

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, January 25, 2018
Board Room

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

Regrets: A. Rosts

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, January 25, 2018 at the Central Library. The Chair called the meeting to order at 6:39 pm. L. Stripnieks introduced Karen Smith Curtis, as the new Business and Facilities Administrator to the Board. The Board Chair welcomed her to the Library and to the Board Meeting.

1. Adoption of Agenda

- 1.1 Additions/Deletions to the Agenda
Add Item 3.4 Ice Dogs/Event Parking – L. McDonald (verbal)
- 1.2 Adoption of the Agenda

MOTION: 2018-02 THAT the Library Board adopt the Agenda as amended.
MOVED BY: Councillor B. Phillips
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

2. Minutes

- 2.1 Regular Meeting, November 16, 2017

MOTION: 2018-03 THAT the Minutes of the Regular Meeting of November 16, 2017 be approved, a copy having been received by each Trustee.
MOVED BY: S. Tromanhauser
SECONDED BY: J. Cotton
MOTION CARRIED.

3. Business Arising

3.1 RFID Update – L. Stripnieks/D. Bott

The Board received a written report. A “Go Live” date is proposed for February 6, 2018.

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

The Board received a written report. J. Spera and L. McDonald have received positive comments from patrons and from the article in Niagara This Week. Signage advertising these new Library Services will include: the digital sign for the Arena at the road entrance; a TV type screen mounted above the units with visual slides and instructions; and featured graphics on the Library’s website home page banner.

3.3 Rooms on the 2nd Floor of Central Update – L. Stripnieks

The Board received a written report on the final stages of this project.

3.4 Ice Dogs/Event Parking – L. McDonald

L. McDonald inquired if there was any further information about City parking restrictions when Ice Dogs games cause the Library Parking lot to be full. No changes to date.

4. Correspondence

The Board received the correspondence as of January 19, 2018.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that he and the CEO had a number of conversations with respect to the increased security issues which were caused in part by the extremely cold weather. He thanked staff for organizing the Annual Christmas Party. He informed the Board that he would be attending the OLA 2018 Super Conference.

5.2 Chief Executive Officer’s Report – L. Stripnieks

L. Stripnieks provided additional comments on her written report. L. Stripnieks and K. Smith Curtis met with the S. Chemnitz (City CAO) and K. Douglas (City Treasurer) on January 18, 2018. City staff provided a broad outline of proposed Budget timelines. They indicated they would be requesting a draft budget earlier in the year, with Board approval possibly as early as May/June, although ratification of the budget must wait until after the fall election. She also asked J. Foster to comment on the replacement of the tiles in the basement, and elevator replacement costs. With respect to the tiles J. Foster has been waiting for the City to issue the RFP. Brock Elevator estimates the elevator has 3-6 years of life. The City has provided a contact to assess and provide a cost for a new elevator.

5.3 Health and Safety Report – K. Smith Curtis

K. Smith Curtis reviewed her written report.

5.4 Branch Reports

The Board received the written Branch Reports for November and December 2017, and discussed outreach and promotion strategies. L. Stripnieks will prepare an updated report for the next Board Meeting.

5.5 Facilities Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. J. Foster noted that until there is a Police presence returned to downtown St. Catharines, the security problems will continue.

5.6 Finance – K. Smith Curtis

5.6(a) Schedule of Accounts

The Schedule of Accounts for November was reviewed. L. Bramble inquired about cheque: #13294 to Jack Foster for Program gifts.

MOTION: 2018-04 THAT the eleventh report recommending payment of accounts and salaries in the amount of FIVE HUNDRED FIFTY-SIX THOUSAND, TWO HUNDRED NINETY-EIGHT DOLLARS & EIGHTY-ONE CENTS (\$556,298.81) be received and approved.

MOVED BY: S. Tromanhauser

SECONDED BY: A. Cook

MOTION CARRIED.

The Schedule of Accounts for December was reviewed. L. Bramble inquired about cheque: #13352 to Library Ideas for Freegal streaming service.

MOTION: 2018-05 THAT the twelfth report recommending payment of accounts and salaries in the amount of TWO HUNDRED EIGHTY-FIVE THOUSAND, SEVEN HUNDRED TWENTY-TWO DOLLARS & THIRTY-THREE CENTS (\$285,722.33) be received and approved.

MOVED BY: J. Cotton

SECONDED BY: S. Tromanhauser

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at November 30, 2017: With 92% of the year elapsed the statement shows: revenue received - \$4,325,274; expenditures - \$5,080,168.

As at December 31, 2017: With 100% of the year elapsed the statement shows: revenue received - \$5,981,505; expenditures - \$5,650,014.

5.6(c) Endowment and Trust Fund Statements

As at November 30, 2017: The statement shows a balance of \$1,381,141 made up as follows: opening balance – \$1,269,075; donations – \$232,510; interest income – \$14,883; less expenditures – \$135,328: current assets – \$1,512,469; less current liabilities – \$131,328: YTD encumbered – \$268,642; YTD unencumbered – \$1,112,499.

As at December 31, 2017: The statement shows a balance of \$1,386,041 made up as follows: opening balance – \$1,269,075; donations – \$234,003; interest income – \$18,291; less expenditures – \$135,328: current assets – \$1,517,369; less current liabilities – \$131,328: YTD encumbered – \$268,642; YTD unencumbered – \$1,117,399.

5.6(d) Report on Short-Term Investments

As at November 30, 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.

As at December 31, 2017: The report shows a balance of \$1,599,886 made up as follows: \$358,713 due June 13, 2018 invested with TD Bank GIC; \$143,846 due June 13, 2018 invested with TD Bank GIC; \$236,027 due June 13, 2018 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; \$100,000 due July 11, 2018 invested with Equitable Bank GIC; \$104,000 due November 23, 2018 invested with Royal Bank of Canada GIC.

5.7 St. Catharines City Council

Councillor B. Phillips and Councillor B. Williamson reported that a number of Committee of Adjustment zoning changes need to be resolved before the election. They commented that the advanced timeline for the budget process needs to be reviewed. Since the budget would need to be approved by a new Council in 2019.

5.8 SOLS

No report.

6. New Business

6.1 United Way/Community Care 2017 – L. Stripnieks

The Board received a written report.

6.2 Security Services at Central Library – L. Stripnieks

The Board received a written report.

MOTION: 2018-06

THAT the funding for the 2 Security Guards for 2018 come from the Facility and System Enhancement Reserve, and

THAT the cost for the 2 Security Guards be factored into the 2019 Operating Budget and be included under Occupancy Costs.

Moved by:

A. Cook

Seconded by:

L. Bramble

Motion Carried.

6.3 2018 Operating Budget – L. Stripnieks/K. Smith Curtis

The Board received a written report.

MOTION: 2018-07

THAT the Library approve that \$250,000 be transferred from the Facility and System Enhancement Reserve to support the 2018 Operating Budget as directed by the Budget Standing Committee in the email dated December 4, 2017.

Moved by:

Councillor B. Phillips

Seconded by:

A. Carruthers

Motion Carried.

6.4 Plan for Capital Expenditures & Use of Reserves – L. Stripnieks

The Board received a written report. The City is requesting that the Library develop a plan for financing capital expenditures and use of reserves. The report outlined the documentation that has been supplied to City Council with every budget presentation for the last 20 years, including projected capital expenditures and reserves. The Library will be requesting clear direction from the City as to what they want and how it is to be presented, since the City already has the information. In light of this staff are gathering updated figures on the replacement of the HVAC, elevator and required building envelope improvements. A report will go to the Board in April or May.

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: 2018-08 THAT the meeting move In-Camera.

MOVED BY: S. Tromanhauser

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting moved In-Camera at 8:33 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: 2018-09 THAT the In-Camera Agenda be adopted.

MOVED BY: A. Carruthers

SECONDED BY: J. Cotton

MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, November 16, 2017

MOTION: 2018-10 THAT the Minutes of the In-Camera Meeting of November 16, 2017 be approved, a copy having been received by each Trustee.

MOVED BY: Councillor B. Williamson

SECONDED BY: A. Cook

MOTION CARRIED.

7.4 Business Arising

None

7.5 Correspondence

The Board received the In-Camera correspondence as of January 19, 2018.

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: 2018-11 THAT staff inform the patron that they are denied access to Library facilities and, THAT if the patron obeys these conditions, the reinstatement will be reconsidered in 6 months.

MOVED BY: Councillor B. Williamson

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

J. Foster, K. Smith Curtis, and N. Bryans left the meeting at 8:45 pm.

7.6(b) Personnel – L. Stripnieks

L. Stripnieks updated the Board.

J. Foster, K. Smith Curtis, and N. Bryans returned to the meeting at 8:58 pm.

7.7 Return to Open Session

MOTION: 2018-12 THAT the meeting return to Open Session.

MOVED BY: S. Tromanhauser

SECONDED BY: J. Cotton

MOTION CARRIED.

The meeting returned to Open Session at 8:59 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2018-13 THAT the meeting be adjourned.

MOVED BY: S. Tromanhauser

SECONDED BY: J. Cotton

MOTION CARRIED.

J. Foster thanked the Board for his retirement party. The meeting adjourned at 9:00 pm.

10. Date and Time of Next Meeting

Thursday, February 15, 2018 at 7:00 pm in the Board Room