

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 24, 2019

Board Room

Present: A. Carruthers A. Rosts
A. Cook S. Tromanhauser (Vice-Chair)
Councillor L. Littleton Councillor B. Williamson
L. McDonald (Chair)

Regrets: L. Bramble J. Cotton

Staff: D. Andrusko R. Di Marcantonio
D. Bott K. Smith Curtis
N. Bryans (Recording Secretary) K. Su (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, January 24, 2019 at the Central Library. The Chair called the meeting to order at 6:07 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

Add Item 5.9 Reserves Account Update & Donation Utilization – K. Smith Curtis

1.2 Adoption of the Agenda

MOTION: 2019-01 THAT the Library Board adopt the Agenda as amended.

MOVED BY: A. Carruthers

SECONDED BY: A. Cook

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, November 22, 2018

MOTION: 2019-02 THAT the Minutes of the Regular Meeting of November 22, 2018 be approved, a copy having been received by each Trustee.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

3. Business Arising

3.1 2019 Operating Budget Update – K. Smith Curtis

The Board received a written report which outlined the sequence of the Library's budget presentations to the City and the need for a clarification of budget amounts.

MOTION: 2019-03 THAT the Board approve, in principle, and recommend to the next Library Board, approval of the final 2019 Operating Budget of \$6,274,135, and
THAT \$106,725 from the 2018 Operating Budget be brought forward to support the 2019 Operating Budget, and
THAT a total of \$150,000 from the Library's Stabilization Reserve be used to support the 2019 Operating Budget.

Moved by: Councillor B. Williamson

Seconded by: Councillor L. Littleton

MOTION CARRIED.

3.2 Elevator Update – K. Smith Curtis

K. Smith Curtis updated the Board about the status of the Library's Elevator and Dumb Waiter replacement project which has been combined with the City's Elevator replacement project in one RFP. The specifications for the Library's elevators were completed in August 2018 and the City is working on their elevator specifications. Once the project begins, the Library will be without the use of an elevator for approximately 6-8 weeks.

3.3 Management Cell Phones – L. McDonald

The Board received a written report. K. Su and K. Smith Curtis provided information from their experiences working at other Public Libraries. Discussion ensued.

MOTION: 2019-04 THAT the Board approve cell phones for Library use by the CEO and key management personnel at a cost not to exceed \$3,000 annually plus the one-time cost of purchasing required devices and direct Staff to prepare a policy related to cell phones for Library use including a "bring your own device" protocol.

Moved by: Councillor B. Williamson

Seconded by: A. Cook

MOTION CARRIED (with 1 dissenting vote).

4. Correspondence

The Board received the correspondence as of January 18, 2019.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald welcomed the 2 new attendees at the Board Meeting: new Board member Councillor Lori Littleton and new CEO/Board Secretary Ken Su. L. McDonald reported that he attended several meetings at the City related to the Library's Operating budget approval and met with all parties related to the transition from the previous CEO to the new CEO.

5.2 Chief Executive Officer's Report – K. Su

K. Su reported that he has had a busy few days getting started as CEO.

- Monday: K. Smith Curtis helped him get set-up and provided a quick tour, then L. Stripnieks came in to provide an update on various CEO issues
- Tuesday: CKTB Radio interview at 7:30 am and then he visited each Department and is getting to know staff
- Wednesday: Attended first Management Meeting and set-up meetings with the City's CAO and Deputy CAO for the following week
- Thursday: Visited the Branches, Seymour-Hannah Arena, and the Royal Henley Senior's Home
- OLA Super Conference: K. Su has decided not to attend this year, but he may consider attending the ALA Conference in June.

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 2018.

5.5 Facilities Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. Discussion ensued. The Board requested that a Building Condition Assessment be performed on the Central Library as soon as possible.

5.6 Finance – K. Smith Curtis

5.6(a) Schedule of Accounts

The Schedule of Accounts for November was reviewed. A. Rosts inquired about cheque #13902 to Beatties Basics for supplies and new furniture, cheque #13937 to Sanera Canada Div of 2603355 for equipment and supplies, cheque #13922 to Sweet Street for staff appreciation/retirement refreshments, cheque #104044 to Bell Mobility for cell phones, and cheque # 20181210 to Kwikcase LLC for DVD cases.

MOTION: 2019-05 THAT the eleventh report recommending payment of accounts and salaries in the amount of THREE HUNDRED, FOURTEEN THOUSAND, FOUR HUNDRED, FIFTY-SEVEN DOLLARS & EIGHTY-FOUR CENTS (\$314,457.84) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

The Schedule of Accounts for December was reviewed. A. Rosts inquired about cheque #13979 to Ariva for paper, cheque #13949 to Daniel & Partners LLP for legal counsel, cheque #13969 to Rooney Irving & Associates Ltd. for elevator specifications, cheque #14009 to Sanera Canada Div of 2603355 for cleaning supplies, cheque #13981 to Wolters Kluwer Ltd for books, and cheque #104074 to Bell Mobility for cell phones.

MOTION: 2019-06 THAT the twelfth report recommending payment of accounts and salaries in the amount of FOUR HUNDRED, FORTY-FIVE THOUSAND, NINE HUNDRED, SEVENTY-TWO DOLLARS & FIFTY-NINE CENTS (\$445,972.59) be received and approved.

MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at November 30, 2018: With 92% of the year elapsed the statement shows: revenue received - \$4,728,294; expenditures - \$5,250,955.

As at December 31, 2018: With 100% of the year elapsed the statement shows: revenue received - \$6,118,997; expenditures - \$6,012,232.

5.6(c) Endowment and Trust Fund Statement

As at November 30, 2018: The statement shows a balance of \$1,389,367 made up as follows: opening balance – \$1,390,326; donations – \$25,815; interest income – \$9,500; less expenditures – \$36,274: current assets – \$1,421,641; less current liabilities – \$32,274: YTD encumbered – \$269,005; YTD unencumbered – \$1,120,362.

As at December 31, 2018: The statement shows a balance of \$1,398,226 made up as follows: opening balance – \$1,390,326; donations – \$33,037; interest income – \$22,011; less expenditures – \$47,147: current assets – \$1,441,374; less current liabilities – \$43,147: YTD encumbered – \$269,055; YTD unencumbered – \$1,129,172.

5.6(d) Report on Short-Term Investments

As at November 30, 2018: Dates were revised for the TD Bank GICs from maturity dates of June 13, 2018 to Dec 12, 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.

As at December 31, 2018: The report shows a balance of \$1,477,804 made up as follows: \$365,181 due March 13, 2019 invested with TD Bank GIC; \$146,440 due March 13, 2019 invested with TD Bank GIC; \$240,282 due March 13, 2019 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 welcomed Councillor L. Littleton to the Library Board and said that he was glad to return for another 4-year term. He also expressed his thanks for Councillor B. Phillips years of service on the Library Board and that his participation will be missed. The City has passed its Operating Budget. The Capital Budget is under review.

5.8 SOLS

The Board received a printout of the upcoming SOLS Trustee Council meetings.

5.9 Reserves Account Update & Donation Utilization – K. Smith Curtis

K. Smith Curtis distributed a written report to the Board which the Chair had requested. The report outlined the current status of the Library's Reserve Account and the anonymous donation use. Both Reserves are underfunded at the end of the year according to the Library's Reserve Policy. The Capital Reserve will be used for upcoming building improvements and \$150,000 from the Stabilization Reserve will be used to support the 2019 Operating Budget. The use of the anonymous donation has been as per the instructed use guidelines.

6. New Business

6.1 Board Recruitment and Dates – K. Smith Curtis

The Board received a written report. Staff will conduct a 'Doodle Poll' to select an alternate date for the April Board Meeting. Discussion ensued:

- K. Su reminded the Board that as per the Public Libraries Act, section 16: "A board shall hold regular meeting once a month for at least 10 months each year and at such other times as it considers necessary." He suggested to the Board that the meeting dates for the year include a meeting in December in order to comply with this section and the meetings in July and August continue to be at the call of the Chair.
- The start time of Board meetings was changed to 6:00 pm in mid-2018.
- The Agenda will be posted on the website before each Board meeting.
- The Minutes should be signed by the Chair and the CEO/Secretary.
- The Board package could be distributed digitally.
- K. Su will check if Board members can attend Board meetings by phone.

6.2 Business for Next Meeting

None

6.3 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: 2019-07 THAT the meeting move In-Camera.

Moved BY: A. Carruthers

SECONDED BY: L. Littleton

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: 2019-08 THAT the In-Camera Agenda be adopted.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Rosts
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, November 22, 2018

MOTION: 2019-09 THAT the Minutes of the In-Camera Meeting of November 22, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

7.3(b) In-Camera Email Poll, December 7, 2018

MOTION: 2019-10 THAT the Minutes of the In-Camera Email Poll of December 7, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Rosts
MOTION CARRIED.

7.4 Business Arising

The Chair updated the Board about the In-Camera Minutes of the Email Poll.

7.5 Correspondence

The Board received the In-Camera correspondence as of January 18, 2019.

7.6 New Business

7.6(a) Request for Reinstatement – K. Smith Curtis

K. Smith Curtis updated the Board about patron requests for reinstatement.

MOTION: 2019-11 THAT staff send a letter to the patron informing them that their Library privileges have been reinstated and the conditions of the reinstatement.
MOVED BY: Councillor B. Williamson
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

7.7 Return to Open Session

MOTION: 2019-12 THAT the meeting return to Open Session.

MOVED BY: A. Carruthers

SECONDED BY: Councillor L. Littleton

MOTION CARRIED.

The meeting returned to Open Session at 8:58 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2019-13 THAT the meeting be adjourned.

MOVED BY: A. Rosts

SECONDED BY: S. Tromanhauser

MOTION CARRIED.

The meeting adjourned at 8:58 pm.

10. Date and Time of Next Meeting

Thursday, February 21, 2019 at 6:00 pm, in the Board Room

Chair

Secretary