

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

May 17, 2012 – 7:00 p.m.
Board Room

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

Regrets: A. Rosts

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

The Regular Meeting of the St. Catharines Public Library Board was held on May 17, 2012 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

Auditors' Report – Crawford, Smith and Swallow

The Board received a written report on the annual audit of the Library. Mark Palumbi of Crawford Smith & Swallow presented the Board's audited financial statements as at December 31, 2011 and responded to questions as they arose.

Appointment – Rod Morris, Club LaSalle

Rod Morris of Club LaSalle presented information on the commissioning the Bicentennial Monument/"The First Canadian" Community Project.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

- 1.1(a) Item 6.5, Bicentennial Monument – Councillor B. Williamson.
- 1.1(b) Item 3.2, Audited Financial Statements – A. McEwen.
- 1.1(c) Item 7.4, Potential Donation – L. Stripnieks.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda as amended.
2012-45

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

2. Minutes

2.1 Minutes of Regular Meeting

MOTION: THAT the minutes of the Regular Meeting of April 19, 2012,
2012-46 be approved, a copy having been received by each Trustee.

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

3. Business Arising

3.1 Grantham Branch Update – L. Stripnieks

The C.E.O. and Councillor B. Phillips provided an update on the new Grantham Branch and Aquatic Centre. The City is hopeful that substantial completion and occupancy for the pool will be May 26, 2012. A tentative official opening date for the building is June 24, 2012. Deficiencies are being addressed.

L. Stripnieks reported that study tables/computer workstations that will go into the new branch are the same as those recently installed at the Centennial Library. The children's furniture has been ordered. L. Stripnieks also noted that she has not received an update on the grand opening at this time. The City will be the lead on the grand opening; the Library will not duplicate activities the City has planned.

A. Cook requested an update on exterior signage. Councillor B. Phillips indicated the design is the same design that was presented to the Board at the last meeting. L. Stripnieks noted that the design has not been finalized and it will be circulated to the Board for approval.

3.2 Audited Financial Statements – A. McEwen

A. McEwen had a question regarding authority to approve the financial statements in the audit prior to receiving the Auditor's Report. J. Foster indicated this is the new process as required by the auditor and that approval was granted at the April 19, 2012 meeting under Motion 2012-38.

4. Correspondence

The Board received correspondence as at April 24, 2012.

5. Reports

5.1 Chair's Report – L. McDonald

The Chair reported that he had discussed issues regarding the new Grantham Branch with the C.E.O. He also stated that he had attended the meeting with the auditors on April 24, 2012 to review the financial statements. The Chair noted that the evaluation of the C.E.O. will be postponed until September.

5.2 Chief Executive Officer's Report – L. Stripnieks

The C.E.O. reported that staff are preparing for the move to the new Grantham Branch. The C.E.O. noted that "In the Soil Arts Festival" took place in the Central Library Atrium on April 28, 2012. In addition, the Library has recently partnered with the St. Catharines Game and Fish Association who is offering the free loan of bait and tackle equipment to children.

5.3 Health and Safety Report – J. Foster

J. Foster reported that regular inspections of the Port Dalhousie Branch, Grantham Branch and Merritt Branch were carried out. Minor deficiencies were noted and all have been corrected. In addition, certified members of the Joint Health & Safety Committee completed their annual certified inspection of all facilities. No major problems were identified.

5.4 Branch Reports

The Board received the written Branch reports for April, 2012.

5.5 Facilities – J. Foster

J. Foster reported that 20 computer workstations were installed at the Central Library and that summer/seasonal maintenance has begun. J. Foster informed Board members that the Ontario Energy Board announced an increase in rates of approximately 3.3% on May 1, 2012.

J. Foster reported that construction of the storage facility in the underground parking garage at Centennial Library has begun and should be finished in the next 2 or 3 weeks. On May 10, 2012, J. Foster met with the architect hired to prepare the accessibility improvements design and tender documents. He will report back to the Board once a design is drawn up. With respect to the glass replacement program at Central Library, meetings with Macdonald Zuberec Ensslen and Welland Glass have taken place and retrofit of windows will commence in June, 2012.

5.6 Finance

5.6(a) Schedule of Accounts – Report 4

Board members reviewed Report 4 and a conflict of interest was declared by S. Reilly.

**MOTION:
2012-47**

THAT the fourth report recommending payment of accounts and salaries in the amount of TWO HUNDRED TWENTY-SEVEN THOUSAND, TWO HUNDRED FORTY-FOUR DOLLARS & THIRTY-FIVE CENTS (\$227,244.35) be received and approved.

**MOVED BY;
SECONDED BY:
MOTION CARRIED.**

A. McEwen
Councillor B. Phillips

- 5.6(b) Statement of Operating Accounts – as at April 30, 2012
With 33% of the year elapsed the statement shows: revenue received – \$1,600,990; expenditures – \$1,777,992.

A. McEwen enquired about the negative amount for Rent and Taxes for the current month. J. Foster provided clarification of this figure.

- 5.6(c) Endowment and Trust Fund Statement – as at April 30, 2012
The statement shows a balance of \$789,704 made up as follows: opening balance – \$785,874; donations – \$1,729; interest income – \$2,101; current assets – \$789,704; YTD encumbered – \$241,036; YTD unencumbered – \$548,668.

- 5.6(d) Report on Short-Term Investments – as at April 30, 2012
The report shows a balance of \$998,455 made up as follows: \$443,930 due June 21, 2013 invested with Ontario Savings Bonds; \$334,458 due April 16, 2012, invested with a TD Bank GIC; and \$220,067 due April 16, 2012, invested with a TD Bank GIC.

- 5.6(e) Report on Reserve Accounts – as at April 30, 2012
The report shows a balance of \$7,395 in the Visual Materials Insurance account.

- 5.7 St. Catharines City Council
No report.

- 5.8 SOLS Report
No report. The next meeting will take place in November, 2011.

6. **New Business**

- 6.1 Goals and Objectives – 2012 – L. Stripnieks
The Board received a written report. Goals and objectives for 2012 were presented to the Board for approval. Discussion ensued.

MOTION: That the Library Board approve the 2012 Operational Goals and Objectives.
2012-48

MOVED BY; M. Sendzik

SECONDED BY: A. McEwen

MOTION CARRIED.

- 6.2 Strategic Plan – L. Stripnieks
As noted in Section 6.1, goals and objectives for 2012 have been developed by staff. A Strategic Plan will be developed for presentation in the Fall.

- 6.3 Business For Next Meeting
No business for next meeting.

- 6.4 Informational Items
Informational materials were included in the Board package.

6.5 Bicentennial Monument – Councillor B. Williamson

Following discussion, Councillor B. Williamson moved that the matter be referred to staff at City Hall.

MOTION: THAT the Library Board direct Staff to refer the matter to City
2012-49 Staff and liaise as required.

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

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: THAT the meeting move In-Camera.
2012-50

MOVED BY: M. Sendzik
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

The meeting moved In-Camera at 8:25 p.m.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda

(1) Item 7.4, Potential Donation – L. Stripnieks.

7.2(b) Adoption of In-Camera Agenda

MOTION: THAT the Library Board adopt the In-Camera agenda as
2012-51 amended.

MOVED BY; A. Carruthers
SECONDED BY: M. Sendzik
MOTION CARRIED.

7.3 Business Arising

7.3(a) Patron Reinstatement – L. Stripnieks

The Board received a written request for reinstatement of Library privileges from a patron who was issued a Trespass Notice on April 8, 2011. Discussion ensued.

MOTION: THAT the Library Board agrees to reinstate the patron's
2012-52 Library privileges if he can provide a letter from a medical practitioner indicating his problem is under control.

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

7.4 New Business

7.4(a) Potential Donation – L. Stripnieks

L. Stripnieks reported that she received email on April 26, 2012 from an individual considering making a donation to the Library. The C.E.O. and Councillor B. Phillips met with the individual at the new Grantham Branch on May 17 and provided a tour.

MOTION: That the Library Board direct staff to pursue further
2012-53 discussions on 'naming rights' with the potential donor, including consideration of dropping Grantham from the Branch name.

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

7.5 Return to Open Session

MOTION: THAT the meeting return to Open Session.
2012-54

MOVED BY; A. McEwen
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

The meeting returned to Open Session at 9:31 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.
2012-55

MOVED BY; A. Carruthers
MOTION CARRIED. M. Sendzik

The meeting adjourned at 9:32 p.m.

10. Date and Time of Next Meeting

June 21, 2012 at 7:00 p.m.