



# St. Catharines Public Library Board

## Regular Meeting Minutes

Thursday, April 20, 2023, 6:10 pm  
Mills Room, Central Library & Microsoft Teams

<b>Present:</b>	M. Brousseau P. Clausi J. Coles (Chair) K. Dilorio	S. Dimick (Vice-Chair) Councillor J. Lindal Lori Littleton Councillor G. Miller Gail Riihimaki
<b>Staff:</b>	M. Broere D. Bott N. Bryans (Recording Secretary) R. Di Marcantonio L. Dobson	H. Jones S. Mannella K. Smith Curtis J. Spera K. Su (Secretary)

The Chair called the Regular Meeting to order after the Inaugural Meeting at 6:10 pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to Agenda

Move Item 6.6 Board Meeting Dates 2023 to Discussion Reports Item 7.6.

Move Item 6.7 Delayed Openings at the Branches to Discussion Reports Item 7.7.

#### 1.2 Adoption of Agenda

**MOTION: 2023-32**  
**MOVED BY:**  
**SECONDED BY:**  
**MOTION CARRIED.**

THAT the Agenda be adopted as amended.  
K. Dilorio  
Councillor J. Lindal

## 2. Chair's Remarks

The Chair welcomed the new Board 2023-2026 and asked each Board member and staff member attending the meeting to introduce themselves to each other around the Board table.

## 3. Declarations of Interest

There were no declarations of interest.

## 4. Adoption of Minutes

### 4.1 Regular Meeting – February 16, 2023

**MOTION: 2023-33** THAT the Regular Meeting Minutes of February 16, 2023 be adopted.

**MOVED BY:** K. Dilorio

**SECONDED BY:** S. Dimick

**MOTION CARRIED.**

### 4.2 Nominating Panel Meeting – March 2, 2023

**MOTION: 2023-34** THAT the Nominating Panel Meeting Minutes of March 2, 2023 be adopted.

**MOVED BY:** Councillor G. Miller

**SECONDED BY:** Councillor J. Lindal

**MOTION CARRIED.**

### 4.3 Meeting – March 16, 2023

**MOTION: 2023-35** THAT the Meeting Minutes of March 16, 2023 be adopted.

**MOVED BY:** M. Brousseau

**SECONDED BY:** G. Riihimaki

**MOTION CARRIED.**

## 5. Monthly Updates

### 5.1 St. Catharines City Council

No report

### 5.2 OLS Update – J. Coles

J. Coles will update the Board after she attends the next OLS Board Assembly meeting.

### 5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- Asset Management Plan – City has begun their Asset management plan as required by O. Reg. 588/17 (as amended by O. Reg. 193/21). Working with a consultant, they have completed Phase 1 Infrastructure asset inventory and

are now in Phase 2 Levels of service, which should include Library services. However, in the City's initial consultant proposal the evaluation of Library services was not included, so they have requested a revised consultant proposal. We are waiting to see if there will be a cost to the Library for the extra work by the City's consultant. The deadline for Phase 2 is July 1, 2024 with Phase 3 Lifecycle management and financial strategy deadline of July 1, 2025.

- Sponsorship/Naming Policy – SCPL wants to align our policies with the City, however, the City has put development of this policy on pause. Working with the City's consultant the Library received the advice to consider the Library as a Not-for-Profit organization and to develop a Gifts or Donation policy. They recommend SCPL conduct a fundraising feasibility study first and they gave SCPL some contacts. SCPL will wait to hear about the Green and Inclusive Community Buildings Program grant before action.

K. Su will keep the Board updated on these issues.

5.4 Department Update – March Break – Melissa Broere, Programming & Outreach Librarian

M. Broere provided a Power Point Presentation about March Break to the Board.

## 6. Consent Reports

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – February & March 2023

6.3(a) Customer Service – J. Spera

6.3(b) Facilities and Health & Safety – K. Smith Curtis

6.3(c) Innovation, Collections, & Technology – D. Bott

6.3(d) Programming & Promotions – R. Di Marcantonio

6.4 Finance Reports – K. Smith Curtis

6.4(a) 2022 Operating Budget Statement at March 31, 2022

6.4(b) Endowment & Trust Statement at March 31, 2022

6.4(c) Short-Term Investments Statement at March 31, 2022

6.5 Quarterly Progress Update on the 2023 Work Plan – K. Su

6.6 Board Meeting Dates 2023 – K. Su

6.7 Delayed Openings at the Branches – H. Jones

**MOTION: 2023-36**

THAT the Consent Reports be received as circulated (except for Item 6.6 Board Meeting Dates 2023 and Item 6.7 Delayed Openings at the Branches, pulled for Discussion.)

**MOVED BY:**

L. Littleton

**SECONDED BY:**

S. Dimick

**MOTION CARRIED.**

## 7. Discussion Reports

7.1 2023 Operating Budget Ratification – K. Smith Curtis

The Board received a written report that outlined the timeline of approvals and a copy of the 2023 Operating Budget.

**MOTION: 2023-37** THAT the Board ratifies Motion 2022-115 approved in principle at the Board meeting held on October 20, 2023.

**Moved BY:** Councillor J. Lindal

**SECONDED BY:** Councillor G. Miller

**MOTION CARRIED.**

7.2 Policy (G-15) Procurement – K. Smith Curtis

The Board received the proposed amended Policy (G-15) Procurement.

**MOTION: 2023-38** THAT the Board approve amended Policy (G-15) Procurement.

**Moved BY:** G. Riihimaki

**SECONDED BY:** P. Clausi

**MOTION CARRIED.**

7.3 Policy (P-17) Volunteer – L. Dobson

The Board received the proposed Policy (P-17) Volunteer.

**MOTION: 2023-39** THAT the Board approve Policy (P-17) Volunteer.

**Moved BY:** K. Dilorio

**SECONDED BY:** M. Brousseau

**MOTION CARRIED.**

7.4 Policy (G-28) Community Information Distribution – R. Di Marcantonio

The Board received the proposed Policy (G-28) Community Information Distribution. The Chair provided some punctuation revisions and the Board debated the wording of the list of materials that will not be posted nor distributed from a risk management standpoint.

**MOTION: 2023-40** THAT the Board approve Policy (G-28) Community Information Distribution.

**Moved BY:** Councillor G. Miller

**SECONDED BY:** Councillor J. Lindal

**MOTION CARRIED.**

7.5 Policy (G-29) Art Displays and Exhibits – R. Di Marcantonio

The Board received the proposed Policy (G-29) Art Displays and Exhibits.

**MOTION: 2023-41** THAT the Board approve Policy (G-29) Art Displays and Exhibits.

**Moved BY:** S. Dimick

**SECONDED BY:** G. Riihimaki  
**MOTION CARRIED.**

- 7.6 Board Meeting Dates 2023 – K. Su  
Item pulled from Consent Reports. The Chair reminded the Board that Article 5.1 of By-Law Number 1 requires that Regular Meetings shall be held in accordance with the Public Libraries Act, 1990 (Section 16) at such time or place as agreed upon by a resolution of the Board.

**MOTION: 2023-42** THAT the Board approve the meeting schedule drafted by staff.

**MOVED BY:** L. Littleton  
**SECONDED BY:** M. Brousseau  
**MOTION CARRIED.**

- 7.7 Delayed Openings at the Branches – H. Jones  
Item pulled from Consent Reports. The Chair reminded the Board that Policy (G-02) Operational, page 8, requires that the Board will determine the hours of operation.

**MOTION: 2023-43** THAT the Dr. Huq and Merritt Branches open at 10:00 am on the first Mondays of February, June, and October in order to accommodate staff meetings.

**MOVED BY:** K. Dilorio  
**SECONDED BY:** Councillor G. Miller  
**MOTION CARRIED.**

## 8. In-Camera Session

### 8.1 In-Camera Agenda

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

8.1(b) Adoption of In-Camera Agenda

**MOTION: 2023-44** THAT the In-Camera Agenda be adopted as amended.

**MOVED BY:** S. Dimick  
**SECONDED BY:** Councillor J. Lindal  
**MOTION CARRIED.**

### 8.2 Motion to Move In-Camera

**MOTION: 2023-45** THAT the Regular Meeting move to In-Camera Session.

**MOVED BY:** L. Littleton  
**SECONDED BY:** G. Riihimaki  
**MOTION CARRIED.**

The meeting moved to In-Camera Session at 6:58 pm.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – February 16, 2023

**MOTION: 2023-46** THAT the In-Camera Session Minutes of February 16, 2023 be adopted.

**MOVED BY:** S. Dimick

**SECONDED BY:** K. Dilorio

**MOTION CARRIED.**

8.4 In-Camera Consent Reports

8.4(a) Staffing (March Update) – L. Dobson

8.4(b) Staffing (April Update) – L. Dobson

**MOTION: 2023-47** THAT the In-Camera Consent Reports be received as circulated.

**MOVED BY:** P. Clausi

**SECONDED BY:** M. Brousseau

**MOTION CARRIED.**

K. Smith Curtis, L. Dobson, and N. Bryans left the In-Camera Session at 7:01 pm.

8.5 In-Camera Discussion Reports

8.5(a) Personnel Matter – K. Su

The Board discussed a personnel matter.

K. Su left the In-Camera Session at 7:30 pm and returned at 8:13 pm.

**MOTION: 2023-48** THAT the Board approve the CEOs request in principle and form a Negotiation Committee tasked with presenting a report at the May meeting.

**MOVED BY:** L. Littleton

**SECONDED BY:** Councillor J. Lindal

**MOTION CARRIED.**

**MOTION: 2023-49** THAT the Negotiation Committee consist of Janice Coles, Gail Riihimaki, and Michael Brousseau.

**MOVED BY:** Councillor G. Miller

**SECONDED BY:** Councillor J. Lindal

**MOTION CARRIED.**

8.6 Return to Open Session

**MOTION: 2023-50** THAT the In-Camera Session return to Open Session.

**MOVED BY:** Councillor G. Miller

**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

The Meeting returned to Open Session at 8:15 pm.

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

**MOTION: 2023-51** THAT the Board adopt any Motions arising from the In-Camera Session.  
**MOVED BY:** K. Dilorio  
**SECONDED BY:** L. Littleton  
**MOTION CARRIED.**

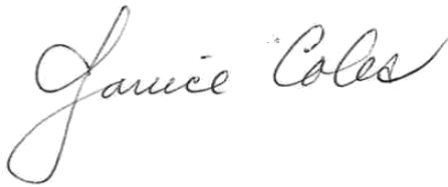
#### 10. Motion to Adjourn

**MOTION: 2023-52** THAT the Regular Meeting be adjourned.  
**MOVED BY:** P. Clausi  
**SECONDED BY:** N/A  
**MOTION CARRIED.**

The Regular Meeting adjourned at 8:18 pm.

#### 11. Next Meeting / Upcoming Events

- 2023 OnBoarding Training, April 22, 2023 at 9:00 am, Meridian Community Centre, Fonthill.
- Board Meeting – Thursday, May 18, 2023, at 6:00 pm, Mills Room, Central Library & Microsoft Teams



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Chair



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Secretary