

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, November 22, 2018

Board Room

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

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, November 22, 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

Delete Item 3.1 2019 Operating Budget Presentation – K. Smith Curtis/L. Stripnieks

1.2 Adoption of the Agenda

MOTION: 2018-100 THAT the Library Board adopt the Agenda as amended.

MOVED BY: S. Tromanhauser

SECONDED BY: A. Rosts

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, October 18, 2018

MOTION: 2018-101 THAT the Minutes of the Regular Meeting of October 18, 2018 be approved, a copy having been received by each Trustee.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

3. Business Arising

None

4. Correspondence

The Board received the correspondence as of November 16, 2018.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that he attended various meetings and also attended the Budget Presentation to the Budget Standing Committee on November 19, 2018.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks reported that she and K. Smith Curtis attended the Budget Presentation to the Budget Standing Committee on November 19, 2018. Other matters will be discussed In-Camera.

5.3 Health and Safety Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. Monthly inspections at Central Library 1st and 3rd floors had no issues noted. The sharps containers are being used. WHMIS 2015 safety data sheets are online and staff training will be done by November 30th.

5.4 Branch Reports

The Board received the written Branch Report for October 2018.

5.5 Facilities Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. She highlighted the outdoor clean-up work done by the Maintenance Department due to vandalism.

5.6 Finance – K. Smith Curtis

5.6(a) Schedule of Accounts

The Schedule of Accounts for October was reviewed. A. Rosts inquired about cheque #13858 to Cantec Security Services Inc. for Security Guards; and cheque # 104002 to Ariva for paper supplies.

MOTION: 2018-102 THAT the tenth report recommending payment of accounts and salaries in the amount of THREE HUNDRED, FIFTY-FOUR THOUSAND, SEVEN HUNDRED, THIRTY-THREE DOLLARS & FIFTY-EIGHT CENTS (\$354,733.58) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at October 31, 2018: With 83% of the year elapsed the statement shows: revenue received - \$4,312,480; expenditures - \$4,731,914.

5.6(c) Endowment and Trust Fund Statement

As at October 31, 2018: The statement shows a balance of \$1,410,378 made up as follows: opening balance – \$1,390,326; donations – \$25,594; interest income – \$9,417; less expenditures – \$14,960: current assets – \$1,421,337; less current liabilities – \$10,960: YTD encumbered – \$269,005; YTD unencumbered – \$1,141,373.

5.6(d) Report on Short-Term Investments

As at October 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 15, 2019 invested with Equitable Bank GIC.

5.7 St. Catharines City Council

Councillor B. Williamson reported that there was a Municipal Election on October 22, 2018 resulting in 5 new Councillors on City Council. The Inaugural Meeting is scheduled for December 3rd. Budget presentations are scheduled for December 10th for approval at the December 17th Council meeting.

5.8 SOLS

No report.

6. New Business

6.1 2019 Board Meeting Dates – L. Stripnieks

The Board received the 2019 Board Meeting Dates.

6.2 Workplace Sexual Harassment and Harassment Prevention Policy and Program

– K. Smith Curtis

K. Smith Curtis reviewed her written report. Discussion ensued.

MOTION: 2018-103

THAT the Board approve the amendments to the Workplace Sexual Harassment and Harassment Prevention Policy and Program.

MOVED BY:

S. Tromanhauser

SECONDED BY:

J. Cotton

MOTION CARRIED.

6.3 Strategic Agenda 2016-2018 Status Report – L. Stripnieks

L. Stripnieks reviewed her written report. Board members suggested that an appendix could be added to describe the details of ongoing activities.

6.4 Goals and Objectives – L. Stripnieks

L. Stripnieks reviewed her written report. K. Smith Curtis explained the benefits of developing a policy on the re-allocation of funds due to Budget variances.

6.5 Business for Next Meeting

None

6.6 Informational Materials

Informational materials were included in the Board package. Staff updated the Board about the success of the Food for Fines project including patron food donations to Community Care. Discussion ensued.

MOTION: 2018-104 THAT the Board approve Library staff contribute \$200 to Community Care 2018 Christmas Campaign, and in lieu of a Christmas party, Library staff arrange for a staff appreciation luncheon at all locations to a value of \$600.

MOVED BY: S. Tromanhauser

SECONDED BY: J. Cotton

MOTION CARRIED.

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: 2018-105 THAT the meeting move In-Camera.

MOVED BY: A. Cook

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting moved In-Camera at 7:57 pm.

7.2 Adoption of In-Camera Agenda

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

Add Item 7.4(b) 2019 Operating Budget – K. Smith Curtis (attachment)

7.2(b) Adoption of In-Camera Agenda

MOTION: 2018-106 THAT the In-Camera Agenda be adopted as amended.

MOVED BY: S. Tromanhauser

SECONDED BY: A. Carruthers

MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, October 18, 2018

MOTION: 2018-107 THAT the Minutes of the In-Camera Meeting of October 18, 2018 be approved, a copy having been received by each Trustee.

MOVED BY: S. Tromanhauser

SECONDED BY: A. Carruthers

MOTION CARRIED.

7.4 Business Arising

K. Smith Curtis left the In-Camera Meeting at 8:00 pm

- 7.4(a) Personnel Matters – L. McDonald
L. McDonald reported that the CEO Hiring Committee has a recommendation.

MOTION: 2018-108 See In-Camera Minutes for Motion details.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Rosts
MOTION CARRIED.

K. Smith Curtis returned to the In-Camera Meeting at 8:30 pm

- 7.4(b) 2019 Operating Budget – K. Smith Curtis
K. Smith Curtis distributed a written report to the Board and discussion ensued.

MOTION: 2018-109 THAT the Board direct Library staff to present the same budget as approved, with no reductions to the City contributions, after considering many options.
MOVED BY: A. Cook
SECONDED BY: A. Rosts
MOTION CARRIED.

- 7.5 Correspondence
The Board received the In-Camera correspondence as of November 16, 2018.

7.6 New Business

- 7.6(a) Security Video Request – L. Stripnieks
L. Stripnieks updated the Board about a Police request for a security video.

7.7 Return to Open Session

MOTION: 2018-110 THAT the meeting return to Open Session.
MOVED BY: A. Rosts
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

The meeting returned to Open Session at 9:05 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2018-111 THAT the meeting be adjourned.
MOVED BY: A. Carruthers
SECONDED BY: J. Cotton
MOTION CARRIED.

The meeting adjourned at 9:05 pm.

10. Date and Time of Next Meeting

Thursday, January 24, 2019 at 6:00 pm, in the Board Room