.
- The Lease for the Dr. Huq Family Library Branch has been signed.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for May was reviewed. A. Rosts enquired about cheques # 12494 and # 103336 to 7724969 CANADA INC. which were for rent of the Merritt Branch. He also enquired about cheque # 103351 to Bank of Montreal and cheque # 103350 to Levitt & Grosman LLP.

**MOTION: 2016-57** THAT the fifth report recommending payment of accounts and salaries in the amount of TWO HUNDRED AND FORTY-SIX THOUSAND, NINE HUNDRED AND SIXTY-EIGHT DOLLARS AND SIXTY-NINE CENTS (\$246,968.69) be received and approved.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

As at May 31, 2016: With 42% of the year elapsed the statement shows: revenue received - \$1,909,585; expenditures - \$2,362,758.

5.6(c) Endowment and Trust Fund Statements

As at May 31, 2016: The statement shows a balance of \$1,111,446 made up as follows: opening balance – \$1,095,133; donations – \$20,911; interest income – \$42; less expenditures – \$4,640: current assets – \$1,116,086; less current liabilities – \$4,640: YTD encumbered – \$268,077; YTD unencumbered – \$843,369.

5.6(d) Report on Short-Term Investments

As at May 31, 2016: The report shows a balance of \$1,133,205 made up as follows: \$476,703 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. A. Rosts enquired about Ontario Savings Bond interest rates.

5.7 St. Catharines City Council

No report.

5.8 SOLS

No report.

**6. New Business**

6.1 Promotion, Outreach, Partnerships – L. Stripnieks

The Board received a written report. The report provided details on the variety of methods the library uses to promote its collections, programs and services. These methods include print, traditional media and social media. A spreadsheet provided information on Library partnerships and the programs offered.

6.2 User Survey – L. Stripnieks

The Board received a copy of the survey. Discussion included the suggestion to add a map of the wards. The survey will be launched in early July and will run for 3 weeks. The survey will be available on the Library's website which is also accessible on the City's home page.

6.3 Horizon saveONenergy Retrofit – J. Foster

The Board received a written report from Horizon about the saveONenergy Retrofit Project including details of costs and future energy savings. Horizon would like to use the library as an example of a successful and cost saving retrofit.

6.4 Donation of Art – L. Stripnieks

The Board received a written report which included pictures of a wood sculpture of an eagle by the artist Young S. Yoon that an anonymous donor would like to gift to the Library. Discussion ensued. The Library Board felt that the Library could not provide adequate security. The Board asked that the CEO contact the donor's agent and advise them of the Board's decision and suggest to the agent that Rodman Hall might be a more appropriate venue for the sculpture.

**MOTION: 2016-58**      THAT the Board not accept the wood sculpture of the eagle.  
**MOVED BY:**            S. Tromanhauser  
**SECONDED BY:**        A. Cook  
**MOTION CARRIED.**

6.5 Bedbugs – L. Stripnieks/J. Spera

The CEO asked J. Spera to provide a verbal report on the discovery of two unidentified bugs in two DVD cases and how she handled their disposal. The CEO stated that The Standard had contacted her stating that they received an anonymous tip that bed bugs had been found in DVD cases. The CEO investigated and responded to the reporter as per the article that appeared in The Standard on June 16, 2016. The library has a procedure that staff are to follow if they find insects/bugs in library material.

6.6 Goals and Objectives 2016 Update – L. Stripnieks  
The CEO distributed a progress report on the 2016 Goals and Objectives.

6.7 Business for Next Meeting  
None

6.8 Informational Materials  
Informational materials were included in the Board package.

## 7. In-Camera Business

### 7.1 Motion to Move In-Camera

**MOTION: 2016-59** THAT the meeting move In-Camera.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** S. Tromanhauser  
**MOTION CARRIED.**

The meeting moved In-Camera at 8:09 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

**MOTION: 2016-60** THAT the In-Camera Agenda be adopted.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** S. Tromanhauser  
**MOTION CARRIED.**

### 7.3 In-Camera Minutes

#### 7.3(a) In-Camera Meeting, May 19, 2016

**MOTION: 2016-61** THAT the Minutes of the In-Camera Meeting of May 19, 2016 be approved, a copy having been received by each Trustee.  
**MOVED BY:** A. Cook  
**SECONDED BY:** S. Tromanhauser  
**MOTION CARRIED.**

### 7.4 Business Arising

7.4(a) Succession Planning– L. Stripnieks  
The CEO provided a written report.

7.4(b) Policy Review / Charter Rights– L. Stripnieks  
The CEO provided a written report.

### 7.5 Correspondence

The Board received the In-Camera correspondence as of June 10, 2016.

7.6 New Business  
None

7.7 Return to Open Session

**MOTION: 2016-62**      THAT the meeting return to Open Session.  
**MOVED BY:**            S. Tromanhauser  
**SECONDED BY:**        J. Cotton  
**MOTION CARRIED.**

The meeting returned to Open Session at 8:25 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

**MOTION: 2016-63**      THAT the meeting be adjourned.  
**MOVED BY:**            A. Cook  
**SECONDED BY:**        A. Rosts  
**MOTION CARRIED.**

The meeting adjourned at 8:25 pm. The Board members toured the Library.

10. Date and Time of Next Meeting

Thursday, September 15, 2016, 7:00 pm in the Board Room (except at the call of the Chair).