

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

June 19, 2014 – 7:00 pm
Board Room

<u>Present:</u>	L. Bramble A. Carruthers A. Cook	L. McDonald (Chair) A. Rosts S. Tromanhauser (arrived 7:40 pm)
<u>Regrets:</u>	Councillor B. Phillips M. Sendzik	Councillor B. Williamson
<u>Staff:</u>	D. Bott	L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on June 19, 2014 at the Centennial Library. The Chair called the meeting to order at 7:10 pm. The meeting started without a quorum as per By-Law Item 6.1.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
None.

1.2 Adoption of the Agenda

MOTION: 2014-44	THAT the Library Board adopt the Agenda as amended.
Moved BY:	A. Cook
SECONDED BY:	L. Bramble
MOTION CARRIED.	

2. Minutes

2.1 Regular Meeting, May 15, 2014

MOTION: 2014-45	THAT the Minutes of the Regular Meeting of May 15, 2014 be approved, a copy having been received by each Trustee.
Moved BY:	A. Carruthers
SECONDED BY:	L. Bramble
MOTION CARRIED.	

3. Business Arising

3.1 No business arising.

4. Correspondence

The correspondence was received. The CEO distributed the Auditor's Report. St. Catharines Public Library Financial Statements, December 31, 2013 prepared by the firm of Crawford, Smith and Swallow.

5. **Reports**

5.1 **Chairs Report**

No report.

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

Podium Rehabilitation

L. Stripnieks provided an update on the podium rehabilitation, the last site meeting having taken place on June 18, 2014. Work is progressing and currently project is one (1) week behind schedule.

Acoustic Panels

The CEO provided a synopsis of the problem and its resolution. In August 2012, shortly after the Aquatic Center opened it became apparent that the acoustics in the program rooms in the Aquatic Center and Library were poor. In December 2012 the architects, Perkins and Will, commissioned an acoustical report which was forwarded to the City in January 2013. The report recommended the installation of acoustically absorptive panels to be hung from the ceiling. In July, 2013 TES staff met with Library and Aquatic Centre staff to discuss the proposed solution. In August, 2013 the City received a cost estimate. The city would pay for the acoustic panels. The Library gave their approval to go ahead with the project in October 2013. A RFP was prepared by the City and on May 8, 2014 quotes are received. On June 11, 2014 the CEO, Aquatic and TES staff met to review the colour options for the panels. A decision was made and the order was to be placed. Library staff were informed that once the order placed it would take 6 weeks for delivery and installation was expected to take place at the end of July.

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

Nothing to report.

5.4 **Branch Reports**

A general discussion took place on Library statistics and benchmarks. The CEO stated that the Library keeps a variety of statistics but libraries do not compare themselves to each other since every community is different. Staff will provide a variety of statistics for the September meeting showing library activity over a number of years.

5.5 **Facilities** – J. Foster

L. Stripnieks reported that as per the correspondence the Port Dalhousie Library Branch roof will be replaced with the work to commence the following week.

5.6 **Finance** – J. Foster

5.6(a) **Schedule of Accounts – Report 5**

A. Rosts inquired about cheque #102753 for Insultint. L. Stripnieks explained this is for a company that put a tinted film on the windows in the Children's area at the Dr. Huq Branch. A. Rosts inquired about cheque #11387 for HyperTech. This cheque was for a computer switch.

MOTION: 2014-46

THAT the fifth report recommending the payment of accounts and salaries in the amount of TWO-HUNDRED EIGHTY-THREE THOUSAND, ONE HUNDRED TWENTY-SIX DOLLARS AND FORTY-TWO CENTS (\$283,126.42) be received and approved.

MOVED BY:

A. Rosts

SECONDED BY:

A. Cook

MOTION CARRIED.

5.6(b) Statement of Operating Accounts - As at May 31, 2014
With 42% of the year elapsed, the statement shows: revenue received - \$1,924,684; expenditures - \$2,196,966.

5.6(c) Endowment and Trust Fund Statements - As at May 31, 2014
The statement shows a balance of \$879,382 made up as follows: opening balance - \$860,885; donations - \$20,973; interest income - \$1,524; current assets - \$879,382; YTD encumbered - \$263,250; YTD unencumbered - \$616,132.

5.6(d) Report on Short-Term Investments - As at May 31, 2014
The report shows a balance of \$1,093,289 made up as follows: \$451,883 due June 14, 2014, invested with Ontario Savings Bonds; \$342,994 due August 12, 2014, invested with a TD Bank GIC; \$225,684 due August 12, 2014, invested with a TD Bank GIC; and \$72,725 due August 12, 2014, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts - As at May 31, 2014
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 – L. Stripnieks
No report.

6. **New Business**

6.1 Centre for Equitable Library Access – L. Stripnieks
The Board received a written report.

6.2 Health & Safety Awareness Training – L. Stripnieks
The Board received a written report.

7. **In-Camera Business**

7.1 Motion to move In-Camera
The meeting moved In-Camera at 8:00 pm.

MOTION: 2014-47 THAT the meeting move In-Camera.
Moved BY: A. Cook
SECONDED BY: A. Carruthers
MOTION CARRIED.

7.2 Adoption of In-Camera Agenda
7.2(a) Additions/Deletions to the Agenda.
None.

7.2(b) Adoption of In-Camera Agenda.

MOTION: 2014-48 THAT the In-Camera Agenda be adopted.
Moved BY: L. Bramble
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

7.3 Minutes

7.3(a) In-Camera Meeting May 15, 2014.

MOTION: 2014-49

THAT the Minutes of the In-Camera Meeting of May 15, 2014 be approved, a copy having been received by each Trustee.

Moved BY:

A. Cook

SECONDED BY:

L. Bramble

MOTION CARRIED.

7.4 Business Arising

None.

7.5 Correspondence

None.

7.6 New Business

7.6(a) Personnel Update – L. Stripnieks

The CEO updated the Board on several personnel matters.

7.7 Return to Open Session

MOTION: 2014-50

THAT the meeting return to Open Session.

Moved BY:

A. Rosts

SECONDED BY:

S. Tromanhauser

MOTION CARRIED.

The meeting returned to Open Session at 8:15 pm.

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

None.

9. **Motion to Adjourn**

MOTION: 2014-51

THAT the meeting be adjourned.

Moved BY:

L. Bramble

SECONDED BY:

A. Carruthers

MOTION CARRIED.

The meeting adjourned at 8:20 pm.

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

At the call of the Chair.