

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 15, 2018
Board Room

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

Regrets: J. Cotton

Staff: D. Bott K. Smith Curtis
N. Bryans (Recording Secretary) J. Spera
S. Mannella L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, March 15, 2018 at the Central Library. The Chair called the meeting to order at 6:45 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

None

1.2 Adoption of the Agenda

MOTION: 2018-24 THAT the Library Board adopt the Agenda.

MOVED BY: A. Cook

SECONDED BY: A. Rosts

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, February 15, 2018

MOTION: 2018-25 THAT the Minutes of the Regular Meeting of February 15, 2018 be approved, a copy having been received by each Trustee.

MOVED BY: L. Bramble

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

3. Business Arising

3.1 Window Protection at Central – K. Smith Curtis

K. Smith Curtis reviewed her written report. Discussion ensued. The Board decided to approve the recommendation of staff to install protective film on some windows.

MOTION: 2018-26 THAT the Library Board approve the installation of Armorcoat Safety Film to the windows in the Children's Area for a cost of \$2,330 not including applicable taxes, to be funded from the 2018 Operating Capital Facilities and Systems Enhancement budget.

MOVED BY: S. Tromanhauser

SECONDED BY: A. Cook

MOTION CARRIED.

4. Correspondence

The Board received the correspondence as of March 9, 2018.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald welcomed S. Mannella, Building Superintendent, to the Library staff and to the Board meeting. Les McDonald reported on the various meetings he has had with the CEO. The Board also discussed whether future meetings could start at 6:00 pm. It was decided to try a 6:00 pm start for the Board Meeting in April.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks reported that she had met with Constable James Taylor, Community Policing Officer, about using a Library meeting room on May 15th, 16th or 17th (date to be confirmed) for an information event. He is trying to get various Community Social Services agencies to agree to come to this event and distribute information to the public about the services that are available. The CEO and Constable Taylor also discussed the possibility of the Library providing space (at designated times) so that Social Service staff could be on the premises and be available to the public.

5.3 Health and Safety Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. Health and Safety inspections for Port Branch, Dr. Huq Branch and 3rd floor of Central Library had no deficiencies.

5.4 Branch Reports

The Board received the written Branch Report for February 2018. Staff commented that the RFID gates provide more accurate gate count totals. Board members had praise for the March Break programs they attended.

5.5 Facilities Report – K. Smith Curtis

K. Smith Curtis reviewed her written report.

5.6 Finance – K. Smith Curtis

5.6(a) Schedule of Accounts

The Schedule of Accounts for February was reviewed. A. Rosts inquired about cheque #13474 to Les McDonald for OLA Expenses, cheque #13477 to Design Electronics for the Seymour-Hannah pylon sign, cheque #13476 to Night Owl News for the Wall Street Journal, and cheque #13484 to Retailer E.Mall for Disc Cleaner.

MOTION: 2018-27 THAT the second report recommending payment of accounts and salaries in the amount of TWO HUNDRED TWELVE THOUSAND, FIVE HUNDRED NINETY-NINE DOLLARS & FOUR CENTS (\$212,599.04) be received and approved.

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

5.6(b) Statement of Operating Accounts
As at February 28, 2018: With 17% of the year elapsed the statement shows: revenue received - \$909,027; expenditures - \$846,692.

5.6(c) Endowment and Trust Fund Statements
As at February 28, 2018: The statement shows a balance of \$1,413,249 made up as follows: opening balance – \$1,390,324; donations – \$20,502; interest income – \$2,423; current assets – \$1,413,249; YTD encumbered – \$268,642; YTD unencumbered – \$1,144,607.

5.6(d) Report on Short-Term Investments
As at February 28, 2018: The report shows a balance of \$1,564,486 made up as follows: \$358,713 due June 13, 2018 invested with TD Bank GIC; \$143,846 due June 13, 2018 invested with TD Bank GIC; \$236,027 due June 13, 2018 invested with TD Bank GIC; \$100,000 due July 11, 2018 invested with Concentra Bank GIC; \$100,000 due November 23, 2018 invested with Equitable Bank GIC; \$100,000 due January 29, 2019 invested with ADS Canadian Bank GIC; \$121,000 due January 29, 2019 invested with Bank of Nova Scotia GIC; \$100,000 due January 29, 2019 invested with Montreal Trust Co GIC; \$100,000 due January 9, 2019 invested with National Trust Co GIC; and \$204,900 due February 2, 2019 invested with Royal Bank GIC.

5.7 St. Catharines City Council
Councillor B. Williamson gave a brief update about the following: Council's Capital budget, City's policing issues and upcoming planning applications.

5.8 SOLS
No report.

6. New Business

6.1 Carpet Replacement – Port Branch – K. Smith Curtis
The Board received a written report.

MOTION: 2018-28 THAT the Board approve the removal of the existing carpet and installation of new carpet tile at the Port Dalhousie Branch for a cost not to exceed \$6,100 to be funded from the 2018 Operating Capital Facilities and Systems Enhancement budget.

MOVED BY: S. Tromanhauser
SECONDED BY: L. Bramble
MOTION CARRIED.

- 6.2 Elevator Upgrade – Central – K. Smith Curtis
The Board received a written report.

MOTION: 2018-29 THAT the Board approve engaging an Elevator Consulting Firm to provide the engineering consulting services for the rehabilitation of the elevator and dumb waiter at the Central Library, and
THAT the consulting fee of not more than \$20,000, not including applicable taxes, be taken from the Operating Capital Budget (Facility Accessibility Design Standards).

Moved BY: L. Bramble
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

- 6.3 Security Camera Installation Update – D. Bott/L. Stripnieks
The Board received a written report. Meetings have been held with City staff and with Pinder's Security Products. Areas for the location of cameras inside and outside the Library have been identified. Funding has been allocated in the 2018 budget.

- 6.4 Central Basement Tile Floor Replacement Update – L. Stripnieks
The Board received a written report. Investigating replacing the basement tiles began late in 2015. A sum of \$45,000 was allocated in the 2016 Operating Budget. In February 2017 Larisa Brodsky Architect Inc. provided a proposal including scope of the work etc. Meetings were held with J. Foster, L. Brodsky, J. Curno (City purchasing). Neither an RFQ nor an RFP were issued, and the project stalled. In January 2018, the Library team (L. Stripnieks, S. Mannella, K. Smith Curtis) met with City staff (D. Dillon, A. Martuccio etc.) to resurrect this project. The Library team is requesting quotes for a variety of solutions. L. Brodsky has been engaged to rework the proposal.

- 6.5 Goals and Objectives 2018 – L. Stripnieks
The Board received a list of Goals for 2018 which derive from the Strategic Agenda 2015-2018 plan.

MOTION: 2018-30 THAT the Board approve the Goals and Objectives for 2018.
Moved BY: A. Carruthers
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: 2018-31 THAT the meeting move In-Camera.
Moved BY: A. Cook
SECONDED BY: A. Rosts
MOTION CARRIED.

The meeting moved In-Camera at 8:15 pm.

7.2 Adoption of In-Camera Agenda

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

Move Item 7.4(a) CEO Evaluation to the end of the In-Camera session.

7.2(b) Adoption of In-Camera Agenda

MOTION: 2018-32 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: A. Cook
SECONDED BY: L. Bramble
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, February 15, 2018

MOTION: 2018-33 THAT the Minutes of the In-Camera Meeting of February 15, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

7.4 Business Arising

7.4(a) CEO Evaluation – L. McDonald

Item deferred to the end of the In-Camera session

7.5 Correspondence

The Board received the In-Camera correspondence as of March 9, 2018.

7.6 New Business

7.6(a) Request for Reinstatement – L. Stripnieks

L. Stripnieks recommended to the Board that the patron be reinstated.

MOTION: 2018-34 THAT the CEO send a letter to the patron informing them that their Library privileges have been reinstated and the conditions of the reinstatement.
MOVED BY: S. Tromanhauser
SECONDED BY: L. Bramble
MOTION CARRIED.

K. Smith Curtis and N. Bryans left the In-Camera Meeting at 8:25 pm

7.6(b) CEO Evaluation – L. McDonald

The Chair asked the CEO to step out of the boardroom so that the entire Board could review the job evaluation document. The Board reviewed the CEO Evaluation. The CEO was asked back into the meeting at 8:35 pm.

MOTION: 2018-35 THAT the Board approve the CEO Evaluation as presented.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Cook
MOTION CARRIED.

7.7 Return to Open Session

MOTION: 2018-36 THAT the meeting return to Open Session.

MOVED BY: A. Rosts

SECONDED BY: Councillor Williamson

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: 2018-37 THAT the meeting be adjourned.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

The meeting adjourned at 8:40 pm.

10. Date and Time of Next Meeting

Thursday, April 19, 2018 at 6:00 pm in the Board Room