

# 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, October 19, 2017  
Board Room

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

Regrets: S. Tromanhauser

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, October 19, 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  
None

1.2 Adoption of the Agenda

**MOTION: 2017-73** THAT the Library Board adopt the Agenda.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

### 2. Minutes

2.1 Regular Meeting, September 21, 2017

**MOTION: 2017-74** THAT the Minutes of the Regular Meeting of September 21, 2017 be approved, a copy having been received by each Trustee.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

### **3. Business Arising**

#### **3.1 RFID Update – L. Stripnieks/D. Bott**

D. Bott reported that the tagging of the Library's collection should be completed in 2 weeks. Central is done; teams are working at Dr. Huq and Port, and will be at Merritt next week. The Bibliotheca technician will be at the Library next week to review the specifications for the installation of the gates. The Library's electrician will prepare connections as needed in the following weeks. The gates should be installed by the end of November or early December. The RFID system should go live by the end of the year. The self-checkout stations (Phase 2 of the project) will be ordered later with installation, staff training, and implementation in the New Year.

#### **3.2 NovelBranch and Remote Lockers Update – L. Stripnieks**

D. Bott reported that the NovelBranch units and the HoldIT Lockers have been installed at Seymour-Hannah Arena. There are some technical issues with respect to data transfer for the HoldIT Lockers that need to be resolved. D. Bott provided slides of the equipment and outlined how the equipment would function. Discussion ensued about signage (outside and inside to direct patrons to the equipment), and providing general use information to City employees at the Arena.

#### **3.3 Rooms on the 2<sup>nd</sup> Floor of Central Update – J. Foster**

J. Foster reported that work is now scheduled to begin the week of November 6. The delay is due to the doors order.

### **4. Correspondence**

The Board received the correspondence as of October 13, 2017.

### **5. Reports**

#### **5.1 Chairs Report – L. McDonald**

L. McDonald reported that he has had several conversations with the CEO re: status of the staffing process for the Business and Facilities Administrator position. He updated the Board re: the direct mail service company he investigated to promote the remote library services at the Seymour-Hannah Arena.

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

L. Stripnieks reported that she has completed the following: applied for a Technology Grant; prepared the content for brochures on the use of the NovelBranch and HoldIT equipment; finalized the information on the vinyl wraps; completed a review of furniture requirements for the new rooms on the 2<sup>nd</sup> floor at Central, Building Superintendent office and Web developer workstation; prepared interview questions for the Building Superintendent positions; and prepared for a Grievance from the Union.

#### **5.3 Health and Safety Report – J. Foster**

J. Foster reported that the next Joint Health and Safety Committee meeting with the Union will be December 14, 2017.

#### **5.4 Branch Reports**

The Board received the written Branch Reports for September 2017. A. Rosts inquired if Library Wi-Fi use was being tracked and D. Bott responded that although it is not currently tracked it is possible to do with the proper equipment.

5.5 Facilities Report – J. Foster

J. Foster reported the following:

- Kitchen Cabinets were installed Saturday, October 14, 2017 in the Board Room and the Staff Room at a cost of \$8,800
- Installation of Rooms on 2<sup>nd</sup> floor of Central is scheduled for November 6, 2017
- Maintenance equipment has been prepared for the Winter season
- Church Street entrance has been power washed and graffiti removed
- Staff met with E.S. Fox, Renteknik Group Inc. (Energy Management Co), and Alectra Utilities for the Energy Audit:
  - Building Systems Audit for Roof Top HVAC Units at Central
  - Alectra preparing a report to the Board, to be completed by November
  - Very good position; only a few minor low cost repairs
  - Concerns; obtaining parts as current units are no longer manufactured
  - Freon legislation standards have changed; will impact A/C units in future

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for September was reviewed. A. Rosts inquired about cheques #13197 to McKeown Sign Co. for Accessibility signage; #13213 to Slappendel Greenhouses Inc. for plant material; and #13207 to Post Media Network Inc. for newspaper advertisements.

**MOTION: 2017-75** THAT the ninth report recommending payment of accounts and salaries in the amount of TWO HUNDRED FIFTY-TWO THOUSAND, EIGHT HUNDRED SEVENTY-SEVEN DOLLARS & THIRTY-SIX CENTS (\$252,877.36) be received and approved.

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

5.6(b) Statement of Operating Accounts

As at September 30, 2017: With 75% of the year elapsed the statement shows: revenue received - \$3,353,989; expenditures - \$4,171,974.

5.6(c) Endowment and Trust Fund Statements

As at September 30, 2017: The statement shows a balance of \$ 1,203,973 made up as follows: opening balance – \$1,269,075; donations – \$28,845; interest income – \$14,754; less expenditures – \$108,701: current assets – \$1,308,674; less current liabilities – \$104,701: YTD encumbered – \$268,642; YTD unencumbered – \$935,331.

5.6(d) Report on Short-Term Investments

As at September 30, 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; \$157,300 due August 8, 2018 invested with Bank of Nova Scotia GIC; \$100,000 due July 11, 2018 invested with Concentra Bank GIC; \$100,000 due August 30, 2018 invested with Hollis Canadian Bank GIC; \$100,000 due August 30, 2018 invested with Montreal

Trust Co GIC; \$100,000 due August 30, 2018 invested with National Trust Co GIC; \$100,000 due August 30, 2018 invested with Royal Bank of Canada GIC.

5.7 St. Catharines City Council

Councillor B. Phillips and Councillor B. Williamson reported the following: Council examining issue of exclusive on-street parking for Police; final candidates for the CAO position will give presentations to Council on Monday; the Budget Committee is working on the 2018 Proposed Budget; a Splash Pad has been approved for North End St. Catharines in Bogart Park; Phil Christi has been appointed as the Director of Parks, Recreation, and Culture Services

5.8 SOLS

No report.

6. New Business

6.1 Business for Next Meeting

None

6.2 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

**MOTION: 2017-76** THAT the meeting move In-Camera.

**MOVED BY:** A. Carruthers

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

The meeting moved In-Camera at 8:00 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: 2017-77** THAT the In-Camera Agenda be adopted.

**MOVED BY:** A. Carruthers

**SECONDED BY:** L. Bramble

**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, September 21, 2017

**MOTION: 2017-78** THAT the Minutes of the In-Camera Meeting of September 21, 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 Correspondence  
The Board received the In-Camera correspondence as of October 13, 2017.

7.6 New Business

7.6(a) Problem Patron Request for Reinstatement – L. Stripnieks  
L. Stripnieks updated the Board about a patron request for reinstatement.

**MOTION: 2017-79** THAT staff send a letter to the patron informing them that their library privileges have been reinstated and the conditions of the reinstatement.  
**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

7.6(b) Personnel Matters – L. Stripnieks  
L. Stripnieks updated the Board on a personnel matter. Discussion ensued.

**MOTION: 2017-80** THAT the CEO inform the candidate of the Board's decision with respect to membership dues.  
**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

7.6(c) Proposed 2018 Operating Budget – J. Foster  
J. Foster presented the Proposed 2018 Operating Budget to the Board.

**MOTION: 2017-81** THAT the Library Board approve the Proposed 2018 Operating Budget of \$6,171,260 and THAT \$150,000 from the 2017 Operating Budget be brought forward to support the 2018 Operating Budget and THAT anything over and above be allocated to the Reserve Fund.  
**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

7.7 Return to Open Session

**MOTION: 2017-82** THAT the meeting return to Open Session.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**  
The meeting returned to Open Session at 8:57 pm.

8. Business Arising from In-Camera Session  
None

**9. Motion to Adjourn**

**MOTION: 2017-83**            THAT the meeting be adjourned.

**Moved BY:**                A. Rosts

**SECONDED BY:**        A. Carruthers

**MOTION CARRIED.**

The meeting adjourned at 8:57 pm.

**10. Date and Time of Next Meeting**

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