



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, March 21, 2024, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present: M. Brousseau S. Dimick (Vice-Chair)
P. Clausi L. Littleton
J. Coles (Chair) Councillor G. Miller (joined at 6:09pm)
K. Diiorio

Regrets: Councillor J. Lindal G. Riihimaki

Staff: D. Bott (left at 7:55 pm) H. Jones (left at 7:55 pm)
L. DiDonato S. Mannella (left at 7:53 pm)
M. Haanstra (left at 7:53 pm) K. Su (Secretary)
L. Jenter (Recording Secretary)

Chair calls Regular Meeting to order at 6:00 pm

Janice Coles reads 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.

Adoption of Agenda

- 1.1 Additions/Deletions to Agenda
Add Item 8.3 Chair's Remarks
Move Item 8.3 Adoption of the In-Camera Minutes to 8.4
Add Item 8.6 (b) Personnel Matter – L. Littleton

1.2 Adoption of Agenda

MOTION: 2024-36 THAT the Agenda be adopted as amended.
MOVED BY: S. Dimick
SECONDED BY: L. Littleton
MOTION CARRIED.

1. **Chair's Remarks & Declarations of Interest**

The Chair welcomed the Board to the meeting. There were no Declarations of Interest.

3. **Presentations**

3.1 Asset Management – GM BluePlan

Richard Pinder and Jenn Gross from GM BluePlan presented the draft Asset Management plan, developed to align with the asset management plan for the City of St. Catharines. The Board requested additional information about the financials. Asset Management plan deferred to provide additional time to review the governing statute and regulations.

4. **Adoption of Minutes (attachment)**

4.1 Regular Meeting – February 15, 2024

P. Clausi recommended an amendment to reflect that the CEO advised the Board that the Library was unsuccessful in its GICB grant application.

MOTION: 2024-37

THAT the Annual Meeting Minutes of February 15, 2024 be adopted as amended.

MOVED BY:

P. Clausi

SECONDED BY:

K. Diorio

MOTION CARRIED.

5. **Monthly Updates (verbal)**

5.1 St. Catharines City Council

No updates.

5.2 OLS Update –J. Coles

No updates.

5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- City Accessibility Committee – The Library and ward99 architects will present the Central Renovation plans to the Accessibility Committee March 27, 2024. Update to follow.
- Solar Eclipse – The CEO has met with the City of St. Catharines regarding the plans for the April 8, 2024 solar eclipse. The Library will remain open with no outdoor events planned. Staff can work from home that day when possible. The Library distributed 400 solar eclipse glasses on March 18, 2024.

5.4 Department Update – J. Dell and M. Harder

Staff presented on the CBC Kids Book Club Live event on Saturday, March 16. Staff shared an overview of the event, feedback and takeaways for future events. Staff estimated 395 people attended the event.

5.5 Mobile App Update – D. Bott

D. Bott provided an update on the myscpl mobile app. The app is now back in service.

6. **Consent Agenda**

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – February 2024

6.3(a) Customer Service – J. Spera & M. Haanstra

6.3(b) Facilities and Health & Safety – L. DiDonato

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

6.3(d) Programming & Promotions – H. Jones

6.4 Finance Update – L. DiDonato

6.5 Quarterly Progress Update on 2024 Work Plan (Q1) – K. Su

6.6 Strategic Plan 2019 – 2024 Review Report – K. Su

MOTION: 2024-38

THAT the Consent Agenda be received as circulated.

MOVED BY:

M. Brousseau

SECONDED BY:

Councillor G. Miller

MOTION CARRIED.

7. **Discussion Reports**

7.1 SCPL By-Law Number 2 – L. DiDonato

The Board received SCPL By-Law Number 2 with amendments. The Board discussed their position as trustees of the Endowment & Trust Fund, the oversight for fund usage and the expectations as Trustees for fundraising.

MOTION: 2024-39

THAT the St. Catharines Public Library (SCPL) Board:

- approve the SCPL Board By-Law Number 2 for the Operations and Regulation of the SCPL Endowment and Trust as proposed; and
- approve that Lisa DiDonato be appointed as the Treasurer of the Board to carry out the duties and have the authority provided for a Treasurer set forth in the *Public Libraries Act* including carrying out such duties and having such authority for the SCPL Endowment and Trust and the members of the Board, in their capacities as Trustees of the SCPL Endowment and Trust, each hereby ratify and confirm

all and whatsoever that may be done by virtue of this authorization; and

- approve that Qingyi (Ken) Su be appointed as the Secretary of the Board to carry out the duties and have the authority provided for a Secretary set forth in the *Public Libraries Act* including carrying out such duties and having such authority for the SCPL Endowment and Trust and the members of the Board, in their capacities as Trustees of the SCPL Endowment and Trust, each hereby ratify and confirm all and whatsoever that may be done by virtue of this authorization; and
- that this authorization shall remain in full force and effect until written notice of revocation thereof has been filed by an authorized party on behalf of the Board or the Trustees of the SCPL Endowment and Trust.

MOVED BY: S. Dimick
SECONDED BY: L. Littleton
MOTION CARRIED.

7.2 Reciprocal Borrowing – M. Haanstra

The Board received a report recommending the Library enter Reciprocal Borrowing Agreements with other public libraries.

MOTION: 2024-40 THAT the Board maintain Non-Resident membership but allow anyone with a Library card from other library systems that have signed the SCPL Reciprocal Borrowing Agreement to borrow physical items from the St. Catharines Public Library.

MOVED BY: K. Diorio
SECONDED BY: P. Clausi
MOTION CARRIED.

7.3 Policy (G-03) Circulation – M. Haanstra

The Board received Policy (G-03) Borrowing with recommended amendments.

MOTION: 2024-41 THAT the Board approve Policy (G-03) Borrowing (formerly named Circulation) as amended.

MOVED BY: M. Brousseau
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

7.4 Library Programming – K. Su

The Board received a verbal update about the Drag Queen Storytime event run on Saturday, March 9, 2024. The CEO advised the Board about debriefing meetings held with staff and partners and shared lessons learned for future events. The Board shared the experience of attending the event, thanked staff for their professionalism, and provided updates from City Council.

MOTION: 2024-42 THAT the Board directs the CEO to post, on SharePoint, the Board's Message to SCPL Staff regarding the March 9, 2024 program.
MOVED BY: P. Clausi
SECONDED BY: K. Diiorio
MOTION CARRIED.

7.5 Policy (G-31) Privacy and Confidentiality of Customer Information – K. Su

The Board received Policy (G-31) Privacy and Confidentiality of Customer Information.

MOTION: 2024-43 THAT the Board approve Policy (G-31) Privacy and Confidentiality of Customer Information.
MOVED BY: L. Littleton
SECONDED BY: S. Dimick
MOTION CARRIED.

7.6 Policy (G-02) Operational – K. Su

The Board received Policy (G-02) Operational with recommendation to rescind.

MOTION: 2024-44 THAT the Board rescind Policy (G-02) Operational.
MOVED BY: Councillor G. Miller
SECONDED BY: M. Brousseau
MOTION CARRIED.

7.7 Strategic Plan 2025 – 2028 RFP Report – K. Su

The Board received a report with recommendations for awarding the contract for the Strategic Plan for 2025 – 2028. The Board discussed the selection process, the timeline for the strategic plan and the particulars of the contract before agreeing to award the contract.

MOTION: 2024-45 THAT the Board approve the RFP Evaluation Committee's recommendation to award the Strategic Planning 2025 - 2028 contract to Hagon Design Inc. (Operated as Intent)
MOVED BY: M. Brousseau
SECONDED BY: P. Clausi
MOTION CARRIED.

7.8 Policy (F-04) Reserves – L. DiDonato

The Board received Policy (F-04) Reserves with amendments to streamline the policy.

MOTION: 2024-46 THAT the Board approve the Policy (F-04) Reserves as amended.

MOVED BY: K. Diorio

SECONDED BY: L. Littleton

MOTION CARRIED.

7.9 Policy (F-05) Travel and Expense – L. DiDonato

The Board received Policy (F-05) Travel and Expense with amendments to clarify eligibility of reimbursable employee expenditures in alignment with the City of St. Catharines.

MOTION: 2024-47 THAT the Board approve the replacement of Policy (P-07) Mileage with Policy (F-05) Travel and Expense.

MOVED BY: S. Dimick

SECONDED BY: Councillor G. Miller

MOTION CARRIED.

8. **In-Camera Session**

M. Haanstra and S. Mannella left the meeting at 7:53 pm

8.1 In-Camera Agenda

8.1 (a) Additions/Deletions to In-Camera Agenda

Add Item 8.3 Chair's Remarks

Move Item 8.3 Adoption of the In-Minutes Minutes to 8.4

Add Item 8.6 (b) Personnel Matter – L. Littleton

Add Item 8.6 (c) Legal Matter – P. Clausi

8.1 (b) Adoption of In-Camera Agenda

MOTION: 2024-48 THAT the In-Camera Agenda be adopted as amended.

MOVED BY: M. Brousseau

SECONDED BY: P. Clausi

MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2024-49 THAT the Regular Meeting move to In-Camera Session to discuss personnel and legal matters.

MOVED BY: K. Diorio

SECONDED BY: L. Littleton
MOTION CARRIED.

The meeting moved to In-Camera Session at 7:53 pm

H. Jones and D. Bott left the meeting at 7:55 pm

8.7 Return to Open Session

MOTION: 2024-51 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 8:25 pm

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

MOTION: 2024-52 THAT the Board receive the information presented during
the closed session.
MOVED BY: L. Littleton
SECONDED BY: K. Diorio
MOTION CARRIED.

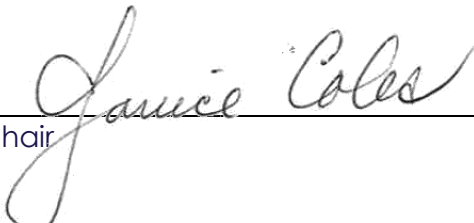
10. Motion to Adjourn

MOTION: 2024-53 THAT the Regular Meeting be adjourned.
MOVED BY: P. Clausi
SECONDED BY: N/A
MOTION CARRIED.

Meeting adjourned at 8:26 pm

11. Next Meeting / Upcoming Events

- Volunteer Appreciation Event – Thursday, April 18, 2024 at 4:30 pm, Mills Room, Central Library
- Board Meeting – Thursday, April 18, 2024 at 6:00 pm, Mills Room, Central Library & Microsoft Teams


Chair


Secretary