

# 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

Thursday, April 21, 2016  
Board Room

Present: L. Bramble L. McDonald (Chair)  
A. Carruthers A. Rosts  
A. Cook (Vice-Chair) (by Phone) Councillor B. Williamson

Regrets: J. Cotton S. Tromanhauser  
Councillor B. Phillips

Staff: N. Bryans (Recording Secretary) J. Spera  
J. Foster L. Stripnieks (Secretary)  
A. McKenzie

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, April 21, 2016 at the Central Library. The Chair called the meeting to order at 7:05 pm.

### **Deputation, 7:10 pm: - Fines**

Ms. J. Benstead made a presentation to the Board regarding overdue fines. The Board Chair thanked Ms. Benstead for her presentation. He advised her that the Board will review the information and provide a decision in writing.

### **Appointment, 7:30 pm: Crawford, Smith and Swallow: Chartered Accountants LLP – Matt Swindley, Presentation of the 2015 Auditor’s Report**

The Board received a written report of the Financial Statements December 31, 2015. Matt Swindley reviewed the report and responded to questions. He stated the audit went smoothly and did not reveal any irregularities with accounting practices or controls.

### **1. Adoption of Agenda**

1.1 Additions/Deletions to the Agenda  
None

1.2 Adoption of the Agenda

**MOTION: 2016-35** THAT the Library Board adopt the Agenda.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

**2. Minutes**

2.1 Regular Meeting, March 17, 2016

**MOTION: 2016-36**      THAT the Minutes of the Regular Meeting of March 17, 2016 be approved, a copy having been received by each Trustee.

**MOVED BY:**            A. Rosts

**SECONDED BY:**        A. Carruthers

**MOTION CARRIED.**

**3. Business Arising**

None

**4. Correspondence**

The Board received the correspondence as of April 15, 2016.

**5. Reports**

5.1 Chairs Report – L. McDonald

L. McDonald reported that he had spoken to the CEO on various matters that will be discussed In-Camera. He informed the Board that he and J. Foster had met with the auditors prior to the Board meeting to review the audit report.

The Chair reported that D. Bott, Manager, Information Technology had shown him the Library's new technology purchase – the 3D printer and demonstrated its capability.

L. McDonald reported that he had attended a presentation about Mental Health issues which featured guest speaker Margaret Trudeau. He recommended that the Board attend the 2016 Hope Awards on June 10, 2016 at the Fallsview Casino Resort featuring Margaret Trudeau as guest speaker.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO provided written reports for the following: In Camera Item 7.4(b) Personnel – Employment Contract; In-Camera Item 7.4(c) Policy Review / Charter Rights; and In-Camera Item 7.6(a) Problem Patron.

Collective Agreement

L. Stripnieks reported that the Collective Agreement had been signed on November 30, 2015 and a draft sent to the Union on February 9, 2016. At the end of March, the Union asked that the language be changed to gender neutral terms. Although this was not part of the settlement the Library was prepared 'without prejudice' to make the changes requested, and sent a revised draft to the Union in April for review and approval.

Furniture Upgrade

L. Stripnieks also reported that: the children's area furniture has been ordered; a pod of 4 Teknion computer workstations will be placed on order; and after careful review of seating options and prices staff will be ordering 18 additional club chairs which will replace all the brown club chairs with the same type of seating.

Ontario Library Capacity Fund Grant \$13,867

The CEO is preparing the Post Project report and providing expenditure detail for the OLCF grant. The report is due April 29<sup>th</sup>. The funding was used to purchase the 3D printer, various equipment components, 2 LED TV's, and 2 rolling TV stands.

Job Evaluation – Pay Equity

The CEO was involved in job evaluation meetings for 2 positions.

RFID

In 2011 staff prepared a RFQ for an RFID system in anticipation that the Library would need a new security system. On April 21<sup>st</sup> “bibliotheca + 3M” made a presentation to L. Stripnieks, D. Bott, J. Spera and J. Dunn highlighting some of the new developments in security systems. A process is underway to create a RFP. A report should be ready for the Board for late June/July. Discussion ensued.

5.3 Health and Safety Report – J. Foster

J. Foster reported that the annual Certified Audit of the Library by trained personnel has been completed. There were only 1-2 minor deficiencies reported and they have been rectified. The Branches and the 1<sup>st</sup> floor of Central were inspected in April and there were no deficiencies. Non-slip treads have been installed on the steps in the Atrium and to the garage at Central at an approximate cost of \$6,000.

5.4 Branch Reports

The Board received the written Branch Report for March 2016.

5.5 Facilities Report – J. Foster

J. Foster reported that the glass doors to the staff lunch room had been broken and that the police were called. The repair of the glass cost approximately \$1,000. Several new plants have been planted at Central. The Save-On project involving changing all the lighting to energy efficient bulbs is complete and a report on the savings will be submitted to the Board in May or June.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for March was reviewed. A. Rosts inquired about cheque #12422 to Hyper Tec (for maintenance support software) and cheque #12405 to Imagewear (for maintenance clothing).

**MOTION: 2016-37** THAT the third report recommending payment of accounts and salaries in the amount of THREE HUNDRED SEVENTY THOUSAND, ONE HUNDRED SEVENTY-FIVE DOLLARS & EIGHTY CENTS (\$370,175.80) be received and approved.

**MOVED BY:** L. Bramble

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

As at March 31, 2016: With 25% of the year elapsed the statement shows: revenue received – \$1,167,746; expenditures – \$1,500,928.

5.6(c) Endowment and Trust Fund Statements

As at March 31, 2016: The statement shows a balance of \$1,111,365 made up as follows: opening balance – \$1,095,133; donations – \$20,542; interest income – \$330; less expenditures – \$4,640: current assets – \$1,116,003; less current liabilities – \$4,640: YTD encumbered – \$267,877; YTD unencumbered – \$843,488.

5.6(d) Report on Short-Term Investments

As at March 31, 2016: The report shows a balance of \$1,133,829 made up as follows: \$477,327 due June 23, 2016 invested with Ontario Savings Bonds; \$351,068 due June 14, 2016 invested with TD Bank GIC; \$230,997 due June 14, 2016 invested with TD Bank GIC; \$74,437 due June 14, 2016 invested with TD Bank GIC.

5.7 St. Catharines City Council

No report.

5.8 SOLS– L. Stripnieks

L. Stripnieks had sent out information to the Board prior to the meeting regarding the April 23, 2016 SOLS meeting. The Board did not appoint a SOLS trustee.

6. **New Business**

6.1 March Break 2016 Programme Report – A. McKenzie

The Board received a written report on the programmes offered during March Break 2016. A. McKenzie provided further information about the popular programme “Police Training Academy” and announced that a similar programme about firefighters is planned for the summer.

6.2 Business for Next Meeting

None

6.3 Informational Materials

Informational materials were included in the Board package.

7. **In-Camera Business**

7.1 Motion to Move In-Camera

**MOTION: 2016-38**      THAT the meeting move In-Camera.  
**MOVED BY:**            A. Rosts  
**SECONDED BY:**        A. Carruthers  
**MOTION CARRIED.**

The meeting moved In-Camera at 7:55 pm.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to In-Camera Agenda

None

7.2(b) Adoption of In-Camera Agenda

**MOTION: 2016-39** THAT the In-Camera Agenda be adopted.  
**Moved BY:** A. Rosts  
**SECONDED BY:** A. Cook  
**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, March 17, 2016

**MOTION: 2016-40** THAT the Minutes of the In-Camera Meeting of March 17, 2016 be approved, a copy having been received by each Trustee.  
**Moved BY:** A. Carruthers  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

7.4 Business Arising

7.4(a) Personnel Update – L. Stripnieks

The CEO provided a verbal report to the Board about a personnel matter.

7.4(b) Personnel – Employment Contract – L. Stripnieks

The CEO provided the Board with a draft copy of the Employment Contract.

**MOTION: 2016-41** THAT the Board approve the Employment Contract as presented.  
**Moved BY:** Councillor B. Williamson  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

7.4(c) Policy Review / Charter Rights – L. Stripnieks

The CEO provided an information package to the Board with respect to a complaint regarding the Library's policy/procedures on distribution of bulk materials. Discussion ensued.

**MOTION: 2016-42** THAT staff refer this matter to a solicitor versed in Charter Rights.  
**Moved BY:** L. Bramble  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

7.5 Correspondence

The Board received the In-Camera correspondence as of April 15, 2016.

7.6 New Business

7.6(a) Problem Patron – L. Stripnieks

The CEO provided an information package to the Board including the patron's complaint and staff actions to date. The Board reviewed the materials.

**MOTION: 2016-43** THAT the CEO prepare a letter for the Chair's signature informing the patron of the Board's decision:  
a) that all outstanding materials be returned;  
b) that fine of March 31<sup>st</sup> is being upheld; *and*  
c) that borrowing privileges will require the purchase of an annual non-resident membership at a fee of \$75.00.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

7.7 Return to Open Session

**MOTION: 2016-44** THAT the meeting return to Open Session.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

The meeting returned to Open Session at 8:45 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

**MOTION: 2016-45** THAT the meeting be adjourned.

**MOVED BY:** L. Bramble

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

The meeting adjourned at 9:05 pm.

10. Date and Time of Next Meeting

Thursday, May 19, 2016, 7:00 pm in the Board Room.