

# ST. CATHARINES PUBLIC LIBRARY BOARD

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*The St. Catharines Public Library provides spaces, resources, and experiences for all citizens to learn, grow and connect.*

## MINUTES OF THE REGULAR MEETING

Thursday, April 16, 2020  
Microsoft Teams

<u>Board:</u>	V. De Luca S. Dimick H. Findlay (Chair) Councillor L. Littleton L. McDonald	F. Sheikh (Vice-Chair) K. Tribble S. Tromanhauser Councillor B. Williamson
<u>Staff:</u>	D. Andrusko D. Bott (Teams moderator) N. Bryans (Recording Secretary) R. Di Marcantonio J. Dunn	S. Mannella A. McKenzie K. Smith Curtis J. Spera K. Su (Secretary)
<u>Public Guests:</u>	M. Aitken Y. Bonomi A. Eijasantos D. Fast	S. Hampshire S.L. Tasane K. Zieroth

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, April 16, 2020 on Microsoft Teams; the Chair called the Meeting to order at 12:06 pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to the Agenda

Move Item 5.1 Correspondence from Consent Reports to Discussion Reports Item 6.4  
Move Item 5.4 Financial Reports from Consent Reports to Discussion Reports Item 6.5

#### 1.2 Adoption of the Agenda

**MOTION: 2020-26** THAT the Agenda be adopted as amended.  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

### 2. Chair's Report

H. Findlay introduced and welcomed Sarah Dimick as a new member of The St. Catharines Public Library Board. The Chair thanked D. Bott for his assistance as Microsoft Teams moderator for this Board meeting. She congratulated Library staff for all their creative work as featured in the Tuesday, April 7, 2020 article in The Standard. She suggested that due to the COVID-19 pandemic, this meeting method may continue for the foreseeable future.

**3. Declarations of Interest**

None

**4. Adoption of Minutes**

4.1 Regular Meeting – February 20, 2020

**MOTION: 2020-27** THAT the Regular Minutes of February 20, 2020 be adopted.  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** K. Tribble  
**MOTION CARRIED.**

**5. Consent Reports**

5.1 Correspondence

5.2 Chief Executive Officer's Report – K. Su

5.3 Department Reports and Statistics – February & March 2020

5.4 Financial Reports – K. Smith Curtis

5.4(a) 2020 Operating Budget Statement – March 31, 2020

5.4(b) Endowment and Trust Statement – March 31, 2020

5.4(c) Short-Term Investment Report – March 31, 2020

5.5 Response to COVID-19 Pandemic Report – K. Su

**MOTION: 2020-28** THAT the Consent Reports be received as circulated, (except for Item 5.1 Correspondence and Item 5.4 Financial Reports brought forward for discussion).

**MOVED BY:** F. Sheikh  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

**6. Discussion Reports**

6.1 St. Catharines City Council

Councillor B. Williamson reported that in these extraordinary circumstances with a State of Emergency being declared; in order to limit the spread of the novel coronavirus the City has temporarily closed all of its facilities to the public, moved staff to work from home where possible, and undertaken other protective measures such as recommending that citizens can do their part by:

- Staying home whenever possible, leaving the house only for essentials
- Practicing physical separation of at least two metres between themselves and others
- Increasing hygiene efforts such as frequent washing of hands and daily disinfecting of surfaces

Councillor L. Littleton added that St. Catharines has launched the pickupstc.ca website to link residents with local businesses that are open during the COVID-19 pandemic and offer curbside or contactless delivery. She encouraged Board members, guests and staff to support local businesses.

City Council meetings have been held online using 'Zoom' and the Budget Standing Committee will be meeting at the end of April to begin looking at the effects on project delays and potential revenue short-falls for next year's budget.

6.2 SOLS Report

K. Tribble reported that SOLS was to meet in NOTL in May but it has been cancelled. SOLS and OLS-North are coming together as one organization. On Saturday April 18, 2020, 9:00 am meeting, she will participate in their virtual meeting of Trustee Reps and will provide an update report for the Board.

6.3 Policy and Procedure Report – K. Su

K. Su outlined his written report recommending Management's proposed changes to Library Policies and Procedures. Discussion ensued. V. DeLuca inquired why the Internet Policy was to be at Board level. K. Su responded that the Internet is provided system wide and the Board may have to consider the possibility of censorship. L. McDonald inquired whether the Performance Appraisal Policy applied to all staff. K. Su responded that staff appraisals are done by Managers and the CEO appraisal is done by the Board and he hopes that an employee recognition event may be held this year. S. Tromanhauser and V. De Luca thanked staff for providing an organized system.

**MOTION: 2020-29** THAT the Board approve the proposed changes to Policies and Procedures as outlined in the report.

**MOVED BY:** S. Tromanhauser

**SECONDED BY:** L. McDonald

**MOTION CARRIED.**

6.4 Correspondence – L. McDonald

L. McDonald shared a card he received from previous Board member Linda Bramble, thanking the Board and staff for honouring her husband with a memorial bookplate.

6.5 Financial Reports – Councillor L. Littleton/K. Smith Curtis

Councillor L. Littleton inquired about Notes 2 Miscellaneous Revenues which indicated an increase in costs for e-resources. K. Smith Curtis responded that the usage of several e-resources products has increased dramatically during the closure of the Library to the public and that the Library is actively monitoring the collection budget.

7. In-Camera Session

7.1 Motion to Move In-Camera

**MOTION: 2020-30** THAT the Regular Meeting move In-Camera.

**MOVED BY:** Councillor L. Littleton

**SECONDED BY:** S. Dimick

**MOTION CARRIED.**

The Regular Meeting moved In-Camera at 12:49 pm.

7.2 Adoption of In-Camera Agenda

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

Add Item 7.5(a) Staffing – K. Su (verbal)

7.2(b) Adoption of In-Camera Agenda

**MOTION: 2020-31** THAT the In-Camera Agenda be adopted as amended.

**MOVED BY:** L. McDonald

**SECONDED BY:** S. Tromanhauser

**MOTION CARRIED.**

7.3 Adoption of In-Camera Minutes

7.3(a) In-Camera Session – February 20, 2020

**MOTION: 2020-32** THAT the In-Camera Minutes of February 20, 2020 be adopted.

**MOVED BY:** K. Tribble

**SECONDED BY:** S. Tromanhauser

**MOTION CARRIED.**

7.4 In-Camera Consent Reports

7.4(a) Donation – K. Su

The Board received information regarding a potential donation to the Library.

7.4(b) Collective Agreement Negotiation – K. Su

The Board received information regarding negotiations with CUPE Local 2220.

7.5 In-Camera Discussion Reports

7.5(a) Staffing – K. Su

The Board received an update on staffing actions due to the Library closure.

7.5(b) Donation – K. Su

The Board discussed the potential donation to the Library.

7.6 Return to Open Session

**MOTION: 2020-35** THAT the In-Camera Session return to Open Session.

**MOVED BY:** S. Tromanhauser

**SECONDED BY:** Councillor L. Littleton

**MOTION CARRIED.**

The In-Camera Session returned to Open Session at 1:30 pm.

8. Motion(s) Arising From In-Camera Session

**MOTION: 2020-33** THAT the In-Camera Consent Reports be received as circulated (except Item 7.4(a) Donation brought forward for discussion).

**MOVED BY:** V. De Luca

**SECONDED BY:** L. McDonald

**MOTION CARRIED.**

**MOTION: 2020-34** THAT the Board receive the information presented in the In-Camera Discussion Reports.

**MOVED BY:** Councillor B. Williamson

**SECONDED BY:** V. De Luca

**MOTION CARRIED.**

9. Motion to Adjourn

**MOTION: 2020-36** THAT the Regular Meeting be adjourned.

**MOVED BY:** Councillor L. Littleton

**SECONDED BY:** L. McDonald

**MOTION CARRIED.**

The Regular Meeting adjourned at 1:30 pm.

10. Next Meeting / Upcoming Events

Board Meeting – Thursday, May 21, 2020, at 12:00 pm, by Microsoft Teams



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Chair



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Secretary