



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, January 19, 2023, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present:	J. Coles (Chair) V. De Luca S. Dimick (Vice-Chair)	Councillor J. Lindal L. McDonald F. Sheikh
Regrets:	K. Dilorio H. Findlay	Councillor G. Miller
Staff:	N. Bryans (Recording Secretary) L. Dobson	K. Smith Curtis K. Su (Secretary)

The Chair called the meeting to order at 6:03 pm.

1. Adoption of Agenda

- 1.1 Additions/Deletions to Agenda
Add Item 7.5 Succession Planning – J. Coles
- 1.2 Adoption of Agenda

MOTION: 2023-01 THAT the Agenda be adopted as amended.
MOVED BY: L. McDonald
SECONDED BY: V. De Luca
MOTION CARRIED.

2. Chair's Remarks

The Chair wished everyone a Happy New Year and she welcomed Councillors Jackie Lindal and Greg Miller as new members on the Library Board. She congratulated staff for presenting the Library budget that Council passed on Monday, January 16, 2023.

The Chair has received from the Auditors a fraud questionnaire form for the Board to answer. She will bring it as an agenda item at the February meeting.

3. Declarations of Interest

There were no declarations of interest.

4. Adoption of Minutes

4.1 Regular Meeting – November 17 2022

MOTION: 2023-02 THAT the Regular Minutes of November 17, 2022 be adopted.

MOVED BY: V. De Luca

SECONDED BY: S. Dimick

MOTION CARRIED.

5. Monthly Updates

5.1 St. Catharines City Council

Councillor J. Lindal reported that she appreciated the library's budget presentation.

5.2 CEO Update – K. Su

The CEO updated the Board about the following:

- Board Recruitment – online application form is open on the City's website from January 16 to February 10 at noon.
- Central Library Renovation – working to fill in the Green Infrastructure Buildings Grant application. SCPL may hire an expert to help fill in the form by the deadline of February 28, 2023. SCPL is also investigating the following grants:
 - Infrastructure Canada Grant
 - Natural Resources Grant
- Mayor's Library Visit – Friday, January 27, 2023, will also invite the Councillors for Library tours
- Board Orientation – Niagara CEOs are planning a session in April 2023.

6. Consent Reports

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – November & December 2022

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 – G. Howes, S. Walker, & M. Broere

6.4 Finance Reports – K. Smith Curtis

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

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

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

6.5 Financial System Update – K. Smith Curtis

6.6 Quarterly Progress Update on 2022 Work Plan (4th Quarter) – K. Su

MOTION: 2023-03 THAT the Consent Reports be received as circulated.
MOVED BY: F. Sheikh
SECONDED BY: L. McDonald
MOTION CARRIED.

7. Discussion Reports

7.1 Policy & Program (P-01) Workplace Violence – L. Dobson

The Board received the amended Policy & Program (P-01) Workplace Violence.

MOTION: 2023-04 THAT the Board approve amended Policy & Program (P-01) Workplace Violence.
MOVED BY: L. McDonald
SECONDED BY: S. Dimick
MOTION CARRIED.

7.2 Policy & Program (P-02) Workplace Harassment – L. Dobson

The Board received the amended Policy & Program (P-02) Workplace Harassment.

MOTION: 2023-05 THAT the Board approve amended Policy & Program (P-02) Workplace Harassment.
MOVED BY: Councillor J. Lindal
SECONDED BY: F. Sheikh
MOTION CARRIED.

7.3 Policy & Program (P-03) Sexual Harassment – L. Dobson

The Board received the amended Policy & Program (P-03) Sexual Harassment.

MOTION: 2023-06 THAT the Board approve amended Policy & Program (P-03) Sexual Harassment.
MOVED BY: Councillor J. Lindal
SECONDED BY: L. McDonald
MOTION CARRIED.

7.4 Policy (G-13) Occupational Health & Safety – L. Dobson

The Board received the amended Policy (G-13) Occupational Health & Safety.

MOTION: 2023-07 THAT the Board approve amended Policy (G-13) Occupational Health & Safety.
MOVED BY: S. Dimick
SECONDED BY: V. De Luca
MOTION CARRIED.

7.5 Succession Planning – J. Coles

The Chair encouraged Board members to submit their completed Board Legacy documents to her for compilation and review at the February meeting.

The City's recruitment portal is open for applications for any Board members that wish to reapply. The Succession Planning policy outlines that the nominating panel is composed of 2 Councillors, interested Board members that are leaving the Board, and others appointed by Clerk's office. The nominating panel may choose to share Board applicant names with SCPL staff for comments. Ultimately, it is City Council's decision who to appoint as Board members.

The Chair encouraged Board members to attend the 4 Information Sessions / Recruitment Fairs scheduled for January 24, 26, 31, and February 7, 2023.

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: 2023-08 THAT the In-Camera Agenda be adopted.
MOVED BY: L. McDonald
SECONDED BY: F. Sheikh
MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2023-09 THAT the Regular Meeting move to In-Camera Session.
MOVED BY: L. McDonald.
SECONDED BY: S. Dimick
MOTION CARRIED.

The meeting moved to In-Camera Session at 6:40 pm.

8.3 Adoption of In-Camera Minutes

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

MOTION: 2023-10 THAT the In-Camera Minutes of November 17, 2022 be adopted.
MOVED BY: L. McDonald
SECONDED BY: V. De Luca
MOTION CARRIED.

8.4 In-Camera Consent Reports

8.4(a) Staffing (January Update) – L. Dobson
The Board received the Staffing (January Update) report.

8.4(b) Human Resources Matter – L. Dobson
The Board received the Human Resources Matter report.

MOTION: 2023-11 THAT the In-Camera Consent Reports be received as circulated.
MOVED BY: Councillor J. Lindal
SECONDED BY: L. McDonald
MOTION CARRIED.

K. Su, K. Smith Curtis, L. Dobson, and N. Bryans left the meeting at 6:45 pm.

8.5 In-Camera Discussion Reports

8.5(a) CEO Evaluation – J. Coles
The Board discussed the CEO Evaluation.

MOTION: 2023-12 THAT the Board approve the CEO Evaluation.
MOVED BY: S. Dimick
SECONDED BY: L. McDonald
MOTION CARRIED.

K. Su and N. Bryans returned to the meeting at 6:56

8.6 Return to Open Session

MOTION: 2023-13 THAT the In-Camera Session return to Open Session.
MOVED BY: Councillor J. Lindal
SECONDED BY: L. McDonald
MOTION CARRIED.

The Meeting returned to Open Session at 6:56 pm.

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

MOTION: 2023-14 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: F. Sheikh
SECONDED BY: L. McDonald
MOTION CARRIED.

10. Motion to Adjourn

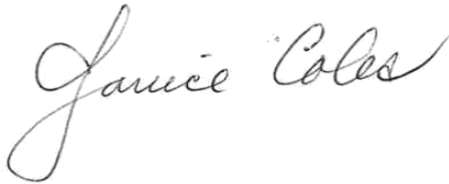
MOTION: 2023-15 THAT the Regular Meeting be adjourned.
MOVED BY: Councillor J. Lindal

SECONDED BY: N/A
MOTION CARRIED.

The Regular Meeting adjourned at 6:57 pm.

11. Next Meeting / Upcoming Events

Regular Board Meeting – Thursday, February 16, 2023, at 6:00 pm, Mills Room, Central Library & Microsoft Teams



Chair



Secretary