

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, February 16, 2017
Board Room

<u>Present:</u>	L. Bramble	L. McDonald (Chair)
	A. Carruthers	Councillor B. Phillips
	A. Cook (Vice-Chair) (by phone)	A. Rosts
	J. Cotton	S. Tromanhauser Councillor B. Williamson
<u>Staff:</u>	D. Bott	A. McKenzie
	N. Bryans (Recording Secretary)	J. Spera
	J. Foster	L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, February 16, 2017 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: 2017-14 THAT the Library Board adopt the Agenda.

MOVED BY: A. Rosts

SECONDED BY: L. Bramble

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting –January 26, 2017

MOTION: 2017-15 THAT the Minutes of the Regular Meeting of January 26, 2017 be approved, a copy having been received by each Trustee.

MOVED BY: A. Rosts

SECONDED BY: L. Bramble

MOTION CARRIED.

3. Business Arising

None

4. Correspondence

The Board received the Correspondence as of February 10, 2017.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that he had attended the Budget meeting at the City on December 5, 2016 and the OLA Super Conference February 2-4, 2017.

5.2 Chief Executive Officer's Report– L. Stripnieks

L. Stripnieks provided a written report as well as separate reports for items 6.1, 6.2, 6.3, 6.4, 6.6. She also informed the Board that 18 staff members and 3 Board members had attended the OLA Super Conference in February. She informed the Board that a memorial service for local author Richard will take place on March 25, 2017 and a tribute will be sent to the family on behalf of the Board and staff.

5.3 Health and Safety Report– J. Foster

J. Foster reported that inspections had been completed at Merritt, Port Dalhousie, and Dr. Huq Branches. The one deficiency noted has been rectified.

5.4 Branch Reports

The Board received the written Branch Reports for January 2017. A. McKenzie provided information on the Grade 3 outreach initiative and programs being planned for Canada's 150 Celebrations.

5.5 Facilities Report – J. Foster

J. Foster reported that E. S. Fox repaired the HVAC system under the maintenance agreement. He also reported that the counters of the Café at the Central Library had been upgraded.

5.6 Finance– J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for January was reviewed. A. Rosts inquired about 2 cheques. Cheque #12871 to Corporate Chemicals & Equipment was issued to purchase a new sweeper. Cheque #20171163 to Recorded Books LLC was issued to pay for annual subscription for the online magazine service "Zinio."

MOTION: 2017-16 THAT the first report recommending payment of accounts and salaries in the amount of FOUR HUNDRED AND FORTY-SEVEN THOUSAND, ONE DOLLAR AND THIRTY-EIGHT CENTS (\$447,001.38) be received and approved.

MOVED BY: A. Rosts
SECONDED BY: L. Bramble
MOTION CARRIED.

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for January was reviewed.

As at January 31, 2017: with 8% of the year elapsed the statement shows: Revenue received– \$450,926; Expenditures – \$462,170.

5.6(c) Endowment and Trust Fund Statements

The Statement for January was reviewed.

As at January 31, 2017: The statement shows a balance of \$1,269,202 made up as follows: opening balance – \$1,269,075, donations – \$127; current assets – \$1,269,202; YTD encumbered – \$268,502, YTD unencumbered – \$1,000,700.

5.6(d) Report on Short-Term Investments

The report for January was reviewed.

As at January 31, 2017: The report shows a balance of \$1,457,832 made up as follows: \$453,923 due June 21, 2017 invested with Ontario Savings Bonds; \$164,600 due December 23, 2017 invested with ScotiaMcLeod GIC; \$354,780 due June 13, 2017 invested with TD Bank GIC; \$251,077 due June 13, 2017, invested with TD Bank GIC; \$233,452 due June 13, 2017 invested with TD Bank GIC. Discussion ensued.

5.7 St. Catharines City Council

Councillor B. Phillips reported that the City's Budget will be presented to the public on Monday, February 27, 2017. The budget committee will likely reduce the Library's Operational Budget to achieve a lower overall increase in taxes. The Scotties Tournament of Hearts, Canadian Women's Curling Championship is in progress in St. Catharines until Sunday, February 26, 2017. The renovation of the pavilion at Lakeside Park is going ahead with improvements to the electrical system thanks to a donation from the Rotary Club. The expected opening is scheduled for the May Victoria Day weekend. The Dual-Duty Councillors proposal did not pass at Council.

5.8 SOLS

No report.

6. New Business

6.1 Service Enhancements – RFID – L. Stripnieks

The Board received a written report on the RFID project which is the major project for 2017. The report outlined all the elements involved including tagging 350,000 items, the installation of security gates, and staff training. Research to date includes presentations by vendors, site visits to other libraries, and identification of equipment required. The RFID project will change circulation services and will allow for self-checkout of materials. Discussion ensued.

6.2 Service Enhancements – Remote Location Lockers – L. Stripnieks

The Board received a written report on "remote location lockers" which would provide a service option for West St. Catharines. Discussion ensued. The Chair stated that he and the Vice Chair had obtained information from a vendor at OLA who supplied a vending machine type library service for remote locations. The Chair had asked Councillor Phillips to approach City staff about the feasibility of including a vending machine type library service at the Seymour-Hannah Arena. Councillor Phillips stated that the proposal was positively received by City staff and the Mayor. The CEO noted that written reports on vending machine type libraries and lockers had been submitted to the Board in February 2016. At that time staff were not asked to pursue the matter. The Board asked the CEO to investigate the vending machine and locker applications and report back to the Board. Installation could only occur in September when it is expected that renovations to Seymour Hannah Arena will be completed.

MOTION: 2017-17

THAT the Board approve staff to investigate the purchase of remote location lockers and a vending machine type mini-library system to be placed in Seymour-Hannah Arena when renovations to the Arena are complete.

MOVED BY:

S. Tromanhauser

SECONDED BY:

J. Cotton

MOTION CARRIED.

6.3 Service Enhancements – MakerSpace – L. Stripnieks/D. Bott

The Board received a written report describing what a Makerspace is and what kinds of activities and equipment can be included when creating a Makerspace. The CEO and Manager, IT have visited Hamilton Public Library which has a Makerspace. The report included a list of the equipment in the HPL Makerspace along with costs. The information was brought to the Board as part of their request for “innovative” library programs and applications. The CEO suggested a Makerspace could be considered for the 2nd floor of the Central Library. However, she recommended leaving the creation of a Makerspace to 2018 since staff have 3 large projects in 2017.

6.4 Service Enhancements – STEM database – L. Stripnieks

The Board received a written report outlining the STEM database that offers specific resource modules in science, technology, engineering and mathematics geared to students in grade 5-8 and matched to the Ontario Curriculum. The Board asked the CEO to determine if the Boards of Education in Niagara already have this resource.

6.5 Service Enhancements – Expansion of Maker Programs – A. McKenzie

The Board received a written report outlining the Maker programs offered by the Library since 2014.

6.6 Staff Survey – Service Enhancements –L. Stripnieks

The Board received a written report collating staff suggestions for service/ program/ equipment enhancements. The CEO had prioritized the suggestions. The Board approved the items listed below:

Priority 1 items

- online program registration
- movie license – ensure that the Library is not duplicating the PAC film series
- upgrade children’s tables and seating at the Branches
- create a teen space

Priority 2 items

- paint night program
- escape the room program
- concert series – ensure that the Library is not duplicating the M. Walker School
- Blu-ray DVDs – may be available from S. Remus at PAC film series

Priority 3 items

- VHS to DVD converter machine – investigate Welland Public Library experience.

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: 2017-18 THAT the meeting move In-Camera.

MOVED BY: J. Cotton

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting moved In-Camera at 8:50 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: 2017-19 THAT the In-Camera Agenda be adopted.
MOVED BY: J. Cotton
SECONDED BY: A. Carruthers
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting – January 26, 2017

MOTION: 2017-20 THAT the In-Camera Minutes of January 26, 2017 be approved, a copy having been received by each Trustee.
MOVED BY: L. Bramble
SECONDED BY: A. Cook
MOTION CARRIED.

7.4 Business Arising

7.4(a) Budget Update – J. Foster/L. Stripnieks
J. Foster and L. Stripnieks updated the Board on the City's budget meetings.

7.5 In-Camera Correspondence

The Board received the In-Camera Correspondence as of February 10, 2017

7.6 New Business

None

7.7 Return to Open Session

MOTION: 2017-21 THAT the meeting return to Open Session.
MOVED BY: A. Rosts
SECONDED BY: L. Bramble
MOTION CARRIED.

The meeting returned to Open Session at 10:25 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2017-22 THAT the meeting be adjourned.
MOVED BY: A. Rosts
SECONDED BY: L. Bramble
MOTION CARRIED.

The meeting adjourned at 10:25 pm.

10. Date and Time of Next Meeting

Thursday, March 16, 2017, 7:00 pm in the Board Room.