



St. Catharines Public Library Board

Regular Meeting Minutes

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

Present:	P. Clausi J. Coles (Chair)	Councillor J. Lindal Councillor G. Miller Gail Riihimaki
Regrets:	M. Brousseau K. Diiorio	S. Dimick (Vice-Chair) Lori Littleton
Staff:	D. Bott N. Bryans (Recording Secretary) L. Dobson M. Haanstra	H. Jones K. Smith Curtis J. Spera K. Su (Secretary) A. Vandermey

The Chair called the Regular Meeting to order at 6:00 pm and read the following SCPL Land Acknowledgment:

The land on which the Board meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

Move Item 6.5 2022 Annual Report from Consent Agenda to Discussion Item 7.5.
Move Item 5 Monthly Updates to after Item 7 Discussion Reports.

1.2 Adoption of Agenda

MOTION: 2023-71 THAT the Agenda be adopted as amended.

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

2. Chair's Remarks

None

3. Declarations of Interest

There were no declarations of interest.

4. Adoption of Minutes

4.1 Regular Meeting – May 18, 2023

Correct the spelling version of K. Diiorio's name throughout for consistency.

MOTION: 2023-72 THAT the Regular Meeting Minutes of May 18, 2023 be adopted as amended.

MOVED BY: G. Riihimaki
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

5. Monthly Updates

Moved to after Item 7. Discussion Reports.

5.1 St. Catharines City Council

Councillor Greg Miller and Councillor Jackie Lindal agreed and commented that SCPL is an awesome library.

5.2 OLS Update – J. Coles

The Chair asked Board members to consider standing for the OLS Board Assembly representative position.

5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- City has ratified their Collective Agreement with CUPE – The Library and CUPE Local 2220 have scheduled negotiations for July 12 and 13 and if tentative agreements are reached, then the Chair may have to call an online summer Board Meeting to ratify the Agreements. The CEO will keep the Board informed.
- Board Online Training sessions – The City Clerk's office is extending an opportunity for training on the Municipal Conflict of Interest Act and the City's Code of Conduct to all local boards. The CEO will survey all board members to determine their availability for the 4 proposed dates in September and will keep the Board informed on the result.
- Asset Management Plan – The Library met with the City's consultant to outline the scope of Library assets, which resulted in a reduction in the quote by 15%. Subject to funding availability, SCPL's Asset Management Plan work will

begin after the City's Plan is completed and scheduled for this year and the next. The Library's deadline of February or March 2024 will allow the City to incorporate the library in the City's Asset Management Plan for the Phase 2 deadline of July 1, 2024. The CEO will keep the Board informed.

- Central Renovation Project – SCPL has not yet received approval from the grant application for the Green and Inclusive Community Buildings Program. Kitchener Public Library's grant experience indicates a long process for approval and agreement. SCPL is planning to move to detailed design phase with the Architect this summer. The CEO will keep the Board informed.

5.4 Department Update – Gamerspace Update – Anne Vandermey, Librarian
A. Vandermey provided a Power Point Presentation to the Board about SCPL's Gamerspace that highlighted usage statistics, positive customer feedback, programming ideas and future development plans.

6. Consent Reports

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – May 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 – H. Jones

6.4 Quarterly Progress Update on 2023 Work Plan (Q2) – K. Su

6.5 2022 Annual Report – K. Su

6.6 Capital Budget Update – K. Smith Curtis

MOTION: 2023-73 THAT the Consent Reports be received as circulated (except for Item 6.5 2022 Annual Report pulled for Discussion.)

MOVED BY: Councillor G. Miller

SECONDED BY: Councillor J. Lindal

MOTION CARRIED.

7. Discussion Reports

7.1 SCPL By-Law Number 1 – K. Su

The Board received a written report that outlined staff's recommendations for amendments to the SCPL By-Law Number 1. The Board to review the proposal at the September meeting.

7.2 Policy (GOV-02) Risk Management – K. Smith Curtis

The Board received a written report that outlined the development of Policy (GOV-02) Risk Management. The Chair noted a few minor wording amendments.

MOTION: 2023-74 THAT the Board approve Policy (GOV-02) Risk Management, as amended.

MOVED BY: Councillor G. Miller
SECONDED BY: G. Riihimaki
MOTION CARRIED.

7.3 Policy (P-11) Confidentiality of Employee Information – L. Dobson

The Board received a written report outlining the proposed amendments to Policy (P-11) Confidentiality of Employee Information. The Board discussed the issue of protection of employee privacy vs, the potential of law enforcement's request for employee information in emergencies but decided the policy covered the issue. The Chair noted some wording amendments.

MOTION: 2023-75 THAT the Board approve amended Policy (P-11) Confidentiality of Employee Information.

MOVED BY: P. Clausi
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

7.4 Scotia Wealth Management – K. Smith Curtis

The Board received a written resolution from Scotia Wealth Management for the Board's approval to authorize the new Business Administrator to transact on behalf of the Endowment and Trust Fund.

MOTION: 2023-76 THAT the Board approve the attached resolution authorizing the new Business Administrator to transact with Scotia Wealth Management for investments.

MOVED BY: Councillor J. Lindal
SECONDED BY: P. Clausi
MOTION CARRIED.

7.5 2022 Annual Report –K. Su

The Board received the draft 2022 Annual Report and discussed spelling out the first instance of SCPL, changing a photo, and amending some grammar.

MOTION: 2023-77 THAT the Board approve the amended 2022 Annual Report.

MOVED BY: G. Riihimaki
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

8. In-Camera Session

8.1 In-Camera Agenda

8.1(a) Additions/Deletions to In-Camera Agenda
Add item 8.5(b) Personnel Matter

8.1(b) Adoption of In-Camera Agenda

MOTION: 2023-78 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: Councillor G. Miller
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2023-79 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 6:56 pm. The Chair asked for a 5-minute recess before resuming the meeting.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – May 18, 2023

Correct the spelling version of K. Diiorio's name throughout for consistency.

MOTION: 2023-80 THAT the In-Camera Session Minutes of May 18, 2023 be adopted as amended.
MOVED BY: G. Riihimaki
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

8.4 In-Camera Consent Agenda

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

MOTION: 2023-81 THAT the In-Camera Consent Agenda be received as circulated.
MOVED BY: P. Clausi
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

K. Su, K. Smith Curtis, L. Dobson, & N. Bryans left the In-Camera Session at 7:02 pm.

8.5 In-Camera Discussion Reports

8.5(a) Human Resources Matter – L. Dobson

The Board discussed a Human Resources Matter.

MOTION: 2023-82 THAT the Board approve the staff recommendation outlined in Report 8.5.
MOVED BY: Councillor G. Miller
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

8.5(b) Personnel Matter – P. Clausi
The Board discussed a personnel matter.

K. Su, K. Smith Curtis, L. Dobson, & N. Bryans returned to the In-Camera Session at 7:13 pm.

8.6 Return to Open Session

MOTION: 2023-83 THAT the In-Camera Session return to Open Session.
MOVED BY: Councillor J. Lindal
SECONDED BY: G. Riihimaki
MOTION CARRIED.

The Meeting returned to Open Session at 7:14 pm.

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

MOTION: 2023-84 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: Councillor G. Miller
SECONDED BY: G. Riihimaki
MOTION CARRIED.

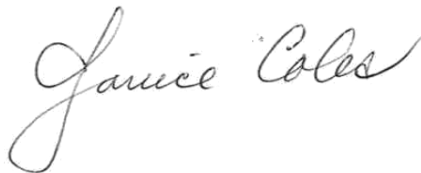
10. **Motion to Adjourn**

MOTION: 2023-85 THAT the Regular Meeting be adjourned.
MOVED BY: P. Clausi
SECONDED BY: N/A
MOTION CARRIED.

The Regular Meeting adjourned at 7:14 pm.

11. **Next Meeting / Upcoming Events**

- Board Meeting – Thursday, September 21, 2023, at 6:00 pm, Mills Room, Central Library & Microsoft Teams
- Ontario Library Service, Virtual Conference for Public Library Boards – Thursday, September 28, 2023, 6-8:30 pm, online through LearnHQ



Chair



Secretary