

ST. CATHARINES PUBLIC LIBRARY BOARD

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

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, May 17, 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 K. Smith Curtis
D. Bott L. Stripnieks (Secretary)
N. Bryans (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, May 17, 2018 at the Central Library. The Chair called the meeting to order at 7:00 pm. Board members discussed the start time of the Board Meetings. The Chair polled the members and it was decided that the Board Meetings will start at 6:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
None

1.2 Adoption of the Agenda

MOTION: 2018-51 THAT the Library Board adopt the Agenda.
MOVED BY: A. Cook
SECONDED BY: A. Carruthers
MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, April 19, 2018

MOTION: 2018-52 THAT the Minutes of the Regular Meeting of April 19, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: A. Carruthers
SECONDED BY: J. Cotton
MOTION CARRIED.

2.2 Email Poll of the Library Board, April 26, 2018

MOTION: 2018-53 THAT the Minutes of the Email Poll of the Library Board of April 26, 2018 be approved, a copy having been received by each Trustee.

MOVED BY: J. Cotton

SECONDED BY: A. Carruthers

MOTION CARRIED.

3. Business Arising

3.1 Use of Corporate Resources for Election Purposes – L. Stripnieks

The Board received a written report with attachments that summarized the sequence of events and information in the Email Poll of the Library Board on April 26, 2018 for the approval of the Library's Use of Corporate Resources for Election Purposes Policy.

3.2 Meeting Room Furniture Update – K. Smith Curtis

The Board received a written report. Staff recommended the purchase of meeting room chairs from a Canadian manufacturer through the local supplier as requested by the Board. Discussion ensued. The Board asked staff to investigate further.

3.3 Central Basement Tile Floor Replacement Update – K. Smith Curtis

K. Smith Curtis reviewed her written report that outlined the two phases of the project; the removal of the current flooring and the installation of new flooring.

3.4 Elevator Update – K. Smith Curtis

K. Smith Curtis updated the Board that the Library is expecting the Elevator Consultant to provide the required specifications to prepare an RFP for quotations on the replacement of the elevator and dumbwaiter at Central.

4. Correspondence

The Board received the correspondence as of May 11, 2018.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported on various communications he had with the CEO.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks reviewed her written report. She reported that the Police Week program on Crisis Management was well attended. L. Stripnieks stated that a meeting has been set-up with K. Douglas at the City for June 1, 2018 to review the following: the Library's Reserves Policy; how the City wants the Library to report its reserves; and to discuss the 2019 budget.

5.3 Health and Safety Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. Monthly inspections showed no issues. Library Fire Plans were reviewed at a meeting with the Chief Fire Prevention Officer.

5.4 Branch Reports

The Board received the written Branch Report for April 2018.

5.5 Facilities Report – K. Smith Curtis

K. Smith Curtis reviewed her written report.

5.6 Finance – K. Smith Curtis

5.6(a) Schedule of Accounts

The Schedule of Accounts for April was reviewed.

MOTION: 2018-54 THAT the fourth report recommending payment of accounts and salaries in the amount of THREE HUNDRED & ONE THOUSAND, EIGHT HUNDRED SIXTY-FOUR DOLLARS & FIFTY-TWO CENTS (\$301,864.52) be received and approved.

MOVED BY: S. Tromanhauser

SECONDED BY: J. Cotton

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at April 30, 2018: With 33% of the year elapsed the statement shows: revenue received - \$1,744,115; expenditures - \$1,881,228.

5.6(c) Endowment and Trust Fund Statements

As at April 30, 2018: The statement shows a balance of \$1,409,834 made up as follows: opening balance – \$1,390,326; donations – \$20,925; interest income – \$2,583; less expenditures – \$4,000; current assets – \$1,409,834; YTD encumbered – \$268,642; YTD unencumbered – \$1,141,192.

5.6(d) Report on Short-Term Investments

As at April 30, 2018: The report shows a balance of \$1,564,486 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; \$100,000 due July 11, 2018 invested with Concentra Bank GIC; \$100,000 due November 23, 2018 invested with Equitable Bank GIC; \$100,000 due January 29, 2019 invested with ADS Canadian Bank GIC; \$121,000 due January 29, 2019 invested with Bank of Nova Scotia GIC; \$100,000 due January 29, 2019 invested with Montreal Trust Co GIC; \$100,000 due January 9, 2019 invested with National Trust Co GIC; and \$204,900 due February 4, 2019 invested with Royal Bank GIC.

5.7 St. Catharines City Council

The Board thanked the Councillors for obtaining signage space at the Seymour-Hannah Arena for the Library's Books to Go and Holds to Go services.

5.8 SOLS

No report.

6. New Business

6.1 Video Surveillance Policy – L. Stripnieks

The Board received a written report.

MOTION: 2018-55 THAT the Board approve the Video Surveillance Policy

MOVED BY: A. Cook

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

- 6.2 Proctoring Policy – L. Stripnieks/D. Andrusko
The Board received a written report.

MOTION: 2018-56 THAT the Board approve the Proctoring Policy
MOVED BY: J. Cotton
SECONDED BY: A. Carruthers
MOTION CARRIED.

- 6.3 Endowment & Trust Fund Utilization – L. Stripnieks
The CEO informed the Board that staff had been asked to submit suggestions for furniture, equipment, facilities, collections, and service improvements. A report of suggestions will be provided at the next meeting.

- 6.4 In the Soil Arts Festival 2018 – D. Andrusko/L. Stripnieks
D. Andrusko reviewed her written report. The rainy weather on the day of the Festival encouraged over 150 patrons to attend Library programs indoors. The *Seed Bombs* program, designed for all age groups and held in the Mills Room was well attended.

- 6.5 Business for Next Meeting
Item 3.2 Meeting Room Furniture Update and Item 6.3 Endowment & Trust Fund Utilization will be reviewed at the June meeting.

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

7. In-Camera Business

- 7.1 Motion to Move In-Camera

MOTION: 2018-57 THAT the meeting move In-Camera.
MOVED BY: Councillor B. Phillips
SECONDED BY: S. Tromanhauser
MOTION CARRIED.
The meeting moved In-Camera at 7:50 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: 2018-58 THAT the In-Camera Agenda be adopted.
MOVED BY: S. Tromanhauser
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, April 19, 2018

MOTION: 2018-59 THAT the Minutes of the In-Camera Meeting of April 19, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: A. Carruthers
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

7.4 Business Arising

7.4(a) Personnel Matters – L. Stripnieks
The CEO updated the Board on personnel matters.

7.5 Correspondence

The Board received the In-Camera correspondence as of May 11, 2018.

7.6 New Business

None

7.7 Return to Open Session

MOTION: 2018-60 THAT the meeting return to Open Session.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Cook
MOTION CARRIED.
The meeting returned to Open Session at 8:00 pm.

8. **Business Arising from In-Camera Session**

None

9. **Motion to Adjourn**

MOTION: 2018-61 THAT the meeting be adjourned.
MOVED BY: S. Tromanhauser
SECONDED BY: J. Cotton
MOTION CARRIED.
The meeting adjourned at 8:00 pm.

10. **Date and Time of Next Meeting**

Thursday, June 21, 2018 at 6:00 pm in the Board Room