

ST. CATHARINES PUBLIC LIBRARY BOARD

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The St. Catharines Public Library Board is committed to providing all the citizens of St. Catharines with the highest level of library services, materials and facilities within the resources available to meet their informational, educational and recreational needs.

REGULAR MEETING

September 24, 2009

Board Room

Present: A. Carruthers Councillor B. Phillips
 A. Cook S. Reilly
 L. McDonald (Chair) A. Rosts
 A. McEwen Councillor B. Williamson

Regrets: M. Sendzik

Staff: D. Andrusko P. Johnson (Recording Secretary)
 D. Bott A. McKenzie
 J. Dunn L. Stripnieks
 J. Foster

The Regular Meeting of the St. Catharines Public Library Board was held on September 24, 2009 at the Central Library. The Chair called the meeting to order at 7:05 p.m.

1. Adoption of the Agenda

1.1 Additions/Deletions

None.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda.
09-54

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

2. **Minutes**

2.1 Regular Meeting, June 25, 2009

MOTION: THAT the minutes of the Regular Meeting of June 25, 2009
09-55 be approved, a copy having been received by each trustee.

MOVED BY: A. McEwen
SECONDED BY: Councillor Phillips
MOTION CARRIED.

3. **Business Arising**

3.1 Aquatic Centre/Grantham Branch Progress Report – L. Stripnieks

The Board received a written progress report on the Aquatic Centre/Grantham Branch. Councillor Phillips stated that the Project Team will be attending a meeting with the architects next week in Toronto, to discuss the interior design of the Aquatic Centre/Library. The project is currently under budget. The tendering process for the Aquatic Centre will begin January 15, 2010 and end February 15, 2010. Construction should begin April 2010.

4. **Correspondence**

The Board received correspondence reported as at September 15, 2009.

5. **Reports**

5.1 Chair's Report – L. McDonald

The Chair reported that he met with the C.E.O. during the summer to discuss personnel matters and the Board Agenda. He attended a meeting on August 27 with Councillor Phillips and L. Stripnieks, with respect to an Infrastructure Grant Application. The meeting was held at M.P. R. Dykstra's office. The Chair also thanked A. Carruthers for her hard work as a volunteer at the Museum's Library (article included in the informational materials).

5.2 Chief Executive Officer's Report - L. Stripnieks

The Board received a written report which highlighted activities from June to August. It included information on the following: Annual Operating Grant, Aquatic Centre/Branch Library, Infrastructure Stimulus Fund Grant Application, Norval Johnson Heritage Centre Collection transfer, Interviews, Microfilm Donations to Special Collections and Collection Development. The C.E.O. responded to questions with respect to the Learning Express Library, a new online database that offers interactive practice tests, exercises and skill-building courses.

5.3 Health and Safety Report – J. Foster

J. Foster stated that during the summer months all locations had been inspected. Minor deficiencies were indicated and corrected. J. Foster stated that Bill Urie of the Education Safety Association of Ontario (ESAO) had reviewed the Library's health and safety policies and found no fault with them. First Aid training will take place for staff on October 26th. Approximately 30 staff members are to be certified.

5.4 Branch Reports

The Board received the written Branch reports for June to August 2009.

5.5 Facilities – J. Foster

5.5(a) Facilities – Maintenance Summer 2009

The Board received a written report of summer maintenance projects. J. Foster reported that the Port Dalhousie Branch had been painted, the interior fountain in the Look Talk Sit area at Central had been repaired, and the front doors at the Church Street entrance had been replaced. He also stated that the Library was notified by the City that the Carlisle Street parking garage will close for construction starting December 31, 2009, and that the City is trying to relocate the City/Library staff who have permits in the garage.

5.6 Finance

a) Schedule of Accounts – Reports 6, 7, 8

MOTION: THAT the sixth report recommending payment of accounts and salaries in the amount of THREE HUNDRED SEVENTY-FIVE THOUSAND, FIVE HUNDRED FIFTY-NINE DOLLARS AND SEVEN CENTS (\$375,559.07) and **09-56** THAT the seventh report recommending payments of accounts and salaries in the amount of FIVE HUNDRED THIRTY-FIVE THOUSAND, EIGHT HUNDRED SEVENTY-EIGHT DOLLARS AND SEVENTY-SIX CENTS (\$535,878.76) and THAT the eighth report recommending payment of accounts and salaries in the amount of THREE HUNDRED EIGHTY-EIGHT THOUSAND, ONE HUNDRED THIRTY-SEVEN DOLLARS AND SIXTY-NINE CENTS (\$388,137.69) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: Councillor Phillips

MOTION CARRIED.

b) Statement of Operating Accounts – as at August 31, 2009

With 67% of the year elapsed, the statement shows: revenue received – \$2,684,330; expenditures - \$3,101,856.

c) Endowment and Trust Fund Statement – as at August 31, 2009

The statement shows a balance of \$689,124 made up as follows: opening balance - \$660,389; donations - \$18,383; interest income - \$10,352. YTD encumbered - \$230,779; YTD unencumbered - \$458,345.

d) Report on Short-Term Investments – as at August 31, 2009

The report shows a balance of \$881,888 made up as follows: \$434,200 due June 21, 2015 invested with Ontario Savings Bonds; \$232,570 due Sept. 11, 2009 invested with a TD Bank GIC; and \$215,118 due Sept. 11, 2009 invested with a TD Bank GIC.

- e) Report on Reserve Accounts – as at August 31, 2009
The report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor Phillips reported that a copy of the City Council and General Committee Agenda is now being sent to all Library locations on Fridays. L. Stripnieks stated that we would post this information on our Library website and in our newsletter.

6. New Business

6.1 Infrastructure Grant Application – L. Stripnieks

The Board received a written report on the Infrastructure Grant Application.

6.2 Norval Johnson Heritage Centre Collection Transfer/Reception – L. Stripnieks

The Board received a written report on the Norval Johnson Heritage Centre Collection Transfer/Reception which will be held on Saturday, October 24th from 2:00 to 4:00 p.m.

6.3 Fresh Ink Update – L. Stripnieks

The Board received a written update on Fresh Ink. The awards ceremony and reception will be held on Thursday, October 22nd at 7:00 p.m. This year we received a total of 82 entries – 48 poems and 34 short stories.

6.4 Ask Ontario – D. Andrusko

The Board received a written report on Ask Ontario.

6.5 Children's and Teen Summer Programs – 2009 – A. McKenzie

The Board received a written report on Children's and Teen Summer Programs.

6.6 Information Materials

Informational materials were included in the Board package.

7. In Camera Business

7.1 Motion to Move In Camera

MOTION: THAT the meeting move In Camera.
09-57

MOVED BY: A. Cook

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting moved In Camera at 8:05 p.m.

7.2 **Adoption of In Camera Agenda**

7.2(a) Additions/Deletions to the Agenda
There were no additions/deletions.

7.2(b) Adoption of In Camera Agenda

MOTION: THAT the Library Board adopt the In Camera agenda.
09-58

MOVED BY: S. Reilly

SECONDED BY: A. Rosts

MOTION CARRIED.

7.3 **Business Arising**

No business arising.

7.4 **New Business**

7.4(a) Personnel Matters Update – L. Stripnieks (attachment)
The Board received an attachment on personnel matters.

7.4(b) Patron Matters – L. Stripnieks

The Board received a verbal update on a patron matter.

(i) No Fixed Address – L. Stripnieks (attachment)

The Board received a written report on a patron matter.

7.4(c) 2010 Budget – J. Foster

The Board received a verbal report on the 2010 Budget.

7.5 **Return to Open Session**

MOTION: THAT the meeting return to Open Session.
09-59

MOVED BY: Councillor Phillips

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting returned to Open Session at 8:30 p.m.

8. **Business Arising From In Camera Meeting**

No business arising.

9. **Date and Time of Next Meeting**

The date and time of the next meeting will be October 21, 2009 at 7:00 p.m.

10. **Motion to Adjourn**

MOTION:
09-60

MOVED BY: Councillor Phillips
SECONDED BY: A. Rosts
MOTION CARRIED.

The meeting adjourned at 8:35 pm.