

# ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2  
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*The St. Catharines Public Library provides spaces, resources, and experiences for all citizens to learn, grow and connect.*

## MINUTES OF THE REGULAR MEETING

Thursday, May 21, 2020  
Microsoft Teams

<u>Board:</u>	V. De Luca S. Dimick H. Findlay (Chair) Councillor L. Littleton L. McDonald	F. Sheikh (Vice-Chair) K. Tribble S. Tromanhauser Councillor B. Williamson
<u>Staff:</u>	D. Andrusko D. Bott (Teams moderator) N. Bryans (Recording Secretary) J. Dunn	S. Mannella K. Smith Curtis J. Spera K. Su (Secretary)
<u>Public Guests:</u>	M. Aitken Y. Bonomi	S. Plugers

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, May 21, 2020 on Microsoft Teams; the Chair called the Meeting to order at 12:05 pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to the Agenda

Add item 6.5 Pick-up Service and Re-opening Update – K. Su/J. Spera (verbal)

#### 1.2 Adoption of the Agenda

**MOTION: 2020-37** THAT the Agenda be adopted as amended.

**MOVED BY:** V. De Luca

**SECONDED BY:** S. Tromanhauser

**MOTION CARRIED.**

### 2. Presentation

#### 2.1 KPMG, LLC, Scott Plugers, CPA, CA, Senior Manager, Audit

S. Plugers presented the draft Audited Financial Statements to the Board. He thanked the Library management team for all their help for a smooth audit process.

**MOTION: 2020-38** THAT the Board approve the audited financial statements for the St. Catharines Public Library Board for the year ending December 31, 2019.

**MOVED BY:** S. Tromanhauser

**SECONDED BY:** K. Tribble

**MOTION CARRIED.**

**3. Chair's Report and Declarations of Interest**

H. Findlay thanked Library staff for all their work in these challenging times and for creating many innovative programs as a welcome resource for the public. There were no Declarations of Interest.

**4. Adoption of Minutes**

4.1 Regular Meeting – April 16, 2020

**MOTION: 2020-39**      THAT the Regular Minutes of April 16, 2020 be adopted.  
**MOVED BY:**            V. De Luca  
**SECONDED BY:**        F. Sheikh  
**MOTION CARRIED.**

**5. Consent Reports**

5.1 Correspondence

5.2 Chief Executive Officer's Report – K. Su

5.3 Department Reports and Statistics – April 2020

5.4 Response to COVID-19 Pandemic – May Update – K. Su

5.5 Central Library Infrastructure Space Plan – Final Report – K. Smith Curtis

**MOTION: 2020-40**      THAT the Consent Reports be received as circulated.  
**MOVED BY:**            Councillor L. Littleton  
**SECONDED BY:**        S. Tromanhauser  
**MOTION CARRIED.**

**6. Discussion Reports**

6.1 St. Catharines City Council

Councillors L. Littleton and B. Williamson outlined the restrictions and guidelines for City residents at this stage of the pandemic closure. The budget committee will be meeting next week to assess the financial challenges that the City is facing and the possible need for assistance from other levels of government.

6.2 SOLS Report

K. Tribble provided a written report on the April 18, 2020, SOLS & OLS-North 'virtual' meeting. She also reported that SOLS will be offering a webinar for Trustee Councils on Saturday, May 23, 2020 at 1:30 pm that she will be attending. Topics will include 'What Boards need to think about for Libraries preparing for re-opening' and 'What plans Boards need to prepare for the second wave of the pandemic'. She will report back to the Board and include a link to the webinar information. Topics for future meetings will focus on 'Annual Performance Reviews for CEOs'.

6.3 Collections/Programming Report – J. Dunn/D. Andrusko

D. Andrusko, on behalf of all 3 public service departments (Children's and Community Services, Adult Information Services and Branches) reported on the virtual programs provided by Library staff during this closure. Staff have responded quickly to provide a variety of programs presented on social media (Instagram, Facebook and YouTube) for all age groups and the experience has meant staff coming together to work as a team.

- Stuffy Saturdays, features children's books and some of the Library's stuffed animals, reached over 2,100 people on 4 Saturdays in April;
- Book Café Series, 5 book talks from Librarians, reached over 3, 000 people;

- Learn from Home, includes staff made videos focused on Ministry of Education curriculum posted on an unlisted YouTube channel to support educators of students K – Grade3, viewed 515 times and shared to over 22 other contacts;
- Partnered with the City’s ‘Seniors Centre Without Walls’ and conducted “Fridays in June” over-the-telephone discussion and workshop series on the following topics: Cooking Conversations, Book Chat, Creative Writing Challenges, and a Film Discussion which focuses on a film available through the Library’s Hoopla service;
- Adult programs including tutorials for Library’s online resources;
- Book talks and ‘Hoopla Highlights’ recommending titles on this digital resource;
- Local History programs:
  - History Mysteries, each week a photo is posted from our collection of historic images and the public is asked to provide info about the photo
  - Throwback Thursdays, each week a digitized image from our historic collection is posted
  - Local History Quiz, once each week with answers provided the next day;
- Video tribute to Wilma Morrison to honor her life and contributions to Black History in the Niagara area, reached over 8,300 people on social media;
- Co-sponsored program with Grimsby Public Library featured local historian Adam Montgomery on Zoom, attended by almost 50 people on a Wednesday afternoon;

The Library is reaching a greater audience with social media programs and staff are committed to continue these innovative and imaginative virtual programs even when the Library re-opens.

J. Dunn reported on the increases of monthly usage statistics for digital resources circulation during this closure. The Library’s digital platforms with annual subscriptions have had increases in usage without affecting our collections budget. Other digital platforms usages will be monitored so that collections budgets can be adjusted:

- Hoopla circulation has increased 57%
- cloudLibrary circulation access through cloudLink group to over 20,000 titles

#### 6.4 Board Skills Matrix – H. Findlay

H. Findlay recommended that the Board self-identify skills and expertise for member selection or for member training needs. A questionnaire for members to complete was included in the Board package. Discussion ensued of current skills set inventory and also the Board application process including the desire for the Board to interview candidates before appointment.

S. Tromanhauser proposed a standing committee to examine the Board Skills Matrix, legal obligations, and to develop a policy for the Board to consider. The Chair requested that members email her with their questionnaire responses and their interest in participating in this committee.

#### 6.5 Pick-up Service and Re-opening Update – K. Su/J. Spera

J. Spera provided an update on the Holds Pick-up Service staff is developing for launch on June 1, 2020. She outlined this Stage 1 contactless procedure planned for Central Library; all holds will be transferred to Central, staff will package the materials, and patrons will schedule an appointment to pick-up at the James Street doors. A media release will be issued to inform the public.

K. Su provided an update on the Library's re-opening plans for other services and procedures in anticipation of re-opening at later Stages. He is also participating in the City's Recovery Planning committee by attending their meetings twice a week.

Discussion ensued. Board members concerns for the health and safety of patrons and staff were addressed by staff providing more details of the service procedures.

## 7. In-Camera Session

### 7.1 Motion to Move In-Camera

**MOTION: 2020-41** THAT the Regular Meeting move In-Camera.

**MOVED BY:** L. McDonald

**SECONDED BY:** F. Sheikh

**MOTION CARRIED.**

The Regular Meeting moved In-Camera at 1:40 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: 2020-42** THAT the In-Camera Agenda be adopted.

**MOVED BY:** L. McDonald

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

### 7.3 Adoption of In-Camera Minutes

#### 7.3(a) In-Camera Session – April 16, 2020

**MOTION: 2020-43** THAT the In-Camera Minutes of April 16, 2020 be adopted.

**MOVED BY:** Councillor L. Littleton

**SECONDED BY:** S. Tromanhauser

**MOTION CARRIED.**

### 7.4 In-Camera Consent Reports

#### 7.4(a) Staffing Update – K. Su

The Board received a written report on staffing updates at the Library.

### 7.5 In-Camera Discussion Reports

#### 7.5(a) Labour Relations – K. Su

The Board received a verbal report on labour relations.

### 7.6 Return to Open Session

**MOTION: 2020-46** THAT the In-Camera Session return to Open Session.

**MOVED BY:** L. McDonald

**SECONDED BY:** Councillor L. Littleton

**MOTION CARRIED.**

The In-Camera Session returned to Open Session at 1:50 pm.

**8. Motion(s) Arising From In-Camera Session**

**MOTION: 2020-44**            THAT the In-Camera Consent Reports be received as circulated.  
**MOVED BY:**            L. McDonald  
**SECONDED BY:**        V. De Luca  
**MOTION CARRIED.**

**MOTION: 2020-45**            THAT the Board receive the information presented in the In-Camera  
Discussion Reports.  
**MOVED BY:**            Councillor L. Littleton  
**SECONDED BY:**        F. Sheikh  
**MOTION CARRIED.**

**9. Motion to Adjourn**

**MOTION: 2020-47**            THAT the Regular Meeting be adjourned.  
**MOVED BY:**            S. Tromanhauser  
**SECONDED BY:**        Councillor B. Williamson  
**MOTION CARRIED.**  
The Regular Meeting adjourned at 1:50 pm.

**10. Next Meeting / Upcoming Events**

Board Meeting – Thursday, June 18, 2020, at 12:00 pm, by Microsoft Teams



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Chair



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Secretary