

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, April 20, 2017
Board Room

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

Regrets: J. Cotton S. Tromanhauser

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

Guest: Matt Swindley

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, April 20, 2017 at the Central Library. The Chair called the meeting to order at 7:00 pm.

Appointment 7:00 pm: Crawford, Smith, and Swallow: Chartered Accountants LLP – Matt Swindley, Presentation of the 2016 Auditor’s Report

The Board received a written report of the Financial Statements December 31, 2016. Matt Swindley reviewed the report and responded to questions. He stated that the audit went smoothly and did not reveal any irregularities with accounting practices or controls.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
Add Item 3.5 Board Reception – L. McDonald

1.2 Adoption of the Agenda

MOTION: 2017-32 THAT the Library Board adopt the Agenda as amended.
MOVED BY: A. Rosts
SECONDED BY: L. Bramble
MOTION CARRIED.

2. Minutes

- 2.1 Regular Meeting – March 16, 2017
The Minutes were approved.

MOTION: 2017-33 THAT the Minutes of the Regular Meeting of March 16, 2017 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 Library Board 2017 Meeting Schedule – L. McDonald
L. McDonald reviewed the Meeting Schedule. The Board decided to leave it as is.
- 3.2 RFID Update – L. Stripnieks
L. Stripnieks provided a written report outlining the RFP release and deadline dates.
- 3.3 3D Printing Update – D. Andrusko
D. Andrusko provided a written report updating the Board on 3D Printing classes.
- 3.4 NovelBranch and Remote Lockers Update – L. Stripnieks
L. Stripnieks provided a written report asking the Board to approve by Motion the purchase of NovelBranch and HoldIT Lockers.

MOTION: 2017-34 THAT the Board approve the purchase of the NovelBranch self-service kiosk and HoldIT Lockers for a cost not to exceed \$80,000 not including taxes.
AND THAT the Board approve annual maintenance of \$2,790 for NovelBranch and \$2,790 for the HoldIT Lockers, not including taxes.

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

- 3.5 Board Reception – L. McDonald
Discussion ensued. No further action required.

4. Correspondence

The Board received the Correspondence as of April 13, 2017.

5. Reports

- 5.1 Chairs Report – L. McDonald
L. McDonald reported that he had discussions with the CEO and Board members in preparation for the meeting. He also met with the Auditors on April 18, 2017.
- 5.2 Chief Executive Officer's Report – L. Stripnieks
L. Stripnieks provided written reports for the following: Item 3.2 RFID Update; Item 3.4 NovelBranch and Remote Lockers Update; and Item 6.3 Central Library Circulation Desk.

She also provided a written CEO Report Highlights which outlined the following:
Seminar on Dealing with Disruptive Patrons
Seminars are booked for the next 4 Mondays for all Public Service staff to attend.

Staffing

The CEO updated the Board on this month's staffing actions.

5.3 Health and Safety Report – J. Foster

J. Foster reported that inspections were completed at Central Library 1st floor and Port Dalhousie Library Branch. No deficiencies.

5.4 Branch Reports

The Board received the written Branch Reports for March 2017. A. McKenzie reported that the Library has hosted over 400 Grade 3 students in class visits; most of whom have never been to the Library before or had a Library card.

5.5 Facilities Report – J. Foster

J. Foster reported that the Library HVAC systems are being prepared for the change from winter to summer mode. In April, the Library was defaced by graffiti six times; the Maintenance Department removed the graffiti right away. The Library has received from the City a replacement (2004 model) van for deliveries. The windows in the Children's area at Central Library were painted by high school students from Laura Secord S.S. with a Canada 150 theme that they designed themselves.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for March was reviewed. A. Rosts inquired about cheque # 12946 to Eaton Industries (Canada) Co for replacement capacitors.

MOTION: 2017-35 THAT the third report recommending payment of accounts and salaries in the amount of FOUR HUNDRED THOUSAND, THREE HUNDRED AND SEVENTY DOLLARS AND TWENTY-FIVE CENTS (\$400,370.25) be received and approved.

MOVED BY: Councillor B. Williamson

SECONDED BY: L. Bramble

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for March was reviewed.

As at March 31, 2017: with 25% of the year elapsed the statement shows: Revenue received – \$1,184,581; Expenditures – \$1,513,340.

5.6(c) Endowment and Trust Fund Statements

The Statement for March was reviewed.

As at March 31, 2017: The statement shows a balance of \$1,286,584 made up as follows: opening balance – \$1,270,222; donations – \$20,319; interest – \$43; less expenditures – \$4,000: current assets – \$1,286,584: YTD encumbered – \$268,502; YTD unencumbered – \$1,018,082.

5.6(d) Report on Short-Term Investments

The report for March was reviewed.

As at March 31, 2017: The report shows a balance of \$1,487,932 made up as follows: \$484,023 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

Councillor B. Williamson reported that the City is building a new band shell in the Port Dalhousie Lakeside Park. For Earth Day, trees are being planted in Malcolmson Eco-Park on Saturday, April 2, 2017. In a new program (similar to London, ON) the City has designated 10% of the tree planting budget to encourage residents to apply for a tree to be planted on their property.

Councillor B. Phillips reported that CAO Dan Carnegie has announced his retirement effective June 30, 2017. City Council wants to establish a neighbourhood park at the former Glen Ridge P.S. and directed staff to express an interest in acquiring the land from the District School Board of Niagara. Council directed staff to express interest in acquiring either part of the property or the entire site. An RFP has been sent to developers for proposals.

5.8 SOLS

No report.

6. New Business

6.1 March Break 2017 Program Report – A. McKenzie

The Board received a written report. A. McKenzie provided a brief overview of the March Break programs.

6.2 Children's Furniture – Branches – L. Stripnieks

The Board received a written report which recommended the purchase of children's furniture for the Branches.

MOTION: 2017-36

THAT the Board approve the purchase of children's furniture for the Merritt and Port Dalhousie Branches for a cost not to exceed \$5,500 excluding taxes, shipping and delivery, and that the funds be taken from the Endowment and Trust Fund.

MOVED BY:

A. Rosts

SECONDED BY:

L. Bramble

MOTION CARRIED.

6.3 Central Library Circulation Desk – L. Stripnieks

The Board received a written report outlining the replacement of Central Library's Circulation Desk.

6.4 Business for Next Meeting

None

6.5 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: 2017-37

THAT the meeting move In-Camera.

MOVED BY:

A. Cook

SECONDED BY:

A. Carruthers

MOTION CARRIED.

The meeting moved In-Camera at 8:18 pm

7.2 Adoption of In-Camera Agenda

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

Add Item 7.6(a) NovelBranch – L. Stripnieks

7.2(b) Adoption of in-Camera Agenda

MOTION: 2017-38 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: A. Carruthers
SECONDED BY: A. Rosts
MOTION CARRIED.

7.3 In-Camera Minutes

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

MOTION: 2017-39 THAT the In-Camera Minutes of March 16, 2017 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

7.4 Business Arising

None

7.5 In-Camera Correspondence

None

7.6 New Business

7.6(a) NovelBranch – L. Stripnieks

L. Stripnieks provided the Board with some information about NovelBranch.

7.7 Return to Open Session

MOTION: 2017-40 THAT the meeting return to Open Session.
MOVED BY: A. Rosts
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

The meeting returned to Open Session at 8:43 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2017-41 THAT the meeting be adjourned.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

The meeting adjourned at 8:43 pm.

10. Date and Time of Next Meeting

Thursday, May 18, 2017, 7:00 pm in the Board Room.