

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, September 27, 2018
Board Room

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

Regrets: Councillor B. Phillips Councillor B. Williamson

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, September 27, 2018 at the Central Library. The Chair called the meeting to order at 6:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

None

1.2 Adoption of the Agenda

MOTION: 2018-74 THAT the Library Board adopt the Agenda.

Moved BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, June 21, 2018

MOTION: 2018-75 THAT the Minutes of the Regular Meeting of June 21, 2018 be approved, a copy having been received by each Trustee.

Moved BY: A. Carruthers

SECONDED BY: L. Bramble

MOTION CARRIED.

2.2 Email Poll – July 19, 2018

MOTION: 2018-76 THAT the Minutes of the Email Poll of July 19, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Rosts
MOTION CARRIED.

3. Business Arising

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

K. Smith Curtis reviewed her written report and passed around photos showing the finished project area. The project was completed under budget.

3.2 Installation of Security Cameras Update – D. Bott

The Board received a written report. One exterior camera has been vandalized and will be replaced and mounted in a higher location. The anticipated 'go live' date is October 1, 2018.

3.3 RFID Update – D. Bott

The Board received a written report. Self-checkout is available at Central. The trial is going well and most patron comments are positive; however they don't want the self-checkout stations to take jobs away from staff. One self-checkout station will be moved next to the Circulation checkout desk.

3.4 Indigenous Collections Update – D. Andrusko

The Board received a written report. One of the book display shelving units was set-up temporarily in the Board room for viewing.

3.5 Elevator Update – K. Smith Curtis

K. Smith Curtis reviewed her written report. The Library will be working with the City to prepare a Request for Quote for the two Library elevators and the City Hall elevator.

4. Correspondence

The Board received the correspondence as of September 21, 2018.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that the Library's presentation at the St. Catharines Golf and Country Club on September 28, 2018 about "Libraries Beyond Books" went well. He had meetings with the CEO regarding a personnel matter.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks reported on the CEO activities which included: personnel and staffing matters; developing smudging procedures; monitoring the Central Library basement floor replacement project; preparing the Annual Report 2017; implementing PEL procedures; preparing the Provincial Operating Grant application; and purchasing Board approved materials.

5.3 Health and Safety Report – K. Smith Curtis

K. Smith Curtis reviewed her written report and added that the Occupational Health and Safety Act revisions to WHMIS labels, material safety and data sheets, and staff

training are being completed by the Library. She attended the June 26, 2018 meeting at the City to discuss the Opioid crisis. As a result, the Library has installed sharps disposal bins in the public washrooms and the City has installed a disposal bin outside.

5.4 Branch Reports

The Board received the written Branch Reports for June, July, and August 2018.

5.5 Facilities Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. She praised the work done by the Maintenance staff that assisted the Central's basement floor project. The cage where the van is parked will be under surveillance by the new security cameras.

5.6 Finance – K. Smith Curtis

5.6(a) Schedule of Accounts

The Schedule of Accounts for June was reviewed. A. Rosts inquired about cheque #13681 to Retailer E.Mall for DVD cleaning supplies; cheque #13684 to Sanera Canada Div of 2603355 for cleaning supplies; and cheque #20181201 to Gressco Ltd. for Technical supplies and DVD cases. L. Bramble inquired about cheque #13637 to Sherwood, John for piano tuning.

MOTION: 2018-77 THAT the sixth report recommending payment of accounts and salaries in the amount of TWO HUNDRED SEVENTY-THREE THOUSAND, EIGHT HUNDRED SEVENTY-THREE DOLLARS & NINETY-FIVE CENTS (\$273,873.95) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

The Schedule of Accounts for July was reviewed. A. Rosts inquired about cheque #13722 to NIMBY Wildlife and Pest Control for bed bug inspections.

MOTION: 2018-78 THAT the seventh report recommending payment of accounts and salaries in the amount of TWO HUNDRED EIGHTY-ONE THOUSAND, FIVE HUNDRED TWENTY-THREE DOLLARS & FIFTY-FIVE CENTS (\$281,523.55) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: S. Tromanhauser

MOTION CARRIED.

The Schedule of Accounts for August was reviewed. A. Rosts inquired about cheque #13783 to Seton for delivery bins. S. Tromanhauser inquired about cheque # 13789 to Yellow Pages for the listing; and cheque #13757 to Solasta Distribution for newspapers.

MOTION: 2018-79 THAT the eighth report recommending payment of accounts and salaries in the amount of THREE HUNDRED THIRTY THOUSAND, FIVE HUNDRED FIFTY-ONE DOLLARS & FORTY-EIGHT CENTS (\$330,551.48) be received and approved.

MOVED BY: A. Rosts
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at June 30, 2018: With 50% of the year elapsed the statement shows: revenue received - \$2,646,564; expenditures - \$2,711,770.

As at July 31 2018: With 58% of the year elapsed the statement shows: revenue received - \$3,057,407; expenditures - \$3,154,500.

As at August 31, 2018: With 67% of the year elapsed the statement shows: revenue received - \$3,477,870; expenditures - \$3,747,453.

5.6(c) Endowment and Trust Fund Statements

As at June 30, 2018: The statement shows a balance of \$1,408,020 made up as follows: opening balance – \$1,390,326; donations – \$21,162; interest income – \$6,716; less expenditures – \$10,184: current assets – \$1,414,204; less current liabilities – \$6,184: YTD encumbered – \$268,842; YTD unencumbered – \$1,139,178.

As at July 31, 2018: The statement shows a balance of \$1,412,622 made up as follows: opening balance – \$1,390,326; donations – \$24,977; interest income – \$8,510; less expenditures – \$11,191: current assets – \$1,419,813; less current liabilities – \$7,191: YTD encumbered – \$268,842; YTD unencumbered – \$1,143,780.

As at August 31, 2018: The statement shows a balance of \$1,410,850 made up as follows: opening balance – \$1,390,326; donations – \$25,064; interest income – \$8,582; less expenditures – \$13,121: current assets – \$1,419,971; less current liabilities – \$9,121: YTD encumbered – \$268,855; YTD unencumbered – \$1,141,996.

5.6(d) Report on Short-Term Investments

As at June 30, 2018: The report shows a balance of \$1,570,379 made up as follows: \$361,575 due December 12, 2018 invested with TD Bank GIC; \$144,994 due December 12, 2018 invested with TD Bank GIC; \$237,910 due December 12, 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 29, 2019 invested with National Trust Co GIC; \$204,900 due February 4, 2019 invested with Royal Bank GIC.

As at July 31, 2018: The report shows a balance of \$1,470,379 made up as follows: \$361,575 due December 12, 2018 invested with TD Bank GIC; \$144,994 due December 12, 2018 invested with TD Bank GIC; \$237,910 due December 12, 2018 invested with TD 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 29, 2019 invested with National Trust Co GIC; \$204,900 due February 4, 2019 invested with Royal Bank GIC; \$100,000 due July 13, 2019 invested with Equitable Bank GIC.

As at August 31, 2018: The report shows a balance of \$1,470,379 made up as follows: \$361,575 due December 12, 2018 invested with TD Bank GIC; \$144,994 due December 12, 2018 invested with TD Bank GIC; \$237,910 due December 12, 2018 invested with TD 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 29, 2019 invested with National Trust Co GIC; \$204,900 due February 4, 2019 invested with Royal Bank GIC; \$100,000 due July 13, 2019 invested with Equitable Bank GIC.

5.7 St. Catharines City Council
No report.

5.8 SOLS
No report.

6. New Business

6.1 Summer Programs Report – A. McKenzie

The Board received A. McKenzie's written report. D. Andrusko reported for A. McKenzie that the Summer Programs final party 'Planetarium' was a bit hit with the participants. She outlined some of the upcoming Fall Programs and displays.

6.2 Computer Programs – D. Andrusko

D. Andrusko reviewed the Computer Programs written report. Her staff have made a re-evaluation of the current computer programs and have made recommendations for some programs to be renamed and some to have adjustments made to their content. She outlined the new programs that will be launched this fall.

6.3 Annual Report 2017 – L. Stripnieks

The Board received the Annual Report 2017.

6.4 Food for Fines Proposal – L. Stripnieks

J. Spera reviewed the written report about the Food for Fines campaign which will offer amnesty for patrons with outstanding fines during the month of November 2018.

MOTION: 2018-80 THAT the Library Board approve the Food for Fines campaign.
MOVED BY: J. Cotton
SECONDED BY: A. Carruthers
MOTION CARRIED.

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: 2018-81 THAT the meeting move In-Camera.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

The meeting moved In-Camera at 6:51 pm.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to In-Camera Agenda

Move Items 7.4(a) and 7.4(b) to the end of the In-Camera session.

7.2(b) Adoption of In-Camera Agenda

MOTION: 2018-82 THAT the In-Camera Agenda be adopted as amended.

MOVED BY: A. Carruthers

SECONDED BY: J. Cotton

MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, June 21, 2018

MOTION: 2018-83 THAT the Minutes of the In-Camera Meeting of June 21, 2018 be approved, a copy having been received by each Trustee.

MOVED BY: A. Carruthers

SECONDED BY: L. Bramble

MOTION CARRIED.

7.4 Business Arising

Moved to the end of the In-Camera Session

7.5 Correspondence

The Board received the In-Camera correspondence as of September 21, 2018.

7.6 New Business

7.6(a) Requests for Reinstatement – L. Stripnieks

L. Stripnieks updated the Board about patron requests for reinstatement.

MOTION: 2018-84 THAT staff inform the patrons that they are reinstated.

MOVED BY: S. Tromanhauser

SECONDED BY: L. Bramble

MOTION CARRIED.

7.6(b) Proposed 2019 Operating Budget – K. Smith Curtis
K. Smith Curtis updated the Board about the Proposed 2019 Operating budget.

7.6(c) Exempt Staff Terms of Employment – L. Stripnieks
L. Stripnieks recommended that the Board strike a committee.

MOTION: 2018-85 THAT the Board strike an Exempt Staff Benefits Committee to review and bring a recommendation “in principle” to the next Board Meeting.

MOVED BY: S. Tromanhauser

SECONDED BY: A. Cook

MOTION CARRIED.

K. Smith Curtis and N. Bryans left the In-Camera Meeting at 7:09 pm

7.4 Business Arising

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

L. Stripnieks left the In-Camera Meeting at 7:20 pm

7.4(b) Personnel Matters – L. McDonald
The Chair updated the Board on personnel matters.

7.7 Return to Open Session

MOTION: 2018-86 THAT the meeting return to Open Session.

MOVED BY: A. Rosts

SECONDED BY: J. Cotton

MOTION CARRIED.

The meeting returned to Open Session at 8:01 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2018-87 THAT the meeting be adjourned.

MOVED BY: A. Rosts

SECONDED BY: J. Cotton

MOTION CARRIED.

The meeting adjourned at 8:01 pm.

10. Date and Time of Next Meeting

Thursday, October 18, 2018 at 6:00 pm, in the Board Room