

# 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.*

## MINUTES OF THE REGULAR MEETING

September 19, 2013 – 7:00 p.m.

Board Room

Present: L. Bramble  
A. Carruthers (Vice Chair)  
L. McDonald (Chair)  
A. Cook  
A. Rosts  
M. Sendzik  
Councillor B. Williamson  
S. Tromanhauser

Regrets: Councillor B. Phillips

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

The Regular Meeting of the St. Catharines Public Library Board was held on September 19, 2013 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) Councillor B. Williamson noted that Item 10, Date and Time of Next Meeting, should be amended to read: October 17, 2013 at 7:00 p.m.

#### 1.2 Adoption of the Agenda

**MOTION: 2013-58** THAT the Library Board adopt the agenda as amended.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** A. Cook  
**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Regular Meeting, June 20, 2013

**MOTION: 2013-59** THAT the minutes of the Regular Meeting of June 20, 2013 be approved, a copy having been received by each Trustee.  
**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

### 3. Business Arising

#### 3.1 Accessibility Updates – L. Stripnieks, J. Foster

The CEO reported that as per the information given at the Board meeting in June, staff made changes to the renovation plans. Instead of installing a large ramp in the Mills Room to provide access to the small stage, the stage was removed entirely. This makes the room accessible and increases the usable footprint. This allowed for medications to the kitchen and storage area as well.

J. Foster reported that renovations to the Mills Room were completed on September 19, 2013. Approximately \$1,000 was returned from the cost for construction of the ramp. All work for the Computer Room and remaining public washrooms is expected to be completed by September 24, 2013. When the drywall was removed in the washrooms a number of problems were found with the 37 year old plumbing that have been corrected. Costs will be paid from the general operating budget. Staff will submit a report to the Board once final numbers are in.

#### Library Programs

A. Cook enquired how it is determined where and what programs will be held. L. Stripnieks explained that the Library has a number of Committees which include Managers and staff. Programming is discussed at the Adult Services Committee and Children's/Young Adult Services Committee. The Committees discuss and decide as a group what programs are appropriate and are trying to expand programs into the Branches.

#### Acoustic Problems in the Program Room

A. Cook asked if there was an update on the acoustic problems in the program room at the Dr. Huq Branch. L. Stripnieks stated that she and J. Foster attended a meeting with staff of Transportation and Environmental Services in August 2013. At that time, the City was going to request a further report from the acoustics consultant. Another report has been received but there have been no further meetings to discuss the recommendations. Discussion took place regarding costs for any improvements. J. Foster indicated costs would be the responsibility of the Library.

Councillor B. Williamson provided a brief history of the acoustical problems at the Dr. Huq Branch for the benefit of the new Board members.

#### 4. Correspondence

The Board received correspondence as at August 29, 2013.

#### 5. Reports

##### 5.1 Chairs Report – L. McDonald

The Chair reported that following a review of the 2013 CEO Evaluation with a number of Board members, the completed evaluation had been presented to the CEO. The Chair had a tour of the Mills Room during construction and met with the CEO to review the impact of the flood at the Central Library. The Chair also reported that has had discussions with the CEO regarding signage for the Dr. Huq Family Library Branch which was commissioned by the Library and has received emails sent by the CEO to city staff re: the status of the Pylon.

The Chair attended a program at the Library – Tech Time, a drop-in computer class. The program provided valuable information and he encouraged Board members to try out this program

The Chair has also visited with S. Reilly following her resignation from the Board and delivered flowers and a letter from the Board to her.

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

The CEO reported that: accessibility renovations on the Mills Room have been continuing throughout the summer; the annual survey for a Provincial grant has been completed and submitted; Judges have been secured for the Fresh Ink Teen Writing Contest; and a large print version of the library's newsletter is now available on the website.

The CEO also reported that she has been in contact with Stuart Green, City Landscape Architect/Planner and Rick Lane, Director of Recreation and Community Services re: the pylon. There has been no movement by the City with respect to the signage and pylon. A peel and paste sign has been placed on the Carlton Street window and a metal sign has been installed at the entrance of the Dr. Huq Family Library Branch. The donor plaque still needs to be completed. Councillor B. Williamson indicated he would contact R. Lane to determine the status of the exterior pylon.

The CEO also reported that: the Zinio downloadable magazine collection was launched in July; the Sunday staffing schedule for the Central Library and the Dr. Huq Branch has been created; and the new website was launched in September.

The Provincial Grant for \$228,000 has been received.

D. Bott, Manager, IT & Networks reported that 2 months ago the new website became available for beta testing. He also reported that the Recorded Books Inc. which provides the library with the Zinio product also sells downloadable books. Recorded Books Inc. is offering the Library access to its 200 classic titles at no charge, via their OneClickdigital product. Staff have been trained on both products. Discussion took place regarding the new website and the Board agreed it was much improved and a much better format.

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

J. Foster reported that regular inspections of the Port Dalhousie, Dr. Huq, and Merritt Branches, and the first floor of the Central Library were carried out. Minor deficiencies were reported and all have been corrected.

A Joint Health & Safety Committee meeting took place on September 5, 2013. Following discussion at the meeting a revised set of procedures for power failures was created by the CEO and Business Administrator and distributed to all staff.

### 5.4 Branch Reports

The Board received the written reports for June, July and August, 2013.

A. Cook commented that the Library runs a number of computer programs and wondered if staff were able to meet the demand without sacrificing time elsewhere. L. Stripnieks stated that once a program is created anyone of a number of staff members can teach the program using the script.

A. Rosts asked how the Henley Trophies came to be in the Library. The CEO and Business Administrator provided a brief history and indicated the trophies have been on permanent display for approximately 7 years. The CEO also noted that a Provincial grant was received to develop the Henley database.

A. Rosts requested clarification of the term 'unique patron' and asked about 'BookMyne'. Unique patron means individual patron. BookMyne is the application that allows access to the Library's catalogue via smart phones.

The Chair requested an update on the pilot project with the new Info Desk on the first floor at Central. The CEO indicated it was going well and the Library will continue to have all circulation activities at the Main Circ Desk and the desk by the elevator will remain an Info Desk. This realignment provides better service to the public.

5.5 Facilities – J. Foster / L. Stripnieks

The Board received a written report regarding the Window Replacement Program at the Central Library. All windows have been replaced; the work was completed on schedule and on budget.

J. Foster reported that the City of St. Catharines Transportation & Environmental Services Department toured the Central Library and Port Dalhousie Branch in preparation for a Library Building Condition Assessment.

J. Foster reported on the summer maintenance work projects completed over the summer. Staff were very busy doing clean-up work as a result of the flood which occurred on May 21, 2013. Repairs are now completed. The insurance adjusters are working on their report which will be finalized in October. A. Rosts enquired what impact the flood damage would have on the Library's insurance coverage. J. Foster indicated it would not impact the premium very much.

With respect to the accessibility construction, work should be completed by September 24, 2013. In the Mills Room, the stage was removed, new carpeting installed and lighting improved. In the Computer Room, the doorway was widened and an automatic door installed. In the men's and women's washrooms, doorways were widened, counters changed and new mirrors installed.

J. Foster reported that a meeting was held on September 19, 2013 with City staff. Discussion centred on the failing concrete/sinking plaza in the courtyard of the Central Library. The City will be contacting an engineering company for an assessment. The City's report is expected in the late Fall/early winter.

5.6 Finance – as at June 30, July 31 and August 31, 2013

5.6(a) Schedule of Accounts – Reports 6, 7 and 8

Board members reviewed Report 6, 7 and 8 and a conflict of interest was declared by L. McDonald for July cheque 10935 and June cheque 10935.

A. Rosts requested clarification of Cheque No. 10895 issued to Niagara Regional Police Services in June, 2013. J. Foster indicated that an alarm had gone off.

**MOTION: 2013-60** THAT the sixth report recommending payment of accounts and salaries in the amount of TWO HUNDRED SIXTY-TWO THOUSAND, NINE HUNDRED THIRTY-FIVE DOLLARS & TWENTY CENTS (\$262,935.20) be received and approved.

**MOVED BY:** A. Rosts  
**SECONDED BY:** L. Bramble

**MOTION CARRIED.**

A. Rosts requested clarification of Cheque No. 10944 issued to Peter Sacco in July, 2013. J. Foster indicated that this was for payment of DVDs.

**MOTION: 2013-61** THAT the seventh report recommending payment of accounts and salaries in the amount of THREE HUNDRED NINE THOUSAND, TWO HUNDRED TWENTY-THREE DOLLARS & THIRTY-SEVEN CENTS (\$309,223.37) be received and approved.

**MOVED BY:** A. Cook  
**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

**MOTION: 2013-62** THAT the eighth report recommending payment of accounts and salaries in the amount of THREE HUNDRED THOUSAND, TWENTY-FOUR DOLLARS & FIFTY-SIX CENTS (\$309,024.56) be received and approved.

**MOVED BY:** Councillor B. Williamson

**SECONDED BY:** S. Tromanhauser

**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

J. Foster reported that the Provincial grant had just been received. He also provided an explanation of the Statements to the new Board members.

June 30, 2013: With 50% of the year elapsed the statement shows: revenue received – \$2,286,714; expenditures – \$2,502,904.

July 31, 2013: With 58% of the year elapsed the statement shows: revenue received – \$2,652,444; expenditures – \$2,940,045.

August 31, 2013: With 67% of the year elapsed the statement shows: revenue received – \$3,015,627; expenditures – \$3,391,588.

5.6(c) Endowment and Trust Fund Statement

J. Foster provided an explanation of the Endowment and Trust Fund to the new Board members.

June 30, 2013: The statement shows a balance of \$850,825 made up as follows: opening balance – \$820,215; donations – \$20,937; interest income – \$9,673; current assets – \$850,825; YTD encumbered – \$261,450; YTD unencumbered – \$589,375.

July 31, 2013: The statement shows a balance of \$875,640 made up as follows: opening balance – \$820,215; donations – \$26,307; interest income – \$29,118; current assets – \$875,640; YTD encumbered – \$261,450; YTD unencumbered – \$614,190.

August 31, 2013: The statement shows a balance of \$875,873 made up as follows: opening balance – \$820,215; donations – \$27,540; interest income – \$29,118; current assets – \$876,873; YTD encumbered – \$262,650; YTD unencumbered – \$614,223.

5.6(d) Report on Short-Term Investments

J. Foster provided an explanation of the Short-Term Investment to the new Board members. Discussion took place regarding the 3 GICs which will mature on October 11, 2013.

June 30, 2013: The report shows a balance of \$1,072,509 made up as follows: \$456,858 due June 21, 2014 invested with Ontario Savings Bonds; \$339,833 due October 11, 2013, invested with a TD Bank GIC; \$223,609 due October 11, 2013 invested with a TD Bank GIC; and \$52,209 due October 11, 2013, invested with a TD Bank GIC.

July 31, 2013: The report shows a balance of \$1,072,533 made up as follows: \$456,858 due June 21, 2014 invested with Ontario Savings Bonds; \$339,833 due October 11, 2013, invested with a TD Bank GIC; \$223,603 due October

11, 2013, invested with a TD Bank GIC; and \$52,239 due October 11, 2013, invested with a TD Bank GIC.

August 31, 2013: The report shows a balance of \$1,072,533 made up as follows: \$456,858 due June 21, 2014 invested with Ontario Savings Bonds; \$339,833 due October 11, 2013, invested with a TD Bank GIC; \$223,603 due October 11, 2013, invested with a TD Bank GIC; and \$52,239 due October 11, 2013, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts

J. Foster provided an explanation of the Reserve Account to the new Board members.

June 30, July 31, and August 31, 2013: The reports show a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Williamson reported he has heard from older patrons who find the Dr. Huq Family Library Branch less accessible (e.g. long walk from the parking lot to the library or book drop).

Councillor B. Williamson also reported on the downtown civic square. The civic square is a pilot project which will end in early November. The project will allow City staff to test how a larger downtown civic square could operate. Traffic is restricted on James Street between King Street and the Old Court House for the duration of the pilot project. Trees, planters, picnic tables and chairs have been placed in the square.

Councillor B. Williamson noted that the Merritton Fire Hall is for sale and questioned whether the Library would consider moving the Merritt Branch to this location. Discussion ensued. The Hall has been looked at before and turned down for a number reasons including: poor location, inadequate parking, accessibility, cost etc. Councillor B. Williamson also reported that the City is considering the sale of their hydro asset.

6. New Business

6.1 Summer Reading Programs – A. McKenzie

The Board received a written report on the 2013 Summer Reading Program.

6.2 Online Non-Fiction Book Club – L. Stripnieks

The Board received a written report on the Zinio downloadable digital magazine launched in July, 2013.

6.3 Business For Next Meeting

No business for next meeting.

6.4 Informational Items

Informational materials were included in the Board package.

7. In-Camera Business

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

7.1 Motion to Move In-Camera.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda.

7.2(b) Adoption of In-Camera Agenda.

7.3 Minutes (attachment)

7.3(a) In-Camera Meeting – June 20, 2013.

- 7.4 Business Arising.
- 7.5 Correspondence.
- 7.6 New Business.
- 7.7 Return to Open Session.

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: 2013-67**            THAT the meeting be adjourned.  
**MOVED BY:**                L. Bramble  
**SECONDED BY:**            S. Tromanhauser  
**MOTION CARRIED.**

The meeting adjourned at 8:31 p.m.

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

October 17, 2013 at 7:00 p.m.