

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 MINUTES

March 15, 2012 – 7:00 p.m.
Board Room

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

Regrets: M. Sendzik Councillor B. Williamson

Staff: D. Andrusko D. Muise (Recording Secretary)
D. Bott L. Stripnieks (Secretary)
J. Foster

The Regular Meeting of the St. Catharines Public Library Board was held on March 15, 2012 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

1. **Adoption of Agenda**

1.1 Additions/Deletions to the Agenda

- 1.1(a) Addition of Item 3.2, Status of Fundraising – L. McDonald.
- 1.1(b) Addition of Item 3.3, Parking at Central Library – S. Reilly.
- 1.1(c) Addition of In-camera Item 7.3(b), Problem Patron – L. Stripnieks.
- 1.1(d) Addition of In-camera Item 7.3(c), Evaluation of C.E.O. – L. McDonald.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda as amended.
2012-26

MOVED BY; A. Rosts
SECONDED BY: A. McEwen
MOTION CARRIED.

2. **Minutes**

2.1 **Minutes of Regular Meeting**

- 2.1(a) A. McEwen noted that in Section 5.6(a), paragraphs 1 and 2, the name 'R. Rosts' should replace 'A. McEwen'.
- 2.1(b) A. McEwen noted that paragraph 2 of Section 6.1 should be deleted as it is a duplicate.

MOTION: THAT the minutes of the Regular Meeting of February 16, 2012-27 2012, be approved as amended, a copy having been received by each Trustee.

MOVED BY; A. McEwen

SECONDED BY: A. Rosts

MOTION CARRIED.

3. **Business Arising**

3.1 **Grantham Branch Update – L. Stripnieks**

The Board received a written report. Councillor B. Phillips reported that he attended a meeting on March 13, 2012 at which time the General Contractor, Bondfield, advised the expected substantial completion date was now the end of April, 2012. Based on that information the Library would be allowed on premises effective May 1, 2012 to install collections, furniture, computers, etc. The Parks and Recreation Department are hoping to open the pool to the public the week of June 1, 2012. Official opening ceremonies are under discussion.

L. Stripnieks reported that the current Grantham facility will close during the relocation in order to pack and unpack books and materials. No material would come due until the public is able to enter the new location.

A. Cook enquired whether any further discussion had taken place since the meeting with Library staff and City representatives in November, 2011 regarding common area responsibilities and costs. L. Stripnieks reported that Library staff haven't been advised of any meetings. L. Stripnieks also reported that items such as IT and telecommunications are totally separate.

3.2 **Status of Fundraising – L. McDonald**

The Chair requested an update on fundraising for the new Grantham Branch. L. Stripnieks reported that a total of \$1,147 had been raised since the last Board meeting. Of that amount, \$1,000 had been donated by CUPE Local 2220 Library Staff. The Chair will send a thank you letter to the President of the Union.

A. McEwen enquired if a committee should be struck to look after fundraising. Following discussion, the Chair requested a show of hands in favour of striking a fundraising committee. As there were no votes in favour, a committee was not struck.

3.3 **Parking at Central Library – S. Reilly**

S. Reilly enquired whether there had been any further issues with Niagara Regional Police staff using Library parking spaces. J. Foster reported that he had contacted a member of the Police Board and this issue was brought to their attention. Maintenance staff have been monitoring the situation for the last 3 weeks and noted that police staff had moved their vehicles over to the new Carlisle Street parking garage. The

Maintenance Department will continue to monitor the situation. Councillor B. Phillips reported he had also spoken to a member of the Police Board and will bring this matter up with Chief Administrative Officer and Mayor at the next City Council meeting.

4. **Correspondence**

The Board received correspondence as at March 1, 2012. A. McEwen requested a thank you letter be sent to the President, CUPE Local 2220 thanking them for their donation to the *Friends of Grantham Donor Wall*.

A. Cook enquired what had transpired with respect to the initiative outlined in Item 5 – email dated March 7, 2012 from J. Palabay. Discussion took place and the general consensus was that the Library cannot supply/give books to schools. The C.E.O. will prepare a letter to J. Palabay outlining the materials and programs offered by the Library in support of literacy.

5. **Reports**

5.1 **Chair's Report** – L. McDonald

The Chair reported that he had discussed a number of the Agenda items with the Chief Executive Officer prior to the meeting.

5.2 **Chief Executive Officer's Report** – L. Stripnieks

The Board received a written report. L. McDonald requested clarification of the term 'anti-shelving' referred to on Page 2 of the report and an explanation was provided by L. Stripnieks. L. McDonald enquired if the updated policy binders will include fundraising materials and L. Stripnieks confirmed they would be included.

L. Stripnieks reported that D. Bott and T.J. Lawrence are developing the new Library web site which will include search capabilities, the ability to book programs online and customized adult, teen and children's pages among other things. L. Stripnieks also reported that the Library has received accessibility equipment and software. Staff training on software must be completed before making it available to the public.

5.3 **Health and Safety Report** – J. Foster

J. Foster reported that the Merritt Branch and Port Dalhousie Branch were inspected. No deficiencies were found. He also reported that the Joint Health & Safety Committee meeting scheduled for March 1, 2012 was cancelled in view of the light agenda. The next meeting of the Joint Health & Safety Committee will be held on June 7, 2012.

5.4 **Branch Reports**

The Board received the written Branch reports for February, 2012. L. McDonald noted that circulation and visitors were up.

5.5 **Facilities** – J. Foster

J. Foster reported that tenders have gone out for the storage facility and are to be submitted by March 28, 2012.

5.6 **Finance**

5.6(a) **Schedule of Accounts – Report 2**

Board members reviewed Report 2 and declared any conflict of interest.

J. Foster reported a letter was received from the City Treasurer advising that the 2012 Operating Budget has been approved in the amount requested.

J. Foster also reported that the Library had budgeted for 3 months' rent for the Grantham Branch and there will be additional expenditures due to delay in opening of new Grantham Branch.

MOTION: THAT the second report recommending payment of accounts
2012-28 and salaries in the amount of THREE HUNDRED AND SIXTY-ONE THOUSAND SIX HUNDRED AND EIGHTY-THREE DOLLARS AND SIX CENTS (\$361,683.06) be received and approved.

MOVED BY; A. McEwen
SECONDED BY: A. Carruthers
MOTION CARRIED.

5.6(b) Statement of Operating Accounts – as at February 29, 2012
With 17% of the year elapsed the statement shows: revenue received – \$880,688; expenditures – \$815,589.

5.6(c) Endowment and Trust Fund Statement – as at February 29, 2012
The statement shows a balance of \$787,366 made up as follows: opening balance – \$785,874; donations - \$468; interest income - \$1,024; current assets - \$787,366; YTD encumbered - \$239,936; YTD unencumbered - \$547,430.

J. Foster clarified the difference between the Encumbered and Unencumbered amounts.

5.6(d) Report on Short-Term Investments – as at February 29, 2012
The report shows a balance of \$996,595 made up as follows: \$443,930 due June 21, 2013 invested with Ontario Savings Bonds; \$333,336 due April 16, 2012, invested with a TD Bank GIC; and \$219,329 due April 16, 2012, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts – as at February 29, 2012
The report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council
Councillor Phillips reported that City Council did not meet on March 12, 2012. He noted that the City had passed the Library's proposed 2012 Operating Budget and that the Library had one of the lowest increases submitted.

5.8 SOLS Report
S. Reilly reported the next meeting will be held in April, 2012.

6. New Business

6.1 VoIP (voice-over-IP) System – L. Stripnieks
The Board received a written report. Discussion ensued and the Board put forward questions to D. Bott, Manager, IT and Networks. D. Bott reported that the proposal is for the entire Library System. Currently, the Library pays fees for Niagara Regional Broadband service and Bell service. The goal is to reduce costs by consolidating services and utilizing the existing Library fibre-optic network, resulting in one fee.

6.2 Business For Next Meeting
No business for next meeting.

6.3 Informational Items
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.
2012-29

MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

The meeting moved In-Camera at 7:55 p.m.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda

- (1) Addition of In-camera Item 7.3(b), Problem Patron – L. Stripnieks.
- (2) Addition of In-camera Item 7.3(c), Evaluation of C.E.O. – L. McDonald.

7.2(b) Adoption of In-Camera Agenda

MOTION: THAT the Library Board adopt the In-Camera agenda as amended.
2012-30

MOVED BY; A. Carruthers
SECONDED BY: A. Rosts
MOTION CARRIED.

7.3 Business Arising

7.3(a) Benefits – J. Foster
The Board received a written report.

7.3(b) Problem Patron – L. Stripnieks
L. Stripnieks reported that a request for reinstatement of internet privileges had been received from a patron. Discussion ensued.

MOTION: THAT the Library uphold the decision made at the Library Board meeting on October 20, 2011 to deny the patron's request for reinstatement of internet privileges and that the ban remain in effect until October 13, 2012 at which point the patron can petition the Board again for reconsideration.
2012-31

MOVED BY; Councillor B. Phillips
SECONDED BY: A. Cook
MOTION CARRIED.

- 7.3(c) Evaluation of C.E.O. – L. McDonald
The Library Board discussed the job performance of the C.E.O.

- 7.4 New Business
None.

- 7.5 Return to Open Session

MOTION: THAT the meeting return to Open Session.
2012-32

MOVED BY; A. Rosts
SECONDED BY: A. McEwen
MOTION CARRIED.

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

8. **Business Arising From In-Camera Meeting**
No business arising from the In-Camera meeting.

9. **Motion to Adjourn**

MOTION: THAT the meeting be adjourned.
2012-33

MOVED BY; A. Cook
MOTION CARRIED.

The meeting adjourned at 8:31 p.m.

10. **Date and Time of Next Meeting**
April 19, 2012 at 7:00 p.m.