

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, September 21, 2017
Board Room

<u>Present:</u>	L. Bramble	L. McDonald (Chair)
	A. Carruthers	Councillor B. Phillips
	A. Cook (Vice-Chair)	A. Rosts
	J. Cotton	S. Tromanhauser
		Councillor B. Williamson
<u>Staff:</u>	D. Andrusko	A. McKenzie
	D. Bott	S. Smith
	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, September 21, 2017 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 Christmas Party

1.2 Adoption of the Agenda

MOTION: 2017-61 THAT the Library Board adopt the Agenda as amended.

Moved BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, June 15, 2017

MOTION: 2017-62 THAT the Minutes of the Regular Meeting of June 15, 2017 be approved, a copy having been received by each Trustee.

Moved BY: A. Cook

SECONDED BY: L. Bramble

MOTION CARRIED.

3. Business Arising

3.1 RFID Update – L. Stripnieks/D. Bott

L. Stripnieks provided a written report. D. Bott reported that the tagging of Library materials was half done with completion anticipated for the end of October. Installation of work station equipment and security gates will be scheduled through October and November. We expect to 'Go Live' with the new RFID check-in/check-out system in December. Phase 2 of the project, the installation of self-check-out stations will take place in 2018 and we expect to 'Go Live' in March.

3.2 NovelBranch and Remote Lockers Update – L. Stripnieks

L. Stripnieks provided a written report. NovelBranch equipment is scheduled to arrive the week of September 25 and the Holds Lockers the week of October 2. The Board received a document illustrating the design of the vinyl wraps for the equipment. Promotional material is being prepared. Once software testing and staff training is completed, a 'Go Live' launch will be scheduled.

3.3 Central Library – Circulation Desk(s) Update – L. Stripnieks

L. Stripnieks provided a written report.

MOTION: 2017-63

THAT the Library Board approve the acquisition of 2 new circulation desks for the Central Library, from Carr McLean, for an estimated cost of \$49,500 excluding HST, and that the funding come from the Facility and System Enhancement Reserve.

MOVED BY:

Councillor B. Williamson

SECONDED BY:

J. Cotton

MOTION CARRIED.

3.4 CD and Periodical Shelving Update – L. Stripnieks

L. Stripnieks reported that the CD and Periodical Shelving is scheduled to be completed on Monday, September 25, 2017.

3.5 Rooms on the 2nd Floor of Central Update – J. Foster

J. Foster reported that a PO was generated to Sirignano Construction in August to begin the Rooms on the 2nd Floor of Central. Construction will begin in early October with an anticipated completion in early November.

4. Correspondence

The Board received the correspondence as of September 15, 2017.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that he has had several conversations with the CEO and has received an email update from the CEO on August 15th re: RFID project, Novel Branch, Hold-it lockers, and staffing actions for the Business and Facilities Administrator and Building Superintendent positions. He and Anna Cook (Vice-chair) met with the CEO and Jack Foster on July 10.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks provided written reports for Items 3.1, 3.2, 3.3, and 7.6(a). She also reported that she compiled and submitted SCPL Annual Public Library Statistics 2016 to the Ministry of Tourism, Culture and Sport. She has also submitted the necessary forms for the Public Library Operating Pay Equity Forms to Grants Ontario. We are now waiting to receive the Provincial grant. The Library cannot speed up this process it is all driven by the Province and according to their schedules.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the Joint Health & Safety Committee met on September 14, 2017. Annual inspections were completed of all facilities and the minor deficiencies, mostly trip hazards, were corrected. The Electrical Safety Authority Inspection requested by the City showed no deficiencies. Regular monthly inspections included 1st floor of Central, Dr. Huq, Merritt and Port Branches. No deficiencies reported.

5.4 Branch Reports

The Board received the written Branch Reports for June, July, and August 2017. The CEO praised the Departmental staff for their work on Library programs.

5.5 Facilities Report – J. Foster

J. Foster reported the following:

- Fire inspections were sent out to tender, a change in vendor has resulted in a savings of \$1,500.
- Roof at Central has been inspected by Jocelyn Roof Consultants, waiting for their report but some repairs will be required
- Maintenance staff spending more time cleaning up graffiti on the exterior and doing minor repairs due to vandalism in the interior
- New signage that meets accessibility requirements has been installed on the 1st floor and on September 25, the 2nd floor will be completed
- Renteknik Group Inc. has completed the Energy Audit for a cost of \$9,600; the Library received a grant from Electra of \$4,800; for a Net cost of \$4,800. A report will be coming to the Board including the recommendation to update the HVAC system

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for June was reviewed.

MOTION: 2017-64 THAT the sixth report recommending payment of accounts and salaries in the amount of TWO HUNDRED SIXTY-THREE THOUSAND, FOUR HUNDRED TWENTY-SEVEN DOLLARS & FORTY-NINE CENTS (\$263,427.49) be received and approved.

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

The Schedule of Accounts for July was reviewed. A. Rosts inquired about cheques # 103704 to Convergent Library Technologies for NovelBranch equipment and # 103709 to Jeff's at Work for shelving.

MOTION: 2017-65 THAT the seventh report recommending payment of accounts and salaries in the amount of THREE HUNDRED AND SIXTY-EIGHT THOUSAND, FOUR HUNDRED AND NINETY-SIX DOLLARS & FORTY-FOUR CENTS (\$368,496.44) be received and approved.

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

The Schedule of Accounts for August was reviewed. A. Rosts inquired about cheque # 13157 to Renteknik Group Inc. for the energy audit.

MOTION: 2017-66 THAT the eighth report recommending payment of accounts and salaries in the amount of THREE HUNDRED SIXTY-EIGHT THOUSAND, ONE HUNDRED SIXTY-SEVEN DOLLARS & SIXTY-SEVEN CENTS (\$368,167.67) be received and approved.

MOVED BY: A. Rosts
SECONDED BY: J. Cotton
MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at June 30, 2017: With 50% of the year elapsed the statement shows: revenue received - \$2,265,128; expenditures - \$2,787,115.

As at July 31, 2017: With 58% of the year elapsed the statement shows: revenue received - \$2,626,300; expenditures - \$3,232,407.

As at August 31, 2017: With 67% of the year elapsed the statement shows: revenue received - \$2,991,769; expenditures - \$3,747,757.

5.6(c) Endowment and Trust Fund Statements

As at June 30, 2017: The statement shows a balance of \$ 1,297,880 made up as follows: opening balance – \$1,270,222; donations – \$21,760; interest income – \$12,209; less expenditures – \$6,311: current assets – \$1,300,191; less current liabilities – \$2,311: YTD encumbered – \$268,572; YTD unencumbered – \$1,029,308.

As at July 31, 2017: The statement shows a balance of \$1,209,348 made up as follows: opening balance – \$1,270,222; donations – \$21,898; interest income – \$12,234; less expenditures – \$95,006: current assets – \$1,300,354; less current liabilities – \$91,006: YTD encumbered – \$268,572; YTD unencumbered – \$940,776.

As at August 31, 2017: The statement shows a balance of \$1,217,396 made up as follows: opening balance – \$1,269,075; donations – \$28,614; interest income – \$14,713; less expenditures – \$95,006: current assets – \$1,308,402; less current liabilities – \$91,006: YTD encumbered – \$268,642; YTD unencumbered – \$948,754.

5.6(d) Report on Short-Term Investments

As at June 30, 2017: The report shows a balance of \$1,501,232 made up as follows: \$164,600 due December 23, 2017 invested with ScotiaMcLeod GIC; \$356,746 due December 13, 2017 invested with TD Bank GIC; \$252,454 due December 13, 2017 invested with TD Bank GIC; \$234,732 due December 13, 2017 invested with TD Bank GIC; \$192,700 due July 11, 2018 invested with Montreal Trust GIC; \$100,000 due July 11, 2018 invested with National Trust GIC; \$100,000 due July 11, 2018 invested with Hollis Canadian Bank GIC; \$100,000 due July 11, 2018 invested with Concentra Bank GIC.

As at July 31, 2017: The report shows a balance of \$1,501,232 made up as follows: \$164,600 due December 23, 2017 invested with ScotiaMcLeod GIC; \$356,746 due December 13, 2017 invested with TD Bank GIC; \$252,454 due December 13, 2017 invested with TD Bank GIC; \$234,732 due December 13, 2017 invested with TD Bank GIC; \$192,700 due July 11, 2018 invested with Montreal Trust GIC; \$100,000 due July 11, 2018 invested with National Trust GIC; \$100,000 due July 11, 2018 invested with Hollis Canadian Bank GIC; \$100,000 due July 11, 2018 invested with Concentra Bank GIC.

As at August 31, 2017: The report shows a balance of \$1,501,232 made up as follows: \$356,746 due December 13, 2017 invested with TD Bank GIC; \$252,454 due December 13, 2017 invested with TD Bank GIC; \$234,732 due December 13, 2017 invested with TD Bank GIC; \$257,300 due July 11, 2018 invested with Bank of Nova Scotia GIC; \$100,000 due July 11, 2018 invested with National Trust GIC; \$100,000 due July 11, 2018 invested with Hollis Canadian Bank GIC; \$100,000 due July 11, 2018 invested with Royal Bank of Canada GIC; \$100,000 due July 11, 2018 invested with Montreal Trust Company GIC.

5.7 St. Catharines City Council

Councillor B. Phillips and Councillor B. Williamson reported the following:

- Seymour Hannah ice pads are being repaired, will be available this fall
- Kiwanis Aquatics Centre ceiling is repaired, pool will re-open October 2
- Market Square roof replacement work will begin mid-September
- St. Paul Street has re-opened after road improvement construction
- The City is in the beginning stages of the Budget process
- The City's is in the process of staffing the CAO position
- Revitalized Lakeside Park re-opened this summer

5.8 SOLS

No report.

6. New Business

6.1 Better World Books – Library Discards & Donation Program – L. Stripnieks/J. Spera

The Board received a written report. J. Spera provided a verbal overview of the Donation Program.

6.2 Summer Programs Report – A. McKenzie

The Board received a written report. A. McKenzie provided a verbal overview of the Summer 2017 Programs.

6.3 Portable Wi-Fi for Patrons – L. Stripnieks/D. Bott

The Board received a written report. D. Bott provided an overview of the potential costs and issues. In most communities the installation of this service is a City initiative. Discussion ensued. SCPL would be interested in working with the City if they wished to roll-out this service.

6.4 Annual Report 2016 – L. Stripnieks

The Board received the Annual Report 2016. L. Bramble asked if the Vision Statement could also be included in the report. L. Stripnieks will modify the report as requested.

6.5 Christmas Party – L. Stripnieks

L. Stripnieks provided the Board with correspondence received from the Staff Fund/Christmas Party Committee.

MOTION: 2017-67 THAT the Library Board contribute ONE THOUSAND ONE HUNDRED DOLLARS (\$1,100) to the Staff Christmas celebration.

MOVED BY: A. Rosts

SECONDED BY: S. Tromanhauser

MOTION CARRIED.

6.6 Business for Next Meeting

None

6.7 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: 2017-68 THAT the meeting move In-Camera.

MOVED BY: S. Tromanhauser

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting moved In-Camera at 8:12 pm.

7.2 Adoption of In-Camera Agenda

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

The CEO requested a change in the order of items 7.6(a) and 7.6(b) so that S. Smith could stay for the budget discussions.

7.2(b) Adoption of In-Camera Agenda

MOTION: 2017-69 THAT the In-Camera Agenda be adopted as amended.

MOVED BY: J. Cotton

SECONDED BY: L. Bramble

MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, June 15, 2017

MOTION: 2017-70 THAT the Minutes of the In-Camera Meeting of June 15, 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 Correspondence

None

7.6 New Business

7.6(a) Proposed 2018 Operating Budget – J. Foster

J. Foster updated the Board about the Proposed 2018 Operating Budget.

S. Smith left the In-Camera Meeting.

7.6(b) Personnel Matters – L. Stripnieks

The Board received a written report.

7.7 Return to Open Session

MOTION: 2017-71 THAT the meeting return to Open Session.

MOVED BY: A. Rosts

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

The meeting returned to Open Session at 8:52 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2017-72 THAT the meeting be adjourned.

MOVED BY: A. Rosts

SECONDED BY: J. Cotton

MOTION CARRIED.

The meeting adjourned at 8:52 pm.

10. Date and Time of Next Meeting

Thursday, October 19, 2017, 7:00 pm in the Board Room.