

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 15, 2017

Board Room

<u>Present:</u>	L. Bramble A. Carruthers A. Cook (Vice-Chair)	J. Cotton L. McDonald (Chair) Councillor B. Phillips
<u>Regrets:</u>	A. Rosts	S. Tromanhauser Councillor B. Williamson
<u>Staff:</u>	D. Bott N. Bryans (Recording Secretary)	J. Foster L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, June 15, 2017 at the Central Library. The Chair called the meeting to order at 7:05 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

None

1.2 Adoption of the Agenda

MOTION: 2017-50 THAT the Library Board adopt the Agenda.

MOVED BY: J. Cotton

SECONDED BY: L. Bramble

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting – May 18, 2017

The Minutes were approved.

MOTION: 2017-51 THAT the Minutes of the Regular Meeting of May 18, 2017 be approved, a copy having been received by each Trustee.

MOVED BY: A. Carruthers

SECONDED BY: A. Cook

MOTION CARRIED.

3. Business Arising

3.1 CD and Periodical Shelving – L. Stripnieks

L. Stripnieks reported that the CD and Periodical Shelving has arrived and has been set-up on the first floor. It was discovered that errors in the item capacity quotations from the vendors means that additional shelving will be required to complete the project. She asked the Board to approve the purchase of additional shelving.

MOTION: 2017-52 THAT the Library Board approve the purchase of additional CD and Periodical Shelving for a cost not to exceed \$19,000 not including taxes. The funds to be taken from the Endowment and Trust Fund.

MOVED BY: Councillor B. Phillips

SECONDED BY: A. Cook

MOTION CARRIED.

3.2 Circulation Desk at Central – L. Stripnieks

L. Stripnieks stated that the Library had received a design and estimate for new Circulation Desks at the Central Library. However, as per the City's procurement policy, an RFQ will be sent to at least 3 vendors. Once the quotes have been received and evaluated staff will poll the Library Board members.

3.3 NovelBranch and HoldIT Lockers – L. Stripnieks

L. Stripnieks provided a written report outlining a request for the Board to clarify the motion in April (**Motion 2017-34**) since the motion neglected to identify that the funding for the equipment was to be taken out of the Endowment and Trust Fund.

MOTION: 2017-53 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. The funds to be taken from the Endowment and Trust Fund.

AND THAT the Board approve annual maintenance of \$2,790 for NovelBranch and \$2,790 for the HoldIT Lockers, not including taxes. The funds to be included in the Annual Operating Budget.

MOVED BY: L. Bramble

SECONDED BY: J. Cotton

MOTION CARRIED.

3.4 Rooms on the 2nd Floor at Central – J. Foster

J. Foster reported that staff met this past week to review the plans for the rooms on the 2nd floor. He will send out a Request for Quote.

4. Correspondence

The Board received the Correspondence as of June 9, 2017.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that he had discussions with the CEO about CD and Periodical Shelving in preparation for the meeting.

5.2 Chief Executive Officer's Report – L. Stripnieks

In addition to the items presented in the Board package the CEO reported that the training sessions on how to deal with disruptive patrons have been completed.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the Joint Health and Safety Committee met on June 8. The Annual Bed Bug inspections were completed in May at all the library locations but there were no real concerns. Circulation staff will continue to inspect materials as they arrive. Annual H&S inspections of the facilities will be completed in June by the certified members. The Fire Safety Inspection Reports for Merritt and Port were completed in May, and the Central Library will be done in June. Central Library's Fire Plan is under review.

5.4 Branch Reports

The Board received the written Branch Reports for May 2017.

5.5 Facilities Report – J. Foster

No report.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for May was reviewed. J. Foster noted that cheque # 13021 to Crawford Smith & Swallow was for the 2016 Audit and # 103662 to City of St. Catharines was for the half year payment of the debenture for the Dr. Huq Family Library Branch.

MOTION: 2017-54 THAT the fifth report recommending payment of accounts and salaries in the amount of TWO HUNDRED SEVENTY-THREE THOUSAND, SIXTY-SEVEN DOLLARS & SEVENTY-EIGHT CENTS (\$273,067.78) be received and approved.

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

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for May was reviewed.

As at May 31, 2017: with 42% of the year elapsed the statement shows: Revenue received– \$1,900,299; Expenditures – \$2,361,492.

5.6(c) Endowment and Trust Fund Statements

The Statement for May was reviewed.

As at May 31, 2017: The statement shows a balance of \$1,284,521 made up as follows: opening balance – \$1,270,222; donations – \$20,515; interest – \$95; less expenditures – \$6,311: current assets – \$1,286,832; less current liabilities – \$2,311: YTD encumbered – \$268,502; YTD unencumbered – \$1,016,019.

5.6(d) Report on Short-Term Investments

The report for May was reviewed. J. Foster reported that the TD Bank GIC's were renewed on June 13, 2017 at the same rate for a 6 month term.

As at May 31, 2017: The report shows a balance of \$1,456,303 made up as follows: \$452,394 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. Phillips reported that: Council had received a presentation from the Developer for the old GM property; the Planning Dept. had updated Council on other developments planned including: the Tower site; Hotel Dieu site; Lincoln Fabrics site.

CAO, Dan Carnegie, will be retiring as of June 30, 2017 and Shelley Chemnitz has been appointed as Acting CAO while recruitment takes place for a new CAO.

The QEW was closed on June 13, 2017 when a truck containing hazardous material was in a collision. The City activated its Emergency Operations plan and executed a co-ordinated response. Nearby residents were advised to stay in place for the duration of the cleanup. An alternate shelter centre was set-up at the Seymour-Hannah Arena.

5.8 SOLS

No report.

6. New Business

6.1 RFID Proposal Assessment – D. Bott

L. Stripnieks thanked D. Bott, Manager, IT & Networks for his stellar work on the RFID project. David Bott developed the Request for Proposal for review by the team. He conducted the initial evaluation of the proposals, comparing the features listed and prices quoted, and prepared the report for the Board which included detailed comparative pricing charts.

MOTION: 2017-55

THAT the Board approve the purchase and installation of the RFID solution proposed by bibliotheca+3M for a cost of \$275,350.00 excluding taxes, and

THAT the Board approve an allowance of 20% or \$55,070.00 to allow for modifications to the building facilities such as electrical and data lines, minor adjustments to item quantities, such as spare equipment and other unforeseen expenses, and

THAT that the project be financed from the Computer Reserve with the balance to come from the Facilities and Enhancement Reserve.

MOVED BY:

J. Cotton

SECONDED BY:

L. Bramble

MOTION CARRIED.

6.2 Business for Next Meeting

None

6.3 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: 2017-56

THAT the meeting move In-Camera.

MOVED BY:

A. Cook

SECONDED BY:

A. Carruthers

MOTION CARRIED.

The meeting moved In-Camera at 8:25 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: 2017-57 THAT the In-Camera Agenda be adopted.
MOVED BY: A. Cook
SECONDED BY: J. Cotton
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting – May 18, 2017

MOTION: 2017-58 THAT the In-Camera Minutes of May 18, 2017 be approved, a copy having been received by each Trustee.
MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.

7.4 Business Arising

None

7.5 In-Camera Correspondence

None

7.6 New Business

7.6(a) Personnel Update – L. Stripnieks
L. Stripnieks updated the Board about personnel.

7.7 Return to Open Session

MOTION: 2017-59 THAT the meeting return to Open Session.
MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.

The meeting returned to Open Session at 8:40 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2017-60 THAT the meeting be adjourned.
MOVED BY: J. Cotton
SECONDED BY: A. Carruthers
MOTION CARRIED.

The meeting adjourned at 8:40 pm.

10. Date and Time of Next Meeting

Thursday, September 21, 2017, 7:00 pm Board Room (except at the call of the Chair)