

# 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, April 21, 2022

Microsoft Teams

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, April 21, 2022 on Microsoft Teams. The Chair called the Regular Meeting to order at 6:00 pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to Agenda

Delete Item 7.5 Policy (G04) Collection Management – K. Su

Note that Item 5.1 should be OLS not SOLS – J. Coles

Add Item 7.7 Special Collections – Councillor B. Williamson

Discussion ensued about returning City Council Updates to the Agenda under Monthly Updates. The Chair will discuss with the Councillors if they require an Item.

#### 1.2 Adoption of Agenda

**MOTION: 2022-46** THAT the Agenda be adopted as amended.

**MOVED BY:** K. Dilorio

**SECONDED BY:** L. McDonald

**MOTION CARRIED.**

### 2. Chair's Remarks

The Chair remarked that the Board had proposed a hybrid style meeting for the April Board Meeting but decided to consider for later months. She thanked staff and Board members for attending a trial hybrid meeting to test the logistics and that the meeting worked well.

**3. Declarations of Interest**

There were no Declarations of Interest.

**4. Adoption of Minutes**

4.1 Regular Meeting – March 17, 2022

**MOTION: 2022-47**      THAT the Regular Minutes of March 17, 2022 be adopted.  
**MOVED BY:**            V. DeLuca  
**SECONDED BY:**        Councillor B. Williamson  
**MOTION CARRIED.**

**5. Monthly Updates**

5.1 OLS Update – J. Coles

J. Coles reported that she attended the OLS Board Assembly meeting on April 7, 2022 and she reminded Board members of the Governance Hub and the Newsletter. She outlined that the group had a lengthy discussion about the requirement for a Disconnect from Work policy. As a result, she recommended that staff bring forward the Library's draft policy at this meeting to allow time for discussions and revisions if necessary.

5.2 CEO Update – K. Su

K. Su provided an update about the tours planned for visiting Kitchener & Waterloo Public Libraries on Wednesday and Brampton & Toronto Public Libraries on Thursday of next week. He encouraged Board members to attend. The Architect that the Library has hired for the Central Library renovation will provide guided tours of these libraries as examples of new library design. The Architect will present the Central Library Renovation – Concept Design at the May Board Meeting for the Board's comments.

**6. Consent Reports**

6.1 Correspondence

The Board received the Correspondence as of April 14, 2022.

6.2 CEO Report – K. Su

The Board received the CEO Report.

6.3 Department Reports – March 2022

The Board received the Department Reports – March 2022.

6.4 Finance Reports – K. Smith Curtis

The Board received the following finance reports:

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

6.4(b) Endowment and Trust Fund Statement – as at March 31, 2022

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

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

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

**MOTION: 2022-48**      THAT the Consent Reports be received as circulated.  
**MOVED BY:**            H. Findlay  
**SECONDED BY:**        K. Dilorio  
**MOTION CARRIED.**

## 7. Discussion Reports

### 7.1 Form CEO Evaluation Committee – J. Coles

J. Coles updated the Board about the need to form a CEO Evaluation Committee for 2022. Discussion ensued and 2 Board members volunteered. The 2022 CEO Evaluation Committee will be the Chair, S. Dimick, and K. Dilorio.

**MOTION: 2022-49**      THAT the Board approve the 2022 CEO Evaluation Committee.  
**MOVED BY:**            H. Findlay  
**SECONDED BY:**        L. McDonald  
**MOTION CARRIED.**

### 7.2 Succession Planning and Strategic Planning – J. Coles

J. Coles reported that as part of Succession Planning policy, the Board is required to produce a Board Legacy document and to review Board competency during the 4-year cycle of the term. She asked Board members to consider this over the summer months so that work can begin in September.

J. Coles recommended that the current Strategic Plan 2019-2022 be extended by 2 years until 2024 due to the circumstances of the past 2 pandemic years and in order to allow the next Board to have a plan in place while they settle into their new roles.

**MOTION: 2022-50**      THAT the mandate of the current Strategic Plan 2019-2022 be extended to 2024.  
**MOVED BY:**            L. McDonald  
**SECONDED BY:**        V. De Luca  
**MOTION CARRIED.**

### 7.3 Policy (P14) Disconnect from Work – L. Dobson/K. Su

K. Su reported that the recently revised Employment Standards Act requires that employers with more than 25 employees must have a written policy on disconnecting from work in place by June 2, 2022. He presented the Library's draft policy for discussion and will return it to the Board in May. Discussion ensued. The Board suggested some minor revisions.

### 7.4 Policy (G01) Policy Development – K. Su

The Board received a written report and K. Su outlined the amendments to Policy (G01) Policy Development that were suggested at the March Board Meeting. Discussion ensued.

**MOTION: 2022-51**      THAT the Board approve the amended Policy (G01) Policy Development.  
**MOVED BY:**            H. Findlay  
**SECONDED BY:**        S. Dimick  
**MOTION CARRIED.**

### 7.5 Policy (G04) Collection Management – K. Su Item deleted from the Agenda.

- 7.6 Policy (G19) Use of Corporate Resources for Election Purposes – K. Su  
The Board received a written report and K. Su outlined the amended Policy (G19) Use of Corporate Resources for Election Purposes. Discussion ensued.

**MOTION: 2022-52** THAT the Board approve the amended Policy (G19) Use of Corporate Resources for Election Purposes.  
**MOVED BY:** V. De Luca  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

- 7.7 Special Collections – Councillor B. Williamson  
Councillor B. Williamson reported that the Library has recently received some attention regarding Special Collections. Letters of inquiry and an article in The Standard challenge the Library's actions removing some items from the collection. He requested a follow-up report about our deaccessioning practice and the criteria followed; a response to the comments made in the letter we have received about this issue; and how the library deals with items of historic or financial value, in particular donated items. Discussion ensued.

**MOTION: 2022-53** THAT the Board request Library staff provide a more detailed report regarding the recent changes in Special Collections including the deaccessioning criteria, responses to customer comments, how items of historical or financial value are dealt with, in particular those which have been donated, and the appeal process.  
**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

## 8. In-Camera Session

### 8.1 Motion to Move In-Camera

**MOTION: 2022-54** THAT the Regular Meeting move In-Camera.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** S. Dimick  
**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

Add Item 8.5(a) Collection Staffing – K. Su

Add Item 8.5(b) Negotiations – K. Su

Discussion ensued about correcting the meeting sequence to announce amendments to the In-Camera Agenda before the Move In-Camera. The Board agreed and as a result, the Board returned to Open Session to announce amendments to the In-Camera Agenda and then moved In-Camera again.

**MOTION: 2022-55** THAT the In-Camera Session return to Open Session.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** V. De Luca  
**MOTION CARRIED.**

The In-Camera Session returned to Open Session at 7:06 pm.

The CEO proposed the following amendments to the In-Camera Agenda:

Add Item 8.5(a) Collection Staffing – K. Su

Add Item 8.5(b) Negotiations – K. Su

**MOTION: 2022-56** THAT the Regular Meeting move In-Camera.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** H. Findlay  
**MOTION CARRIED.**

The Regular Meeting moved In-Camera at 7:06 pm.

8.2(b) Adoption of In-Camera Agenda

**MOTION: 2022-57** THAT the In-Camera Agenda be adopted as amended.  
**MOVED BY:** K. Dilorio  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – March 17, 2022

**MOTION: 2022-58** THAT the In-Camera Minutes of March 17, 2022 be adopted.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

8.4 In-Camera Consent Reports

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

The Board received a written report Staffing (April Update).

**MOTION: 2022-59** THAT the In-Camera Consent Report be received as circulated.  
**MOVED BY:** H. Findlay  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

8.5 In-Camera Discussion Reports

8.5(a) Collection Staffing – K. Su

K. Su updated the Board about Collection Staffing.

8.5(b) Negotiations – K. Su

K. Su updated the Board about Negotiations.

8.6 Return to Open Session

**MOTION: 2022-60** THAT the In-Camera Session return to Open Session.  
**MOVED BY:** S. Dimick  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

The In-Camera Session returned to Open Session at 7:44 pm.

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

**MOTION: 2022-61**            THAT the Board adopt any Motions arising from the In-Camera Session.  
**MOVED BY:**                K. Dilorio  
**SECONDED BY:**            Councillor B. Williamson  
**MOTION CARRIED.**

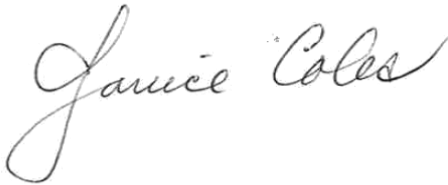
**10. Motion to Adjourn**

**MOTION: 2022-62**            THAT the Regular Meeting be adjourned.  
**MOVED BY:**                V. De Luca  
**SECONDED BY:**  
**MOTION CARRIED.**

The Regular Meeting adjourned at 7:45 pm.

**11. Next Meeting / Upcoming Events**

Board Meeting – Thursday, May 19, 2022, at 6:00 pm, format TBD.



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Chair



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Secretary