

# 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 16, 2017

Board Room

<u>Present:</u>	L. Bramble A. Carruthers A. Cook (Vice-Chair)	L. McDonald (Chair) A. Rosts S. Tromanhauser
<u>Regrets:</u>	J. Cotton	Councillor B. Phillips Councillor B. Williamson
<u>Staff:</u>	D. Bott N. Bryans (Recording Secretary)	J. Foster J. Spera L. Stripnieks (Secretary)
<u>Guests:</u>	B. Cameron K. Nelson-Riley (Presenter)	M. Page M. Stanko

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, March 16, 2017 at the Central Library. The Chair called the meeting to order at 7:00 pm.

### **Deputation 7:05 pm – 7:30 pm:**

At 7:05 pm, Katherine Nelson-Riley from the Friends of the Carousel showed a power point that described the activities involved in restoring the Carousel. At the end of the presentation, she donated 5 copies of the colouring book *The Lakeside Carousel: Keeping the Dream Alive* to the Library Board. The Chair thanked her for the presentation and the donation.

### **1. Adoption of Agenda**

1.1 Additions/Deletions to the Agenda  
None

1.2 Adoption of the Agenda

**MOTION: 2017-23**      THAT the Library Board adopt the Agenda.  
**MOVED BY:**            A. Rosts  
**SECONDED BY:**        A. Cook  
**MOTION CARRIED.**

## 2. Minutes

### 2.1 Regular Meeting – February 16, 2017

The Minutes were approved with the following amendment: Under New Business, Item 6.2 Motion: 2017-17 should read: THAT the Board approve staff to investigate the purchase of remote location lockers and a vending machine type mini-library system *and separate drop box* to be placed in Seymour-Hannah Arena when renovations to the Arena are complete.

**MOTION: 2017-24** THAT the Minutes of the Regular Meeting of February 16, 2017 be approved as amended, a copy having been received by each Trustee.

**MOVED BY:** A. Carruthers

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

## 3. Business Arising

None

## 4. Correspondence

The Board received the Correspondence as of March 10, 2017.

## 5. Reports

### 5.1 Chairs Report – L. McDonald

L. McDonald reported that he had various discussions with Board members in preparation for the Board meeting.

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

L. Stripnieks provided written reports for the following: Item 6.1 Ontario Libraries Capacity Fund – Information Technology Service Capacity (OLCF-ITS) Grant 2016/2017; Item 6.2 Library Usage System-wide & by Branch 1999-2016; Item 6.3 Capital Improvements 1999-2015 Overview (Reserves); and Item 6.4 Technology Grant Summary 1998-2016.

She also provided updates on the following:

#### RFID

The RFID task force is preparing an RFP with an anticipated completion in April.

#### NovelBranch

A visit to Gale Centre to see NFPL's 'NovelBranch' system is set-up for later this week.

#### Workshop

The CEO is investigating a one-day workshop for staff that would provide instruction on how to deal with disruptive patrons. The workshop is based on a program from the Crisis Prevention Institute and will be presented by the City's HR Department staff.

#### Mental Health First Aid

The CEO is investigating the content of the Mental Health First Aid two-day seminar to see if it addresses SCPL needs and issues.

#### Shelving

The CD and DVD shelving ordered in January is scheduled for delivery in April.

#### Donations

The CEO has updated the Library's donation brochures.

#### Leisure Guide

The CEO stated that the Library's one-page advertisement was not in the *Leisure Guide Spring & Summer 2017* and she is following up with the City to ensure that the Library is not overlooked this fall. The City outsources the production of the Guide and this is where the problems occur.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the Joint Health & Safety Committee had a meeting on March 9. Items discussed included: the Procedure for Safe Handling and Disposal of Sharps; an update on Accessibility Signage; Bed Bug Inspections; Annual Certified Inspections; an Electrical Inspection; and staff training seminars. He also reported that inspections had been completed at Dr. Huq, Merritt, and Port Dalhousie Branches and the 2<sup>nd</sup> and 3<sup>rd</sup> floor of Central. Minor deficiencies have been corrected.

5.4 Branch Reports

The Board received the written Branch Reports for February 2017. The CEO updated the Board about the 'soft launch' of the 3D printing available at the Library including advertising materials and programs available.

5.5 Facilities Report – J. Foster

J. Foster reported that on March 4, an individual kicked in the front window at Central. The incident was reported to the Police and the Library has received a quote of approximately \$1,400 to replace the glass. An Electrical Inspection by the City's Safety Authority was conducted on February 15, revealing two minor deficiencies that have been rectified. The City declared a Snow Day on March 14. The Library was closed and staff and radio stations were notified.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for February was reviewed. A. Rosts inquired about cheque # 12906 to Service Experts of Niagara for the HVAC system at Merritt.

**MOTION: 2017-25** THAT the second report recommending payment of accounts and salaries in the amount of TWO HUNDRED TWENTY-EIGHT THOUSAND, TWO HUNDRED FIFTY-ONE DOLLARS & EIGHTY-EIGHT CENTS (\$228,251.88) be received and approved.

**MOVED BY:** A. Rosts  
**SECONDED BY:** A. Cook

**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for February was reviewed.

As at February 28, 2017: with 17% of the year elapsed the statement shows: Revenue received– \$861,591; Expenditures – \$814,419.

5.6(c) Endowment and Trust Fund Statements

The Statement for February was reviewed.

As at February 28, 2017: The statement shows a balance of \$1,289,265 made up as follows: opening balance – \$1,269,075; donations – \$20,134; interest – \$56; current assets – \$1,289,265; YTD encumbered – \$268,502; YTD unencumbered – \$1,020,763.

5.6(d) Report on Short-Term Investments

The report for February was reviewed.

As at February 28, 2017: The report shows a balance of \$1,457,832 made up as follows: \$453,923 due June 21, 2017 invested with Ontario Savings Bonds; \$164,600 due December 23, 2017 invested with ScotiaMcLeod GIC; \$354,780 due June 13, 2017 invested with TD Bank GIC; \$251,077 due June 13, 2017,

invested with TD Bank GIC; \$233,452 due June 13, 2017 invested with TD Bank GIC.

5.7 St. Catharines City Council  
No report.

5.8 SOLS  
No report.

**6. New Business**

6.1 Ontario Libraries Capacity Fund – Information Technology Service Capacity (OLCF-ITS) Grant 2016/2017 – L. Stripnieks

The Board received a written report. The Library applied for and received a grant of \$13,869 to be used on technology. The report provided details on the equipment that would be purchased with these funds.

6.2 Library Usage System-wide & by Branch 1999-2016 – L. Stripnieks

The Board received 2 spreadsheets showing Library usage. The 1<sup>st</sup> spreadsheet provided library usage stats rolled up for the entire system 1999-2016. They included: circulation, visits, registered patrons, holds filled, Internet sessions, catalogue use, electronic database use, programs, collection size etc. The 2<sup>nd</sup> spreadsheet broke out library usage by Branch.

6.3 Capital Improvements 1999-2015 Overview (Reserves) – L. Stripnieks

The Board received a written report itemizing the major capital improvements that had been made to the Library from 1999 to 2015. During this period, \$3,552,432 has been spent on these improvements. The Board has been apprised of the capital improvements that will be required in the next 5 years and reserves have been established. J. Foster stated that once those reserves are drawn down, the Library Board would have to develop a financial model to build back the capital reserves.

6.4 Technology Grant Summary 1998-2016 – L. Stripnieks

The Board received a written report itemizing the technological grants that have been received for the period from 1998-2016 and the funding sources (federal, provincial, and B. Gates). A total of \$489,087 in grant funding has been used to build up and maintain the Library's technological infrastructure. Future grant funding is tenuous.

6.5 VHS to DVD Conversion Equipment – L. Stripnieks/D. Bott

L. Stripnieks updated the Board about the VHS to DVD Conversion Equipment that had been purchased. IT staff are testing the equipment. Staff are reviewing the sale of DVD discs and headphones which would need to be acquired by the public. A cost recovery fee for these items will be established. Staff in the Adult Information Services Department will also need to be trained and operating instructions for the public need to be created.

6.6 Business for Next Meeting

The Chair requested a review of the Board Meeting Dates at the next meeting.

6.7 Informational Materials

Informational materials were included in the Board package.

**7. In-Camera Business**

7.1 Motion to Move In-Camera

**MOTION: 2017-26** THAT the meeting move In-Camera.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

The meeting moved In-Camera at 8:45 pm

7.2 Adoption of In-Camera Agenda

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

The Board Chair asked that Items 7.6 (a) and (b) be added.

Add Item 7.6(a) Review of Where We Are – Future Planning

Add Item 7.6(b) Evaluation Committee Planning

7.2(b) Adoption of in-Camera Agenda

**MOTION: 2017-27** THAT the In-Camera Agenda be adopted as amended.

**MOVED BY:** A. Cook

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting – February 16, 2017

**MOTION: 2017-28** THAT the In-Camera Minutes of February 16, 2017 be approved, a copy having been received by each Trustee.

**MOVED BY:** A. Cook

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

7.4 Business Arising

None

7.5 In-Camera Correspondence

None

**Staff members were asked to leave the meeting.**

7.6 New Business

7.6(a) Review of Where We Are – Future Planning

7.6(b) Evaluation Committee Planning

**Staff members were asked to return to the meeting.**

**MOTION: 2017-29** THAT the Board establish a committee (consisting of L. Bramble and S. Tromanhauser) to revisit the Mission Statement.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

7.7 Return to Open Session

**MOTION: 2017-30**      THAT the meeting return to Open Session.  
**MOVED BY:**            A. Rosts  
**SECONDED BY:**        A. Carruthers  
**MOTION CARRIED.**

The meeting returned to Open Session at 9:10 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

**MOTION: 2017-31**      THAT the meeting be adjourned.  
**MOVED BY:**            A. Cook  
**SECONDED BY:**        A. Carruthers  
**MOTION CARRIED.**

The meeting adjourned at 9:10 pm.

10. Date and Time of Next Meeting

Thursday, April 20, 2017, 7:00 pm in the Board Room.