

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, October 20, 2016
Board Room

Present: L. Bramble L. McDonald (Chair)
A. Carruthers Councillor B. Phillips
A. Cook (Vice-Chair) A. Rosts
J. Cotton S. Tromanhauser
Councillor B. Williamson

Staff: D. Andrusko J. Foster
N. Bryans (Recording Secretary) J. Spera
D. Bott L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, October 20, 2016 at the Central Library. The Chair called the meeting to order at 7:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
None

1.2 Adoption of the Agenda

MOTION: 2016-82 THAT the Library Board adopt the Agenda.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, September 15, 2016

MOTION: 2016-83 THAT the Minutes of the Regular Meeting of September 15, 2016 be approved, a copy having been received by each Trustee.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Cook
MOTION CARRIED.

3. **Business Arising**

3.1 User Survey Results – L. Stripnieks

The Board received a written report that provided a synopsis of the results and compared the answers to the questions from those filling in the in-house survey and those filling in the online survey. There were no surprises in the results. The majority of respondents were female, they read fiction and non-fiction equally, came to the library weekly, followed by monthly, and frequented the library closest to them. Both groups were satisfied with the collections and staff. In-house respondents tended to be more familiar with the online databases probably because they are directed to those by staff. When asked if they would use a Branch in West St. Catharines; 18% of the in-house respondents and 26% of the online respondents answered in the affirmative. L. Stripnieks reported that respondents could also provide comments and that staff will be reviewing both the survey results and comments to see where improvements can be made.

Councillor Bill Phillips reported that he has asked the City's Commissioner of Operations to contact DSBN to see if they would be interested in providing space for a library branch in the West Park Secondary School in West St. Catharines. L. Stripnieks reported that when she had met with the Mayor re: transient youth the topic of community hubs came up. She informed the Mayor that the Library had wanted to create a service point in the arena when it was being built but the proposal lost by one vote at Council. This would have been an ideal location. The Board complimented staff on the survey work done. Further surveys are planned.

4. **Correspondence**

The Board received the correspondence as of October 14, 2016.

MOTION: 2016-84 THAT the Library Board contributes ONE THOUSAND DOLLARS (\$1,000.) to the Staff Christmas celebration.
MOVED BY: Councillor Bruce Williamson
SECONDED BY: A. Rosts
MOTION CARRIED.

5. **Reports**

5.1 Chairs Report – L. McDonald

L. McDonald reported that he had a number of discussions with the Vice-Chair, the CEO and with Councillor Bill Phillips.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO provided written reports for the following: Item 3.1 User Survey Results; Item 6.3 Update on Activities 2016; Item 6.4 Goals and Objectives 2016 – Status Report; Item 6.5 Goals and Objectives 2017 and Item 6.6 Strategic Agenda 2015-2018. She stated that the 2nd priority items from the Furniture / Equipment / Software acquisition spreadsheet – periodical shelving and CD shelving is under review. A vendor has visited the library and provided information. A RFQ will be prepared and staff hope to have a report to the Board in November. The CEO had discussions with the Mayor on October 5th and with City CAO Dan Carnegie on October 17th re: the problems with the transient youth.

5.3 Health and Safety Report – J. Foster

J. Foster reported that Health & Safety inspections of the Merritt, Dr. Huq, and Port Dalhousie Branches were done and there were no deficiencies.

5.4 Branch Reports

The Board received the written Branch Reports for September 2016. L. Stripnieks noted that Circulation stats are up. Board members complimented Library programs.

5.5 Facilities Report – J. Foster

J. Foster reported that the basement tile replacement project has been reviewed with City staff. The old flooring needs to be removed. This requires moving all the staff out of the basement and into the meeting rooms as well as changing a number of operational procedures and tasks. The timelines for the removal and replacement need to be confirmed with City staff since the City is the lease holder. The Library was hoping that the project would be completed this year.

J. Foster reported that the Maintenance staff have prepared the HVAC systems for the winter season. A plan to renovate the 2nd floor in order to create a sound proof room for the Browse Aloud equipment was created. The plan provides for the creation of 2 rooms for public use and a staff work room. A rough cost has been obtained. The project will proceed in 2017.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for September was reviewed. A. Rosts inquired about cheques: #12664 to Ariva for multi-use paper; #12684 to Infomart for Sun Media Licensing; and #12701 to Sullivan Mahoney for a legal matter.

MOTION: 2016-85 THAT the ninth report recommending payment of accounts and salaries in the amount of TWO HUNDRED FIFTY-ONE THOUSAND, NINE HUNDRED THIRTY DOLLARS & FIFTY-SEVEN CENTS (\$251,930.57) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: L. Bramble

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at September 30, 2016: With 75% of the year elapsed the statement shows: revenue received - \$3,367,287; expenditures - \$4,156,524.

5.6(c) Endowment and Trust Fund Statements

As at September 30, 2016: The statement shows a balance of \$1,101,197 made up as follows: opening balance – \$1,095,133; donations – \$27,243; interest income – \$11,786; less expenditures – \$32,965: current assets – \$1,130,158; less current liabilities – \$28,961: YTD encumbered – \$268,307; YTD unencumbered – \$832,890. As per the direction at the September meeting staff have been asked to provide a list of possible expenditures.

5.6(d) Report on Short-Term Investments

As at September 30, 2016: The report shows a balance of \$1,270,927 made up as follows: \$485,827 due June 21, 2017 invested with Ontario Savings Bonds; \$352,899 due December 13, 2016 invested with TD Bank GIC; \$232,201 due December 13, 2016 invested with TD Bank GIC; \$200,000 due December 13, 2016 invested with TD Bank GIC.

5.7 St. Catharines City Council

Councillor B. Williamson reported on the status of the available ice rinks in the City. The St. Catharines Kiwanis Aquatic Centre next to the Dr. Huq Library Branch is being used to capacity serving 600 people a day.

5.8 SOLS

No report.

6. New Business

6.1 Summer 2016 Maintenance Projects – J. Foster

The Board received a written report and J. Foster provided a verbal review. Discussion ensued. All Maintenance Department tasks are recorded in a procedure binder.

6.2 Adult Information Services Department Highlights – D. Andrusko

The Board received a written report and D. Andrusko provided a verbal overview.

6.3 Update on Activities 2016 – L. Stripnieks

The Board received a written report.

6.4 Goals and Objectives 2016 – Status Report – L. Stripnieks

The Board received a written report. The RFID project time-line report will be provided to the Board for the November meeting.

6.5 Goals and Objectives 2017 – L. Stripnieks

The Board received a written report which included target time frames. A. Carruthers complimented the outreach project directed to Grade 3 classes.

MOTION: 2016-86 THAT the Board approve the Goals and Objectives 2017.

MOVED BY: S. Tromanhauser

SECONDED BY: L. Bramble

MOTION CARRIED.

6.6 Strategic Agenda 2016-2018 – L. Stripnieks

The Board received a draft version of the Strategic Agenda. Discussion ensued.

MOTION: 2016-87 THAT the Board approve the Strategic Agenda 2016-2018.

MOVED BY: S. Tromanhauser

SECONDED BY: J. Cotton

MOTION CARRIED.

6.7 Business for Next Meeting

None

- 6.8 Informational Materials
Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: 2016-88 THAT the meeting move In-Camera.
MOVED BY: A. Cook
SECONDED BY: A. Carruthers
MOTION CARRIED.
The meeting moved In-Camera at 8:37 pm.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to In-Camera Agenda
Add Item 7.4 (a) Lisa's Café – J. Foster
Add Item 7.4 (b) Facilities / Security – J. Foster

7.2(b) Adoption of In-Camera Agenda

MOTION: 2016-89 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: A. Carruthers
SECONDED BY: A. Rosts
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) Special In-Camera Meeting, June 28, 2016

MOTION: 2016-90 THAT the Minutes of the Special In-Camera Meeting of June 28, 2016 be approved, a copy having been received by each Trustee.
MOVED BY: J. Cotton
SECONDED BY: A. Rosts
MOTION CARRIED.

7.3(b) In-Camera Meeting, September 15, 2016

MOTION: 2016-91 THAT the Minutes of the In-Camera Meeting of September 15, 2016 be approved, a copy having been received by each Trustee.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Rosts
MOTION CARRIED.

7.4 Business Arising

7.4(a) Budget – J. Foster
J. Foster provided a verbal report.

7.4(b) CEO Evaluation – L. McDonald
L. McDonald provided a verbal report.

7.5 Correspondence
None

7.6 New Business

7.6(a) Lisa's Café – J. Foster
J. Foster provided a verbal report.

7.6(b) Facilities / Security – J. Foster
J. Foster provided a verbal report.

7.7 Return to Open Session

MOTION: 2016-92 THAT the meeting return to Open Session.
MOVED BY: A. Rosts
SECONDED BY: S. Tromanhauser
MOTION CARRIED.
The meeting returned to Open Session at 9:15 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2016-93 THAT the meeting be adjourned.
MOVED BY: J. Cotton
SECONDED BY: A. Cook
MOTION CARRIED.
The meeting adjourned at 9:17 pm.

10. Date and Time of Next Meeting

Thursday, November 17, 2016, 7:00 pm in the Board Room.

Note: December Board Meeting – Thursday, December 18, 2016 (at the call of the Chair).