

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, June 20, 2019

Board Room

<u>Present:</u>	V. De Luca	F. Sheikh
	H. Findlay	K. Tribble
	Councillor L. Littleton	S. Tromanhauser (Vice-Chair)
	L. McDonald (Chair)	
<u>Regrets:</u>	R. Unrau	Councillor B. Williamson
<u>Staff:</u>	D. Andrusko	S. Mannella
	D. Bott	A. McKenzie
	N. Bryans (Recording Secretary)	K. Smith Curtis
	J. Dunn	K. Su (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, June 20, 2019 at the Central Library. The Chair called the Regular Meeting to order at 6:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

Add Item 6.10 Security Issues – K. Su/K. Smith Curtis (verbal)
Add Item 6.11 Living Wage Employer – K. Su (verbal)

1.2 Adoption of the Agenda

MOTION: 2019-56 THAT the Library Board adopt the Agenda.
MOVED BY: S. Tromanhauser
SECONDED BY: F. Sheikh
MOTION CARRIED.

2. Chair's Remarks

2.1 Declare Conflict of Interest

K. Smith Curtis declared a conflict of interest for Item 6.4 NRBN Services Agreement Extension; she will leave the meeting for that item.

L. McDonald reported on his Board activities to date.

3. Consent Agenda (attachments)

3.1 Regular Meeting Minutes – May 16, 2019	Approve
3.2 Correspondence	Receive
3.3 Chief Executive Officer's Report – K. Su	Receive
3.4 Health and Safety Report – K. Smith Curtis	Receive

- 3.5 Branch Reports – May 2019 *Receive*
- 3.6 Facilities Report – K. Smith Curtis *Receive*
- 3.7 Finance – as at May 31, 2019 *Approve*
 - 3.7(a) Statement of Operating Accounts
 - 3.7(b) Endowment and Trust Fund Statement
 - 3.7(c) Report on Short-Term Investments

MOTION: 2019-57 THAT the Consent Agenda items be approved as circulated.
MOVED BY: V. De Luca
SECONDED BY: F. Sheikh
MOTION CARRIED.

4. Business Arising

- 4.1 Homelessness Training Workshop – K. Su
K. Su updated the Board about the Homelessness Training Workshop held on Monday, May 27, 2019.
- 4.2 Presentation to City Council – K. Su
K. Su updated the Board about the Library's presentation to City Council on Monday, June 10, 2019. Councillors were pleased with the Library's presentation.
- 4.3 Amended Audited Financial Statements – K. Smith Curtis

MOTION: 2019-58 THAT the Board approve the amended audited financial statements for the St. Catharines Public Library Board for the year ending December 31, 2018.
MOVED BY: K. Tribble
SECONDED BY: F. Sheikh
MOTION CARRIED.

5. Reports

- 5.1 St. Catharines City Council
Councillor L. Littleton reported that Council has approved several new Social Sustainability Advisory Committees for citizen participation: Advisory Committee on Older Adults, Anti-Racism Advisory Committee, Equity and Inclusion Advisory Committee, and LGBTQ2+ Advisory Committee.
- 5.2 SOLS
No report.

6. New Business

- 6.1 Strategic Plan Proposal – K. Su
The Board received a written report. Discussion ensued.

MOTION: 2019-59 THAT the Board approve Management award the Strategic Planning 2019-2023 contract to Overlap Associates Inc.
MOVED BY: S. Tromanhauser
SECONDED BY: H. Findlay
MOTION CARRIED.

6.2 Payroll and Scheduling Transition – K. Smith Curtis

The Board received a written report. Discussion ensued.

MOTION: 2019-60 THAT the Board approve that Management enter negotiations with ADP to secure a contract to transition the Library's current payroll system to the more integrated solution that includes Core Payroll, Core HR and Essential Time.

MOVED BY: S. Tromanhauser

SECONDED BY: F. Sheikh

MOTION CARRIED.

6.3 Circulation Policy Revision – K. Su

The Board received a written report and a draft policy. Discussion ensued.

MOTION: 2019-61 THAT the Board approve the revisions to the Circulation Policy.

MOVED BY: K. Tribble

SECONDED BY: S. Tromanhauser

MOTION CARRIED.

K. Smith Curtis left the meeting at 7:05 pm

6.4 NRBN Services Agreement Extension – K. Su/D. Bott

The Board received a written report. Discussion ensued.

MOTION: 2019-62 THAT the Board approve the extension of the St. Catharines Public Library and NRBN Services Agreement for an additional 5 years, ending August 23, 2029.

MOVED BY: S. Tromanhauser

SECONDED BY: K. Tribble

MOTION CARRIED.

K. Smith Curtis returned to the meeting at 7:10 pm

6.5 2017 Ontario Public Library Statistics Comparison – K. Su

The Board received a written report and K. Su outlined some observations about the St. Catharines Public Library including weekly service hours, local operating support, materials budget, salary levels, and the numbers for active cardholders and program attendance. Discussion ensued.

6.6 2018 Annual Report – K. Su

The Board received the 2018 Annual Report. K. Su reported that the format was changed this year to a one page tri-fold brochure that includes the annual statistics, some patron testimonials, and several current photos. It will be posted on the website.

6.7 Inter-Library Loans Report – K. Su

K. Su reported that the Provincial government cut SOLS funding by 50% which resulted in a suspension of ILLO services. SOLS has recently announced that they have \$340,000 available to reimburse Ontario Libraries for the costs to provide ILLO services. St. Catharines Public Library is scheduled to resume ILLO services on July 2, 2019 and will try to maintain a 1:1 ration of loans in and out. Exceptions to free ILLO services are archival or academic materials; Libraries can charge patrons for these services.

6.8 Business for Next Meeting

None

6.9 Informational Materials

Informational materials were included in the Board package.

6.10 Security Issues – K. Su/K. Smith Curtis

K. Su and K. Smith Curtis updated the Board about complaints received from patrons regarding the security issues associated with those experiencing homelessness congregating at the Library. K. Su and K. Smith Curtis met with A. Martuccio (Director Transportation and Environmental Services) to clarify City responsibilities and boundaries related to the James Street Plaza. K. Smith Curtis will meet with Cantec Security Services to investigate increasing exterior patrols. Discussion ensued. K. Su reported that the Library is preparing to host various community agencies (e.g. John Howard Society, Salvation Army, and Gateway Niagara) to provide their services in the Library during scheduled times each week.

6.11 Living Wage Employer – K. Su

K. Su reported that he had received an email from the City announcing that the implementation plan for the City to become a certified Living Wage Employer has been postponed to June 24, 2019. The Library may be affected if the City gets certified.

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: 2019-63 THAT the meeting move In-Camera.
Moved BY: Councillor L. Littleton
SECONDED BY: F. Sheikh
MOTION CARRIED.

The meeting moved In-Camera at 8:00 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: 2019-64 THAT the In-Camera Agenda be adopted.
Moved BY: F. Sheikh
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, May 16, 2019

MOTION: 2019-65 THAT the Minutes of the In-Camera Meeting of May 16, 2019 be approved, a copy having been received by each Trustee.
Moved BY: V. De Luca
SECONDED BY: K. Tribble
MOTION CARRIED.

7.4 Business Arising
None

7.5 Correspondence
None

7.6 New Business

7.6(a) Request for Reinstatement – K. Smith Curtis
K. Smith Curtis updated the Board about 2 patrons' requests for reinstatement.

MOTION: 2019-66 THAT staff inform one patron that their Library privileges have been reinstated and the conditions of the reinstatement, and
THAT staff inform one patron that their Library privileges have not been reinstated.

MOVED BY: Councillor L. Littleton

SECONDED BY: K. Tribble

MOTION CARRIED.

7.7 Return to Open Session

MOTION: 2019-67 THAT the meeting return to Open Session.

MOVED BY: S. Tromanhauser

SECONDED BY: F. Sheikh

MOTION CARRIED.

The meeting returned to Open Session at 8:12 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2019-68 THAT the meeting be adjourned.

MOVED BY: Councillor L. Littleton

SECONDED BY: S. Tromanhauser

MOTION CARRIED.

The meeting adjourned at 8:12 pm.

10. Dates and Times of Next Meetings

(Thursday, July 18, 2019 at 6:00 pm in the Board Room – at the Call of the Chair)

(Thursday, August 15, 2019 at 6:00 pm in the Board Room – at the Call of the Chair)

Thursday, September 19, 2019 at 6:00 pm, in the Board Room



Chair



Secretary