

# ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2  
(905) 688-6103 ~ Fax (905) 688-6292

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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, September 16, 2021

Microsoft Teams

Board: J. Coles S. Dimick  
V. De Luca (Meeting Chair) Councillor L. Littleton (left early)  
K. Diiorio L. McDonald  
Councillor B. Williamson

Regrets: H. Findlay (Chair) F. Sheikh (Vice-Chair)

Staff: D. Andrusko S. Mannella  
D. Bott (Teams moderator) A. McKenzie  
N. Bryans (Recording Secretary) K. Smith Curtis  
R. Di Marcantonio J. Spera  
K. Su (Secretary)

Guests: L. Dobson

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, September 16, 2021 on Microsoft Teams. In the absence of the Chair and the Vice-Chair, the Board nominated Vince De Luca as Chair and the Meeting was called to order at 6:03 pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to Agenda

Delete Item 7.1 Strategic Plan Review – F. Sheikh

#### 1.2 Adoption of Agenda

**MOTION: 2021-97** THAT the Agenda be adopted as amended.

**MOVED BY:** L. McDonald

**SECONDED BY:** Councillor L. Littleton

**MOTION CARRIED.**

### 2. Chair's Remarks and Declarations of Interest

The Chair thanked Councillor L. Littleton for the nomination as Meeting Chair.

### 3. Declarations of Interest

There were no declarations of interest.

#### 4. Adoption of Minutes

##### 4.1 Regular Meeting – June 17, 2021

**MOTION: 2021-98** THAT the Regular Meeting Minutes of June 17, 2021 be adopted.  
**MOVED BY:** J. Coles  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED. (V. De Luca abstained.)**

##### 4.2 CEO Evaluation Committee Meeting – July 13, 2021

**MOTION: 2021-99** THAT the CEO Evaluation Committee Meeting Minutes of July 13, 2021 be adopted.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

##### 4.3 Special Meeting – July 29, 2021

**MOTION: 2021-100** THAT the Special Meeting Minutes of July 29, 2021 be adopted.  
**MOVED BY:** S. Dimick  
**SECONDED BY:** K. Diiorio  
**MOTION CARRIED.**

##### 4.4 CEO Evaluation Committee Meeting – August 12, 2021

**MOTION: 2021-101** THAT the CEO Evaluation Committee Meeting Minutes of August 12, 2021 be adopted.  
**MOVED BY:** J. Coles  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

#### 5. Monthly Updates

##### 5.1 St. Catharines City Council

Councillor B. Williamson and Councillor L. Littleton reported that the planned development on James Street adjacent to the Library plaza area will go through a process of public consultations and that they will keep the Library informed.

##### 5.2 OLS Update

J. Coles reported that the next OLS meeting for SCPL and similar sized libraries is scheduled for Thursday, November 18, 2021, from 4-6 pm. She is registered to attend.

##### 5.3 CEO Update – K. Su

K. Su updated the Board as follows:

- The Library made a presentation to City Council on August 30 with good questions asked, it was well received and the Monday openings were popular. The next City presentation will be on November 3 to present the Library's Operating Budget to the Budget Standing Committee.
- The Central Library Renovation project RFP was posted on September 1, a mandatory site visit was held on September 15 for any interested design firms and the RFP closes October 1. The submissions will be evaluated by a committee of the CEO, Business Administrator, Manager Central, and the

Manager Facilities. The successful candidate will be recommended to the Board at the October 21, 2021 Board Meeting.

- A Short-Term phased approach to In-person meetings have begun at City Council until December 31, and they have been discussed at Library Management meetings. Board discussion ensued.
- Vaccination policy considered, will wait to see City's policy.

5.4 Department Updates – R. Di Marcantonio, Manager Programming & Promotions  
R. Di Marcantonio provided a verbal update overview on Programming. Although limited by the pandemic closures, the Library provided Book Clubs and 46 other programs over the summer. Other than the kits that were distributed, all programs were held in virtual digital format. Looking forward to the fall, the Library is considering in-person programs but will re-evaluate based on the pandemic stats. Programs will be provided in a mix of formats as possible.

## 6. Consent Reports

### 6.1 Correspondence

The Board received the Correspondence as of September 10, 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 – June, July, & August 2021.

### 6.4 Finance Reports – K. Smith Curtis

The Board received the following Finance reports:

6.4(a) Operating Budget Statement – as at June 30, 2021

6.4(b) Endowment and Trust Statement – as at June 30, 2021

6.4(c) Short-Term Investments – as at June 30, 2021

### 6.5 Response to COVID-19 Pandemic (September Update) – K. Su

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

### 6.6 2020 Annual Report

The Board received the 2020 Annual Report

### 6.7 Quarterly Progress Update on 2021 Work Plan (June) – K. Su

The Board received the Quarterly Progress Update on 2021 Work Plan (September).

### 6.8 2022 Library Closure Dates – K. Su

The Board received the 2022 Library Closure Dates.

**MOTION: 2021-102** THAT the Consent Reports be received as circulated.

**MOVED BY:** L. McDonald

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

## 7. Discussion Reports

### 7.1 Strategic Plan Review – F. Sheikh

Item deleted from the Agenda

7.2 2022 Library Work Plan – K. Su

K. Su reported that the CEO Evaluation Committee recommended to have the 2022 Library Work Plan presented earlier than the October Board Meeting. The plan is ambitious and is based on the hope that next year will be clear of the COVID-19 pandemic and it depends on full staffing and a full budget.

**MOTION: 2021-103** THAT the Board approve in principle the 2022 Library Work Plan.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

Councillor L. Littleton left the meeting at 6:31 pm.

7.3 Accessibility Policy – K. Su

K. Su reported that staff have reviewed the policy to update it to more inclusive gender neutral language, to include all areas, and to include employment. Discussion ensued.

**MOTION: 2021-104** THAT the Board approve the Accessibility Policy.  
**MOVED BY:** J. Coles  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

7.4 Pets and Service Animals – A. McKenzie

The Pets and Service Animals policy is now included in the Accessibility Policy just approved and staff recommend rescinding the policy.

**MOTION: 2021-105** THAT the Board rescind the Pets and Service Animals Policy.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

8. In-Camera Session

8.1 Motion to Move In-Camera

**MOTION: 2021-106** THAT the Regular Meeting move In-Camera.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

The Regular Meeting moved In-Camera at 7:00 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: 2021-107** THAT the In-Camera Agenda be adopted.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** J. Coles  
**MOTION CARRIED.**

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – June 17, 2021

**MOTION: 2021-108** THAT the In-Camera Minutes of June 17, 2021 be adopted.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED. (V. De Luca abstained.)**

8.4 In-Camera Consent Reports

8.4(a) Staffing (September Update) – K. Su

The Board received a written update on Staffing.

**MOTION: 2021-109** THAT the In-Camera Consent Reports be received as circulated.  
**MOVED BY:** J. Coles  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

8.5 In-Camera Discussion Reports

8.5(a) Exempt Vacation Report – L. Dobson

The Board received the Exempt Vacation Report.

**MOTION: 2021-110** THAT the Board approve the Exempt Vacation Report.  
**MOVED BY:** J. Coles  
**SECONDED BY:** K. Diiorio  
**MOTION CARRIED.**

8.5(b) Draft 2022 Operating Budget – K. Smith Curtis

The Board received the Draft 2022 Operating Budget.

**MOTION: 2021-111** THAT the Board approve the Draft 2022 Operating Budget.  
**MOVED BY:** J. Coles  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

8.6 Return to Open Session

**MOTION: 2021-112** THAT the In-Camera Session return to Open Session.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

The In-Camera Session returned to Open Session at 7:43 pm.

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

**MOTION: 2021-113** THAT the Board adopt any Motions arising from the In-Camera Session.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** J. Coles  
**MOTION CARRIED.**

**10. Motion to Adjourn**

**MOTION: 2021-114**      THAT the Regular Meeting be adjourned.  
**MOVED BY:**            L. McDonald  
**SECONDED BY:**        Councillor B. Williamson  
**MOTION CARRIED.**

The Regular Meeting adjourned at 7:43 pm.

**11. Next Meeting / Upcoming Events**

Board Meeting – Thursday, October 21, 2021, at 6:00 pm, by Microsoft Teams



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Chair



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Secretary