

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2
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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, May 20, 2021

Microsoft Teams

<u>Board:</u>	J. Coles V. De Luca K. Diiorio H. Findlay (Chair)	Councillor L. Littleton L. McDonald F. Sheikh (Vice-Chair) Councillor B. Williamson
<u>Regrets:</u>	S. Dimick	
<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>Guests:</u>	L. Dobson T. Kitay	S. Tripp

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, May 20, 2021 on Microsoft Teams. The Vice-Chair called the Meeting to order at 6:12 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

Move Item 6.7 New Organization Structure to Discussion Reports Item 7.6

1.2 Adoption of Agenda

MOTION: 2021-66 THAT the Agenda be adopted as amended.
MOVED BY: Councillor B. Williamson
SECONDED BY: L. McDonald
MOTION CARRIED.

2. Chair's Remarks and Declarations of Interest

H. Findlay welcomed Janice Coles and Kelly Diiorio as new members of The St. Catharines Public Library Board. Also, congratulations were extended to L. McDonald for his Volunteer Award from the City of St. Catharines. There were no declarations of interest.

3. Board Membership

- 3.1 Election of Committee Members – H. Findlay
H. Findlay called for nominations to the CEO Evaluation Committee. The Board deferred this to the next meeting.
- 3.2 Appointment to OLS Board Assembly – H. Findlay
H. Findlay called for nominations for OLS Board Assembly representative. J. Coles volunteered for this position. There being no further nominations, J. Coles was declared OLS Board Assembly representative by acclamation.

4. Adoption of Minutes

4.1 Regular Meeting – April 15, 2021

MOTION: 2021-67 THAT the Regular Meeting Minutes of April 15, 2021 be adopted.
MOVED BY: Councillor L. Littleton
SECONDED BY: V. De Luca
MOTION CARRIED. (J. Coles and K. Diiorio abstained)

5. Monthly Updates

5.1 St. Catharines City Council

Councillor L. Littleton reported that Council passed a Short-term Rentals By-Law and Councillor B. Williamson reported that Council debated parking issues.

5.2 OLS Update

H. Findlay reported that on May 5, 2021 she attended the OLS meeting which focussed on electing an assembly representative to the Library Service Board and outlined the role of the OLS as a vehicle for delivering services for the Ministry of Heritage, Sport, Tourism and Culture Industries. The group also discussed the modifications to the Inter library loans service and the waiving of fines. At the next meeting, the assembly will be introducing the Strategic Plan developed by the transition Board.

5.3 CEO Update – K. Su

K. Su updated the Board that Kitchener Public Library will loan the Library a temporary outdoor book return box for use during the project to secure the Central Library parking garage.

The Library's presentation to City Council scheduled for Monday, April 26, 2021 was postponed. The City prefers to have all ABCs present to Council in the summer when the City fully launches its reopening plan.

5.4 Department Updates – A. McKenzie & D. Bott

A. McKenzie reported that March Break was postponed so this year's Spring Break programs were presented in April by staff and outside presenters. Some programs included prepared kits to do at home and a survey was completed for feedback.

As curbside service continues, staff have been weeding the Library's collections and have distributed the excess materials to community partners such as Community Care, March of Dimes, RAFT, and Niagara Public Health. As of the end of April, nearly 1000 items have been donated and the Library will continue this practice.

D. Bott provided a brief online demonstration of the resources that will available to the Board with the new @myscpl.ca email accounts that will be assigned to each Board

member over the summer as outlined in Item 6.5. This will allow access to the SCPL Board Intranet, document library, statistics & analysis, and the Teams platform for video meetings and chat features.

6. Consent Reports

6.1 Correspondence

The Board received the Correspondence as of May 13, 2021.

6.2 CEO Report – K. Su

The Board received the CEO Report.

6.3 Department Reports – April 2021

The Board received the Department Reports – April 2021.

6.4 Response to COVID-19 Pandemic (May Update) – K. Su

The Board received the Response to COVID-19 Pandemic (May Update).

6.5 Board Email Accounts – D. Bott

The Board received the Board Email Accounts Report.

6.6 Merritt Branch Lease – K. Smith Curtis

The Board received the Merritt Branch Lease Report.

6.7 New Organization Structure – L. Dobson

Item Moved to Discussion Reports Item 7.6

6.8 2021 Department Work Plan Draft – K. Su

The Board received the 2021 Department Work Plan Draft Report.

MOTION: 2021-68 THAT the Consent Reports be received as circulated (except for Item 6.7 New Organization Structure brought forward for discussion).

MOVED BY: J. Coles

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

7. Discussion Reports

7.1 Succession Planning Policy – Recruitment & Succession Planning Committee

V. De Luca reported that the Committee has drafted a Governance or Board level policy in order to develop a guide between terms of the Board; to inform the incoming Board the situation from the outgoing Board. He outlined some further amendments the Committee has made over the past few days to address the concerns about Board members seeking re-appointment not reviewing Board applications. Discussion ensued.

MOTION: 2021-69 THAT the Board refer the draft policy to the City Clerk's office.

MOVED BY: Councillor B. Williamson

SECONDED BY: Councillor L. Littleton

MOTION CARRIED.

7.2 Strategic Plan Review Proposal – H. Findlay

H. Findlay reported that at the last meeting, the Board requested a review or a 'taking of stock' of the Strategic Plan with OLS assistance. The Chair and the CEO have arranged

with Brandon Fratarcangeli, an OLS Consultant, to create a Special Meeting of the Board on Tuesday, June 8, 2021 from 1:30 pm to 3:30 pm to facilitate a discussion about the Strategic Plan: to include an examination of where we are now, what we have accomplished, what plans we are able to continue with, and what plans we are not able to continue with (due to barriers including being in this COVID-19 pandemic situation for more than a year). The goal is to establish the priority items for the remainder of the Plan's duration.

Also planned, is a follow-up second session for a fall Board Meeting to facilitate discussion about making specific 2022 priorities, and to assist the Board to decide whether to extend the Plan for a year beyond 2022 or to begin the process of developing a new Strategic Plan.

7.3 Board By-Law Number 1 and Committee Meeting Procedures – K. Su

K. Su reported that the City Clerk's office recommends that the Library Board follow committee procedures similar to the City's committee procedures to promote transparency and accountability as well as ensure consistency with other local Agencies, Boards, and Commissions. K. Su developed the Committee Meeting Procedures based on the City's documents and they will be added as an Appendix to the By-Law. Discussion ensued.

MOTION: 2021-70 THAT the Board approve the amended St. Catharines Public Library Board By-Law Number 1.
MOVED BY: J. Coles
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

7.4 Policy (G07) Code of Conduct – R. Di Marcantonio

R. Di Marcantonio outlined the amendments to Policy (G07) Code of Conduct. Discussion ensued. J. Coles suggested some language adjustments to be included.

MOTION: 2021-71 THAT the Board approve amended Policy (G07) Code of Conduct.
MOVED BY: L. McDonald
SECONDED BY: F. Sheikh
MOTION CARRIED.

7.5 Canada Revenue Agency Contacts – K. Smith Curtis

K. Smith Curtis reported on the recommendation to change the Library's authorized representatives with Canada Revenue Agency. Discussion ensued.

MOTION: 2021-72 THAT the Board approves Qingyi (Ken) Su, Chief Executive Officer and Karen Smith Curtis, Business Administrator as authorized representatives for the St. Catharines Public Library Board with Canada Revenue Agency.
MOVED BY: Councillor L. Littleton
SECONDED BY: F. Sheikh
MOTION CARRIED. (F. Sheikh opposed)

7.6 New Organization Structure – L. Dobson

Item moved from Consent Reports Item 6.8 to Discussion Reports. Councillor B. Williamson inquired about the process of implementing the change to a new Organization Structure.

L. Dobson responded that through the process of implementing a new Organization Structure everything has been announced and shared with staff. Although the process of re-organization is unsettling for some staff, the Library is not eliminating any staff members; all staff have been offered a position in the new structure. There is also competition for some new Librarian positions by interviews. She outlined that most staff have accepted the offers they have received and there is no change to the Union / Exempt positions balance.

8. In-Camera Session

8.1 Motion to Move In-Camera

MOTION: 2021-73 THAT the Regular Meeting move In-Camera.
MOVED BY: F. Sheikh
SECONDED BY: L. McDonald
MOTION CARRIED.

The Regular Meeting moved In-Camera at 7:43 pm.

8.2 In-Camera Agenda

8.2(a) Additions/Deletions to In-Camera Agenda
None

8.2(b) Adoption of In-Camera Agenda

MOTION: 2021-74 THAT the In-Camera Agenda be adopted.
MOVED BY: K. Diiorio
SECONDED BY: V. De Luca
MOTION CARRIED.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – April 15, 2021

MOTION: 2021-75 THAT the In-Camera Minutes of April 15, 2021 be adopted.
MOVED BY: L. McDonald
SECONDED BY: Councillor B. Williamson
MOTION CARRIED. (J. Coles and K. Diiorio abstained)

8.4 In-Camera Consent Reports

8.4(a) Staffing (May Update) – K. Su
The Board received a written update on Staffing.

MOTION: 2021-76 THAT the In-Camera Consent Reports be received as circulated.
MOVED BY: L. McDonald
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

8.5 In-Camera Discussion Reports

- 8.5(a) City of St. Catharines Planning & Building Services – T. Kitay & S. Tripp
The Board received a presentation from the City Planning and Building Services Department.

T. Kitay and S. Tripp left the meeting at 8:05 pm

8.6 Return to Open Session

MOTION: 2021-77 THAT the In-Camera Session return to Open Session.
MOVED BY: J. Coles
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

The In-Camera Session returned to Open Session at 8:06 pm.

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

MOTION: 2021-78 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: V. De Luca
SECONDED BY: F. Sheikh
MOTION CARRIED.

10. Motion to Adjourn

MOTION: 2021-79 THAT the Regular Meeting be adjourned.
MOVED BY: F. Sheikh
SECONDED BY: L. McDonald
MOTION CARRIED.

The Regular Meeting adjourned at 8:06 pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, June 17 2021, at 6:00 pm, by Microsoft Teams



Chair



Secretary