

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 26, 2017

Board Room

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

Regrets: A. Carruthers S. Tromanhauser

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, January 26, 2017 at the Central Library. The Chair called the meeting to order at 6:30 pm.

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

7. In-Camera Business

7.1 Motion to Move In-Camera

The meeting moved In-Camera at 6:30 pm.
(Managers left the In-Camera meeting.)

MOTION: 2017-01 THAT the meeting move In-Camera.
MOVED BY: A. Rosts
SECONDED BY: L. Bramble
MOTION CARRIED.

7.2 Adoption of In-Camera Agenda

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

Add Item 7.4(b) West St. Catharines – L. McDonald
Add Item 7.4(c) CEO Evaluation – L. McDonald

7.2(b) Adoption of In-Camera Agenda

MOTION: 2017-02 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: Councillor B. Williamson
SECONDED BY: J. Cotton
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, November 17, 2016

MOTION: 2017-03 THAT the Minutes of the In-Camera Meeting of November 17, 2016 be approved, a copy having been received by each Trustee.

MOVED BY: A. Rosts
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

7.3(b) In-Camera Email Poll, December 15, 2016

MOTION: 2017-04 THAT the Minutes of the In-Camera Email Poll of December 15, 2016 be approved, a copy having been received by each Trustee.

MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

7.4 Business Arising

7.4(a) Donation Update – J. Foster

J. Foster updated the Board on the donation received as outlined in the Email Poll sent out on December 15, 2016. The donor wishes to remain anonymous.

7.4(b) West St. Catharines – L. McDonald

L. McDonald updated the Board on service in West St. Catharines. (L. Stripnieks, J. Foster, and N. Bryans left the meeting.)

7.4(c) CEO Evaluation – L. McDonald

The Board discussed the CEO Evaluation. (L. Stripnieks, J. Foster, and N. Bryans returned to the meeting.)

MOTION: 2017-05 THAT the Board approve the CEO Evaluation.
MOVED BY: J. Cotton
SECONDED BY: A. Rosts
MOTION CARRIED.

7.5 In-Camera Correspondence

The Board received the In-Camera Correspondence as of January 20, 2017.

7.6 New Business

7.6(a) Monday Openings Update – J. Foster

J. Foster updated the Board on the request from the City to provide cost estimates for having the Library and Branches open on Mondays.

7.7 Return to Open Session

The meeting returned to Open Session at 7:40 pm. (Managers returned to meeting.)

MOTION: 2017-06 THAT the meeting return to Open Session.
MOVED BY: A. Rosts
SECONDED BY: L. Bramble
MOTION CARRIED.

8. Business Arising from In-Camera Session

None

THE REGULAR MEETING OF THE BOARD COMMENCED AT 7:40 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

None

1.2 Adoption of the Agenda

MOTION: 2017-07 THAT the Library Board adopt the Agenda.

MOVED BY: A. Rosts

SECONDED BY: J. Cotton

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, November 17, 2016

MOTION: 2017-08 THAT the Minutes of the Regular Meeting of November 17, 2016 be approved, a copy having been received by each Trustee.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

3. Business Arising

3.1 Furniture / Equipment / Software Acquisition Update – L. Stripnieks

The Board received a written report and spreadsheet of items received.

4. Correspondence

The Board received the Correspondence as of January 20, 2017.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald thanked the organizers of the Staff Fund Christmas Party for a wonderful celebration. He reported that he had attended the Budget presentation and a meeting with the Mayor.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO prepared written reports for the Board for Items 3.1; 6.1; 6.2; 6.3; 6.4; 6.5; and 6.6.

5.3 Health and Safety Report – J. Foster

J. Foster reported that inspections had been completed at Dr. Huq, Merritt, and Port Dalhousie Branches and the 1st floor of Central Library. No deficiencies were reported.

5.4 Branch Reports

The Board received the written Branch Reports for November and December 2016.

5.5 Facilities Report – J. Foster

J. Foster reported that Library staff are dealing with a lot of individuals with mental health issues including vagrants, drug users, and vandals. Staff have been instructed to call 911 if they feel threatened.

- On November 23, 2016 the van was vandalized with paint, scraped, and keyed.
- On December 28, 2016 the Atrium doors near the Café were kicked and the window was broken.
- Central washrooms have been vandalized (feces on the walls, toilets plugged).
- The parking garage is a hang-out for drug users and the homeless who leave behind garbage, discarded clothing, and used sharps.
- The Police have advised staff that there are no longer any jail cells in St. Catharines (only in Niagara Falls) and since detox is usually full, Police will no longer arrest impaired/drunken persons. They will only escort them from the building.

The following work was done:

- Dr. Huq overhead interior lights in the entrance and children's area were replaced
- Centennial walls have been repaired and spot painted
- Merritt rug was repaired and the carpet at the front entrance was replaced
- Centennial Accessibility Signage was replaced in Meeting Rooms area and Atrium
- Dr. Huq electrical work was performed to provide outlets for patrons so they could use their digital devices at the seating area near the entrance
- Sirignano Construction will quote to create a Technology Room on the 2nd floor.

Councillor B. Williamson asked staff to prepare a letter from the Board to be sent to the Mayor, to Regional Council, to the Police Board, and to the Police Chief addressing the homeless/vandal issue.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for November was reviewed. A. Rosts inquired about cheque #12793 to Whitehots Inc. for materials.

MOTION: 2017-09 THAT the eleventh report recommending payment of accounts and salaries in the amount of TWO HUNDRED FIFTY-SIX THOUSAND, SIX HUNDRED SIXTY-THREE DOLLARS & NINETY-SEVEN CENTS (\$256,663.97) be received and approved.

MOVED BY: Councillor B. Phillips

SECONDED BY: J. Cotton

MOTION CARRIED.

The Schedule of Accounts for December was reviewed. A. Rosts inquired about cheque #12799 to Wolters Kluwer Ltd. for materials.

MOTION: 2017-10 THAT the twelfth report recommending payment of accounts and salaries in the amount of TWO HUNDRED FIFTY-SIX THOUSAND, FIFTY-NINE DOLLARS & FORTY-SEVEN CENTS (\$256,059.47) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: L. Bramble

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for November and December were reviewed.

November 30, 2016: with 92% of the year elapsed the statement shows: Revenue received – \$4,333,734; Expenditures – \$5,031,993.

December 31, 2016: With 100% of the year elapsed the statement shows: Revenue received – \$6,071,114; Expenditures – \$5,540,598.

5.6(c) Endowment and Trust Fund Statements

The Statement for November and December were reviewed.

November 30, 2016: The statement shows a balance of \$1,101,570 made up as follows: opening balance – \$1,095,133, donations – \$27,490, interest income – \$11,931; less expenditures – \$32,984; current assets – \$1,130,551; less current liabilities – \$28,981; YTD encumbered – \$268,332, YTD unencumbered – \$833,238.

December 31, 2016: The statement shows a balance of \$1,268,818 made up as follows: opening balance – \$1,095,133, donations – \$192,356, interest income – \$14,313, less expenditures – \$32,984; current assets – \$1,297,799; less current liabilities – \$28,981; YTD encumbered – \$268,502, YTD unencumbered – \$1,000,316.

5.6(d) Report on Short-Term Investments

The report for November and December were reviewed.

November 30, 2016: The report shows a balance of \$1,270,927 made up as follows: \$485,827 due June 21, 2017 invested with Ontario Savings Bonds; \$352,899 due December 13, 2016 invested with TD Bank GIC; \$232,201 due December 13, 2016 invested with TD Bank GIC; \$200,000 due December 13, 2016 invested with TD Bank GIC.

December 31, 2016: The report shows a balance of \$1,488,032 made up as follows: \$485,104 due June 21, 2017 invested with Ontario Savings Bonds; \$164,600 due December 23, 2017 invested with ScotiaMcLeod; \$354,800 due June 13, 2017 invested with TD Bank GIC; \$232,451 due June 13, 2017 invested with TD Bank GIC; \$251,077 due June 13, 2017 invested with TD Bank GIC.

Councillor B. Phillips asked staff to prepare a Summary of Proposed Capital Budget Expenditures and a Condition Assessment Report of the facilities.

5.7 St. Catharines City Council

Councillor B. Williamson reported that the Niagara Peninsula Conservation Authority will be audited. A By-law has been created to regulate cutting trees on private property. Dual Direct Councillors governance issue is being discussed at Council. Councillor B. Phillips will not be continuing as Deputy Mayor this year. Shickluna small scale Hydro Electric dam/generator on 12-mile creek near Wellandvale Road and Fourth Avenue Bridge will not go ahead. The City's land use plan to encourage high-density residential construction downtown is starting to be realized.

5.8 SOLS

No report.

6. New Business

6.1 Accessibility Annual Goals – L. Stripnieks

The Board received a written report outlining the Accessibility Annual Goals for 2017.

6.2 Accessibility Upgrades 2011-16 & Annual Report 2016 – L. Stripnieks

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

6.3 Class Visits for Grade 3 Students Initiative – A. McKenzie

The Board received a written report and A. McKenzie updated the Board on the Grade 3 Students outreach initiative.

6.4 United Way / Community Care 2016 – L. Stripnieks

The Board received a written report outlining the donations from the Library staff to the United Way and Community Care for 2016.

6.5 3D Printing Update and Policy – L. Stripnieks

The Board received a written report on the implementation of 3D Printing classes and the 3D Printing Policy for Board approval.

MOTION: 2017-11 THAT the Library Board approve the 3D Printing Policy and fee structure to be effective March 1, 2017.

MOVED BY: J. Cotton

SECONDED BY: L. Bramble

MOTION CARRIED.

6.6 Presentation to City Budget Standing Committee – J. Foster/L. Stripnieks

The Board received a written report on the Library's presentation to the City's Budget Standing Committee and a copy of the PowerPoint presentation.

6.7 Business for Next Meeting

None

6.8 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

None

9. Motion to Adjourn

MOTION: 2017-12 THAT the meeting be adjourned.

MOVED BY: A. Rosts

SECONDED BY: L. Bramble

MOTION CARRIED.

The Regular meeting adjourned at 8:35 pm.

10. Date and Time of Next Meeting

Thursday, February 16, 2017, 7:00 pm in the Board Room.