

# 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, November 18, 2021

Microsoft Teams

<u>Board:</u>	J. Coles V. De Luca K. Diorio H. Findlay (Chair)	Councillor L. Littleton L. McDonald F. Sheikh (Vice-Chair) Councillor B. Williamson
<u>Absent:</u>	S. Dimick	
<u>Staff:</u>	D. Bott (Teams moderator) N. Bryans (Recording Secretary) S. Mannella	K. Smith Curtis J. Spera K. Su (Secretary)
<u>Presenter</u>		L. Dobson

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, November 18, 2021 on Microsoft Teams. The Chair called the Meeting to order at 6:01pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to Agenda

None

#### 1.2 Adoption of Agenda

**MOTION: 2021-128** THAT the Agenda be adopted.

**MOVED BY:** L. McDonald

**SECONDED BY:** V. De Luca

**MOTION CARRIED.**

### 2. Chair's Remarks

The Chair remarked that she understands that the Library budget presentation to Council went well thanks to K. Su and K. Smith Curtis. She also thanked Managers for clear and informative departmental reports.

### 3. Declarations of Interest

There were no declarations of interest.

#### 4. Adoption of Minutes

##### 4.1 Regular Meeting – October 21, 2021

**MOTION: 2021-129** THAT the Regular Meeting Minutes of October 21, 2021 be adopted.  
**MOVED BY:** J. Coles  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

##### 4.2 CEO Evaluaton Committee Meeting – November 2, 2021

**MOTION: 2021-130** THAT the CEO Evaluation Committee Meeting Minutes of November 2, 2021 be adopted.  
**MOVED BY:** F. Sheikh  
**SECONDED BY:** Councillor L. Littleton  
**MOTION CARRIED.**

#### 5. Monthly Updates

##### 5.1 St. Catharines City Council

Councillor B. Williamson and Councillor L. Littleton reported that City is busy reviewing the proposed budgets and amendments. The Capital budget to be presented on November 29 and the Operating budget to be presented on December 13. The Councillors suggested that the ABC's will be fine.

##### 5.2 OLS Update

J. Coles reported that today she attended the OLS Board Assembly meeting for SCPL and similar sized libraries and she provided an outline of the updates:

- The Board Assembly has a listserv (email group) that provides a place to ask questions, share experiences, and learn and connect – other Board members can join by sending Dayna Lintner an email at OLS;
- The Governance Hub website on LearnHQ has been redesigned to include webinar and podcast sections – including some podcasts on governance;
- Subscribe to the Governance Hub newsletter, published semi-annually;
- There will be a Board Legacy webinar on Tuesday, February 15, 2022, 4-5pm – registration will open on LearnHQ in mid-January;
- In the spring, there will be a Board Succession Planning and Board Appointments webinar that may be of interest.

The meeting also shared some Partners updates:

- The OLBA (division of OLA) Mid-Central Region is looking for some Council representatives – will keep the Board posted whether this is available to SCPL;
- The virtual OLA Super Conference is February 1-4 and the Trustee Boot Camp on February 5, 2022 is available for Board members to attend. Recordings of the sessions are available to registered attendees. Registrations begin December 1, 2021;
- FOPL and the OLBA are working to develop provincial budget requests, in time for the upcoming election, for enhanced funding (as the provincial grant has remained static for over 20 years);
- Still planning an Ontario digital library;
- FOPL has a new director who will review the Strategic Plan and Policies and focus on the upcoming election.

The rest of the meeting was a Roundtable Discussion:

- SCPL is not the only Board still meeting virtually, some have begun in-person, some are planning to meet in-person in the spring, and some are planning a hybrid model – any option is allowed in the Public Libraries Act;
- Reminded that group emails are not allowed in place of a meeting as the sender cannot be verified.

5.3 CEO Update – K. Su

K. Su updated the Board as follows:

- The OLA Super Conference planned for February 1-5 is virtual again. Last year group registration discounts allowed SCPL to book 40 spots including Board members. This year will probably be the same;
- Budget presentation was well received and the Library will wait for notice to come back to Council for any questions – may be December 13;
- OLA gave notice to Libraries that they are going virtual; their lease is ending Nov 30, the shop will be relocated, and staff will Work From Home;
- The first rebranding meeting will be 10 am on Friday, November 19, prelim discussion and design ideas, Board members invited;
- Perimeter fencing begun on Church St walkway, talking to City re operating details, will return in December to finish garage fencing.

5.4 Department Updates – S. Mannella, Manager Facilities

S. Mannella provided a verbal update about current Facilities projects and his team.

6. Consent Reports

6.1 Correspondence

None.

6.2 CEO Report – K. Su

The Board received the CEO Report.

6.3 Department Reports – April 2021

The Board received the Department Reports – October 2021.

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

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

6.5 Central Library HVAC System – K. Smith Curtis

The Board received the Central Library HVAC System.

**MOTION: 2021-131** THAT the Consent Reports be received as circulated.

**MOVED BY:** Councillor L. Littleton

**SECONDED BY:** L. McDonald

**MOTION CARRIED.**

7. Discussion Reports

7.1 Board Succession Planning Policy – V. De Luca

V. De Luca reported that the Committee was able to connect with the City Clerks office and the City's Legal Department. The City is also proposing some revisions to their recruitment process which is directed by the City Clerks office. They were pleased to have the Board join in the recruitment process but not to direct it. Discussion ensued.

**MOTION: 2021-132** THAT the Board approve Policy (GOV1) Succession as amended.

**MOVED BY:** V. De Luca  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

7.2 Christmas – K. Su

K. Su updated the Board about the Library's plans in lieu of a Christmas celebration. In the past, the Library would host a Christmas party. Last year's restrictions led to cancelling the party and this year will be the same. Instead, staff will receive gift baskets from 13<sup>th</sup> Street Winery ready for December 6. The Union is supporting this initiative.

7.3 OLA Super Conference 2022 – K. Su

K. Su reported that the OLA Super Conference 2022 will be held on February 1-5. Once he has more information he will keep the Board updated.

7.4 Board By-Law Number 2 – K. Smith Curtis

K. Smith Curtis reported that the Board By-Law Number 2 deals with the Endowment and Trust. She has updated the By-Law. Discussion ensued.

**MOTION: 2021-133** THAT the Board approve the amended St. Catharines Public Library Board By-Law Number 2.

**MOVED BY:** L. McDonald  
**SECONDED BY:** J. Coles  
**MOTION CARRIED.**

7.5 Hiring Policy – L. Dobson

L. Dobson reported that she has updated the Hiring Policy and she outlined her recommendations. The purpose of the Hiring Policy is to avoid any real or perceived conflict of interest. Board is responsible to hire CEO, CEO hires staff. In the hiring process, the Library asks for candidates family connections to staff and Board members. Discussion ensued. The Board proposed additional amendments.

**MOTION: 2021-134** THAT the Board approve amended Policy (P10) Hiring.

**MOVED BY:** L. McDonald  
**SECONDED BY:** V. De Luca  
**MOTION CARRIED.**

7.6 Proof of Vaccination Requirements – K. Su/R. Di Marcantonio

K. Su reported that the Library recommends requiring proof of full vaccination against COVID-19 for the use of Library meeting rooms – whether used by rental customers or by Library led programs. He outlined that the government regulations create an inequitable situation. Discussion ensued.

**MOTION: 2021-135** THAT the Board approve the requirement for proof of full vaccination against COVID-19 or confirmation of an exemption for the use of St. Catharines Public Library meeting rooms.

**MOVED BY:** K. Diiorio  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

8. **In-Camera Session**

8.1 Motion to Move In-Camera

**MOTION: 2021-136** THAT the Regular Meeting move In-Camera.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** J. Coles  
**MOTION CARRIED.**

The Regular Meeting moved In-Camera at 7:05 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: 2021-137** THAT the In-Camera Agenda be adopted.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** Councillor L. Littleton  
**MOTION CARRIED.**

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – October 21, 2021

**MOTION: 2021-138** THAT the In-Camera Minutes of October 21, 2021 be adopted.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** Councillor L. Littleton  
**MOTION CARRIED.**

8.4 In-Camera Consent Reports

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

**MOTION: 2021-139** THAT the In-Camera Consent Reports be received as circulated.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** V. De Luca  
**MOTION CARRIED.**

8.5 In-Camera Discussion Reports

8.5(a) Exempt Staffing – L. Dobson  
L. Dobson proposed some recommendations related to Exempt staffing.

**MOTION: 2021-140** THAT the Board approve the proposal presented.  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** V. De Luca  
**MOTION CARRIED.**

K. Su, K. Smith Curtis, L. Dobson, and N. Bryans left the meeting at 7:22 pm.

8.5(b) CEO Evaluation – Committee

The CEO Evaluation Committee reviewed the draft CEO Evaluation.

8.6 Return to Open Session

**MOTION: 2021-141** THAT the In-Camera Session return to Open Session.  
**MOVED BY:** F. Sheikh  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

The In-Camera Session returned to Open Session at 7:27 pm.

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

**MOTION: 2021-142** THAT the Board adopt any Motions arising from the In-Camera Session.  
**MOVED BY:** K. Diiorio  
**SECONDED BY:** J. Coles  
**MOTION CARRIED.**

10. Motion to Adjourn

**MOTION: 2021-143** THAT the Regular Meeting be adjourned.  
**MOVED BY:** F. Sheikh  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

The Regular Meeting adjourned at 7:27 pm.

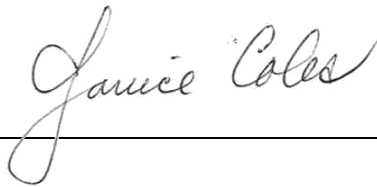
11. Next Meeting / Upcoming Events

Library Budget Meeting with Council – Date TBD

Annual Board Meeting – Thursday, January 27, 2022, at 6:00 pm, by Microsoft Teams

Regular Board Meeting – Thursday, January 27, 2022, at 6:30 pm, by Microsoft Teams

Chair



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Secretary



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