



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, May 18, 2023, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present:	M. Brousseau P. Clausi J. Coles (Chair) K. Diiorio	S. Dimick (Vice-Chair) Lori Littleton Councillor G. Miller (arrived 6:54 pm) Gail Riihimaki
Absent:	Councillor J. Lindal	
Staff:	D. Bott N. Bryans (Recording Secretary) H. Jones	D. Smith K. Smith Curtis J. Spera K. Su (Secretary)
Presenters:	Paul Ciapanna	Jodie Nesbitt

The Chair called the Regular Meeting to order at 6:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda
None.

1.2 Adoption of Agenda

MOTION: 2023-53 THAT the Agenda be adopted.
MOVED BY: K. Diiorio
SECONDED BY: P. Clausi
MOTION CARRIED.

2. Chair's Remarks and Declarations of Interest

The Chair recommended some articles to Board members:

- "Libraries on the Frontline", Walrus Magazine, June 1, 2023 issue.
- "London Public Library refuses to rent space to event featuring author of How Woke Won", Rebecca Zandbergen, CBC News, May 18, 2023.

There were no declarations of interest.

3. Presentation

3.1 Audited Financial Statements, December 31, 2022

Presentation by KPMG LLP – Paul Ciapanna, CPA, CA, Partner and Jodie Nesbitt, CPA, CA, Manager, Audit.

MOTION: 2023-54 THAT the Board approve the audited financial statements for the St. Catharines Public Library Board for the year ending December 31, 2022.

MOVED BY: G. Riihimaki

SECONDED BY: L. Littleton

MOTION CARRIED.

4. Adoption of Minutes

4.1 Inaugural Meeting – April 20, 2023

MOTION: 2023-55 THAT the Inaugural Meeting Minutes of April 20, 2023 be adopted.

MOVED BY: S. Dimick

SECONDED BY: M. Brousseau

MOTION CARRIED.

4.2 Regular Meeting – April 20, 2023

MOTION: 2023-56 THAT the Regular Meeting Minutes of April 20, 2023 be adopted.

MOVED BY: G. Riihimaki

SECONDED BY: P. Clausi

MOTION CARRIED.

5. Monthly Updates

5.1 St. Catharines City Council

Councillor Greg Miller reported that Council has approved a Community Improvement Tax Rebate for the 30-floor tower development project planned for 88 James Street next to the Central Library plaza.

5.2 OLS Update – J. Coles

No report.

5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- City has ratified their Collective Agreement with CUPE – The negotiations with the Library's Local 2220 may now continue.
- Board OnBoarding Training sessions – Ken thanked Board members for attending the sessions on Saturday, April 22, 2023 and provided the mostly beneficial feedback survey results.
- Asset Management Plan – The City's consultant has provided the Library with a proposal for conducting an Asset Management Plan at the Library. The proposed scope and cost was not included in the Library's current Operational budget, so the Library is investigating options for how to fund it. Adding the cost to the 2024 Operational budget may not allow enough time to complete the work. The deadline for this Phase 2 work is July 1, 2024 with Phase 3 Lifecycle management and financial strategy deadline of July 1, 2025. K. Su will update the Board in June.

Karen Smith Curtis updated the Board about the recent CULC meeting she attended on May 1-2, 2023, in the stead of the CEO. She found it to be a supportive group for CEOs to discuss similar Library issues with colleagues.

5.4 Board Orientation Update – J. Coles & Board

Board members provided their feedback on the 2023 OnBoarding Training orientation received at the Meridian Community Centre on April 22, 2023.

5.5 Department Update – Port Plus Update – Diana Smith, Branch Librarian

D. Smith provided a Power Point Presentation about Port Plus to the Board that highlighted statistics for gate counts, registrations, and circulation, as well as Customer feedback and future programming and facility plans.

Councillor G. Miller joined the Board Meeting on Teams at 6:54 pm.

6. **Consent Reports**

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – April 2023

6.3(a) Customer Service – H. Jones

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

MOTION: 2023-57

MOVED BY:

SECONDED BY:

MOTION CARRIED.

THAT the Consent Reports be received as circulated.

L. Littleton

S. Dimick

7. Discussion Reports

7.1 Land Acknowledgement – K. Su

The Board received a written report that outlined staff's recommended wording for a Land Acknowledgement statement. The Board discussed ways to keep the message current by rotating the responsibility for reading the Statement between members over the next nine Board meetings with a review following.

MOTION: 2023-58 THAT the Board adopt the proposed SCPL Land Acknowledgement to announce before each Board Meeting.

MOVED BY: K. Diiorio

SECONDED BY: S. Dimick

MOTION CARRIED.

7.2 Capital Budget – K. Smith Curtis

The Board received a written report that outlined the City's deadlines for the Capital budget from the Library. The Board discussed having reports sent to Board members before deadlines and how to handle revision and modifications as the proposed 3-year Capital budget plan unfolds.

MOTION: 2023-59 THAT the Board delegate to staff responsibility to prepare and submit the proposed Capital Budget to meet City deadlines.

MOVED BY: L. Littleton

SECONDED BY: G. Riihimaki

MOTION CARRIED.

7.3 Maintenance Closure of Dr. Huq Branch – K. Smith Curtis

The Board received a written report outlining staff recommendation to close the Dr. Huq Branch for a day for maintenance during the annual maintenance closure of the Kiwanis Aquatic Centre.

MOTION: 2023-60 THAT the Board approve a one-day closure of the Dr. Huq Branch on June 13, 2023 to allow for needed maintenance activities.

MOVED BY: M. Brousseau

SECONDED BY: P. Clausi

MOTION CARRIED.

7.4 Staff Development Day Library Closure – L. Dobson/K. Su

The Board received a written report that outlined staff recommendation for an annual closure of the Library for Staff Development Day.

MOTION: 2023-61 THAT the Board approve a Library closure once a year for the purposes of Staff Development Day.

MOVED BY: G. Riihimaki
SECONDED BY: S. Dimick
MOTION CARRIED.

7.5 Policy (P-11) Confidentiality of Employee Information – L. Dobson/K. Su

The Board received amended Policy (P-11) Confidentiality of Employee Information. M. Brousseau recommended adding the wording “or in secured digital systems” to the first sentence under Responsibility. P. Clausi recommended including a section in the policy for Requests by Law Enforcement Officers (RBLEO), or, to develop a separate RBLEO Policy as the best practices to protect Employees right to privacy.

MOTION: 2023-61 THAT the Board approve amended Policy (P-11) Confidentiality of Employee Information.

MOVED BY: Councillor G. Miller
SECONDED BY: P. Clausi
MOTION LOST.

MOTION: 2023-62 THAT the Board request staff amend Policy (P-11) Confidentiality of Employee Information as discussed for reconsideration at the June Board Meeting.

MOVED BY: P. Clausi
SECONDED BY: S. Dimick
MOTION CARRIED.

7.6 Risk Management Introduction – K. Smith Curtis

The Board received a written report that outlined next steps for risk management and a draft Policy (GOV-02) Risk Management to be reviewed at the June Board meeting.

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: 2023-63 THAT the In-Camera Agenda be adopted.
MOVED BY: K. Diorio
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2023-64 THAT the Regular Meeting move to In-Camera Session.
MOVED BY: P. Clausi

SECONDED BY: G. Riihimaki
MOTION CARRIED.

The meeting moved to In-Camera Session at 7:56 pm.

8.3 Adoption of In-Camera Minutes
8.3(a) In-Camera Session – April 20, 2023

MOTION: 2023-65 THAT the In-Camera Session Minutes of April 20, 2023 be adopted.

MOVED BY: L. Littleton
SECONDED BY: P. Clausi
MOTION CARRIED.

8.4 In-Camera Consent Agenda
8.4(a) Staffing (May Update) – L. Dobson/K. Su

MOTION: 2023-66 THAT the In-Camera Consent Agenda be received as circulated.

MOVED BY: G. Riihimaki
SECONDED BY: M. Brousseau
MOTION CARRIED.

K. Smith Curtis and N. Bryans left the In-Camera Session at 8:04 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 8:06 pm and returned at 8:11 pm.

MOTION: 2023-67 THAT the Board accept the recommendations of the Negotiating Committee as outlined in its report.

MOVED BY: L. Littleton
SECONDED BY: P. Clausi
MOTION CARRIED.

8.6 Return to Open Session

MOTION: 2023-68 THAT the In-Camera Session return to Open Session.

MOVED BY: S. Dimick
SECONDED BY: G. Riihimaki
MOTION CARRIED.

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

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

MOTION: 2023-69 THAT the Board adopt any Motions arising from the In-Camera Session.
Moved by: K. Diiorio
Seconded by: P. Clausi
MOTION CARRIED.

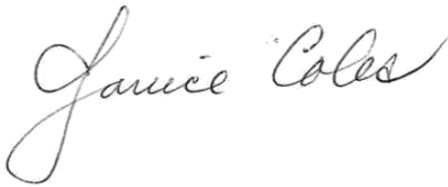
10. Motion to Adjourn

MOTION: 2023-70 THAT the Regular Meeting be adjourned.
Moved by: K. Diiorio
Seconded by: N/A
MOTION CARRIED.

The Regular Meeting adjourned at 8:15 pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, June 15, 2023, at 6:00 pm, Mills Room, Central Library & Microsoft Teams



Chair



Secretary