

# ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2  
(905) 688-6103 ~ Fax (905) 688-6292

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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, November 16, 2017  
Board Room

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

Staff: D. Andrusko J. Foster  
D. Bott A. McKenzie (Recording Secretary)  
L. Stripnieks (Secretary)

Staff Regrets: N. Bryans (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, November 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

Add Item 6.4 Status Report of 2017 Goals and Objectives – L. Stripnieks

#### 1.2 Adoption of the Agenda

**MOTION: 2017-84** THAT the Library Board adopt the Agenda as amended.

**MOVED BY:** J. Cotton

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Regular Meeting, October 19, 2017

**MOTION: 2017-85** THAT the Minutes of the Regular Meeting of October 19, 2017 be approved, a copy having been received by each Trustee.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

### **3. Business Arising**

#### **3.1 RFID Update – L. Stripnieks/D. Bott**

D. Bott reported that the tagging has been completed. The new gates will be installed on Monday, November 20 at Central. The date for installation of gates at the Branches is still to be determined. The self-checkout kiosks have arrived and will be rolled out in January 2018. Vendors are now sending materials already tagged. The training of staff on the use of the pads will be scheduled shortly.

#### **3.2 NovelBranch and Remote Lockers Update – L. Stripnieks/D. Bott**

The equipment has been tested. Locks on the Holds Locker were damaged during shipment and are being replaced. Staff are establishing a delivery schedule. Staff need direction from the Board on the official launch date. It was agreed that the launch date would be December 2, 2017 and that the Mayor, City Councillors etc be invited. L. Stripnieks will inform the media.

#### **3.3 Central Library – Circulation Desk(s) Update – L. Stripnieks**

L. Stripnieks reported that the new Building Superintendent will oversee the circulation desk replacement project.

#### **3.4 Rooms on the 2<sup>nd</sup> Floor of Central Update – J. Foster**

J. Foster reported that the work is almost complete; the carpeting needs to be finished and there is a delay with the new furniture. The rooms will be ready in 2 weeks.

#### **3.5 Fresh Ink Update – L. Stripnieks**

The Fresh Ink reception was held on October 26, 2017 with 50 people in attendance. A. McKenzie was the Master of Ceremonies for the event. The 2017 Fresh Ink magazine was distributed.

### **4. Correspondence**

The Board received the correspondence as of November 10, 2017.

### **5. Reports**

#### **5.1 Chairs Report – L. McDonald**

L. McDonald reported that he had attended several meetings; hiring, and budget committee presentations, as well as a program presented by D. Gannon on St. Catharines 150 years, held at Central Library.

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

L. Stripnieks reported that staff has been busy preparing for two (November 1 and November 15) Budget Committee presentations. The information package was sent to the Board.

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

J. Foster reported two inspections were done; at Dr. Huq and at Merritt, with no deficiencies reported.

#### **5.4 Branch Reports**

The Board received the written Branch Reports for October 2017. D. Andrusko commented on the Zarqa Nawaz Library programme held October 12 at Central on the same day as the Newcomers and Refugees in Niagara Community Forum (Item 6.2).

5.5 Facilities Report – J. Foster

The Board received a written report - Building Systems Audit for the Roof Top Units at Centennial Library Re: SaveON Energy Retrofit Program. J. Foster provided a summary of the report.

Fire inspection certificates were received for all Library locations. Christmas decorations will be going up in the next few weeks. There are ongoing problems with vandalism, vagrancy and downtown issue of drugs and needles. J. Foster stated there is a need for a visible Police presence in the downtown core to deal with the problems. There is also an issued with parking on Ice Dogs game nights – B. Williamson to take this up with the City for designated library patron parking spots.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for October was reviewed. A. Rosts inquired about cheques: #13246 to Insight Canada Inc. for Kerio Connect and #103771 to Jeff's at Work for Periodical & CD shelving.

**MOTION: 2017-86** THAT the tenth report recommending payment of accounts and salaries in the amount of TWO HUNDRED EIGHTY-FOUR THOUSAND, NINE HUNDRED THIRTY DOLLARS & THIRTY-NINE CENTS (\$284,930.39) be received and approved.

**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

As at October 31, 2017: With 83% of the year elapsed the statement shows: revenue received - \$3,718,381; expenditures - \$4,620,391.

J. Foster reported that the 2017 surplus (unexpended balance) of \$150,000 will be brought forward to the 2018 Operating Budget. J. Foster noted the decline of fine revenue due to technology, digital collections having no fees, etc. Discussion ensued with regards to income generation.

5.6(c) Endowment and Trust Fund Statements

As at October 31, 2017: The statement shows a balance of \$ 1,199,903 made up as follows: opening balance – \$1,269,075; donations – \$28,928; interest income – \$14,801; less expenditures – \$112,901: current assets – \$1,308,804; less current liabilities – \$108,901: YTD encumbered – \$268,642; YTD unencumbered – \$931,261.

J. Foster reported that \$2.8 million is set aside in reserves for capital upgrades/repairs (HVAC, elevator, roof, electrical upgrades).

L. Stripnieks reminded the Board of the Library's Endowment and Trust Fund bylaw which states that the fund is to be used for special projects not capital projects.

5.6(d) Report on Short-Term Investments

As at October 31, 2017: The report shows a balance of \$1,501,232 made up as follows: \$356,746 due December 13, 2017 invested with TD Bank GIC; \$252,454 due December 13, 2017 invested with TD Bank GIC; \$234,732 due December 13, 2017 invested with TD Bank GIC; \$157,300 due August 8, 2018 invested with Bank of Nova Scotia GIC; \$100,000 due July 11, 2018 invested with Concentra Bank GIC; \$100,000 due August 30, 2018 invested with Hollis Canadian Bank GIC; \$100,000 due August 30, 2018 invested with Montreal Trust Co GIC; \$100,000 due August 30, 2018 invested with National Trust Co GIC; \$100,000 due August 30, 2018 invested with Royal Bank of Canada GIC.

5.7 St. Catharines City Council

Councillor B. Phillips and Councillor B. Williamson reported on the following:

- Remembrance Day and Fallen Workers Memorial ceremonies
- Budget will be discussed by Council on December 17 & 18, 2017
- Public Meeting on Metrolinx will be held at Central on November 22, 2017

5.8 SOLS

No report.

**6. New Business**

6.1 Library Board 2018 Meeting Dates – L. Stripnieks

The Board received a written report. Discussion ensued. It was decided that the March 15, 2018 (March Break) meeting date will remain as stated. Currently, J. Cotton will be away for that meeting.

6.2 Newcomers and Refugees in Niagara – D. Andrusko

D. Andrusko reported that the day went well; there panel discussions and 18 groups had displays. The Library table had flyers, a laptop, and a digital frame highlighting events and collections.

6.3 OLA Super Conference – L. Stripnieks

Board members received their packages. L. Stripnieks will notify the Board with regards to registration date deadlines.

6.4 Status Report of 2017 Goals and Objectives – L. Stripnieks

L. Stripnieks distributed the report.

6.5 Business for Next Meeting

None

6.6 Informational Materials

Informational materials were included in the Board package.

**7. In-Camera Business**

7.1 Motion to Move In-Camera

**MOTION: 2017-87** THAT the meeting move In-Camera.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

The meeting moved In-Camera at 8:10 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: 2017-88** THAT the In-Camera Agenda be adopted.  
**MOVED BY:** J. Cotton  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, October 19, 2017

**MOTION: 2017-89** THAT the Minutes of the In-Camera Meeting of October 19, 2017 be approved, a copy having been received by each Trustee.  
**MOVED BY:** A. Cook  
**SECONDED BY:** J. Cotton  
**MOTION CARRIED.**

7.4 Business Arising

7.4(a) Personnel Matters – L. Stripnieks  
L. Stripnieks updated the Board about personnel matters.

7.4(b) Proposed 2018 Operating Budget Update – J. Foster/L. Stripnieks  
J. Foster updated the Board about the Proposed 2018 Operating Budget.

7.5 Correspondence

The Board received the In-Camera correspondence as of November 10, 2017.

7.6 New Business

7.6(a) Patron Request for Reinstatement – L. Stripnieks  
L. Stripnieks updated the Board about a patron request for reinstatement.

**MOTION: 2017-90** THAT the CEO send a letter to the patron informing them that their library privileges have been reinstated and the conditions of the reinstatement.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** A. Cook  
**MOTION CARRIED.**

7.6(b) Anonymous Donation – J. Foster  
J. Foster updated the Board on an Anonymous Donation.

**MOTION: 2017-91** THAT the Board approve that 2400 shares of Bank of Nova Scotia common shares (value \$203,458) be used to purchase GICs.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor B. Phillips  
**MOTION CARRIED.**

7.6(c) CEO Evaluation – L. McDonald  
The Chair deferred this item.

7.7 Return to Open Session

**MOTION: 2017-92** THAT the meeting return to Open Session.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

The meeting returned to Open Session at 8:30 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

**MOTION: 2017-93** THAT the meeting be adjourned.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

The meeting adjourned at 8:30 pm.

10. Date and Time of Next Meeting

Thursday, December 21, 2017 at 7:00 pm in the Board Room (at the call of the Chair)  
Thursday, January 25, 2018 at 6:30 pm in the Board Room