

ST. CATHARINES PUBLIC LIBRARY BOARD

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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, October 15, 2020
Microsoft Teams

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, October 15, 2020 on Microsoft Teams. In the absence of the Chair and Vice-Chair, Les McDonald called the Meeting to order at 5:06 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
None

1.2 Adoption of the Agenda

MOTION: 2020-81 THAT the Agenda be adopted.
MOVED BY: V. De Luca
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

2. Chair's Report

H. Findlay was delayed in connecting to the Teams meeting; Chair's Report was deferred.

3. Declarations of Interest

There were no Declarations of Interest.

4. Adoption of Minutes

4.1 Regular Meeting – September 17, 2020

MOTION: 2020-82 THAT the Regular Minutes of September 17, 2020 be adopted.
MOVED BY: S. Tromanhauser
SECONDED BY: S Dimick
MOTION CARRIED.

5. Monthly Updates

5.1 City Council

Councillor L. Littleton reported that City Council extended the City's COVID-19 temporary by-law regarding wearing masks, and she outlined that exemptions are still allowed. At the upcoming meeting on November 2, 2020, Council will include discussions about community improvement programs and development rebates. The Boards, including the Library are scheduled to present their Proposed 2021 Operational Budgets on October 26, 2020.

H. Findlay joined the meeting at 5:13 pm and L. McDonald continued as Chair.

5.2 SOLS

K. Tribble reported that the next Trustee Council meeting is scheduled for Saturday, November 14, 2020, and she will provide a report to the Board. She outlined some online sessions scheduled for October 21 and November 10 about the Use of Data by Boards re Strategic Planning and encouraged Board members to register to attend this training through SOLS LearnHQ portal to public library learning.

5.3 CEO Update

K. Su updated the Board that since re-opening to the public, although the Library is offering limited services, it is working with other community groups to support the Strategic Plan as follows:

- connected to 'One Page – Canada's Virtual Literary Series' to collaborate and offer new ways to engage with writers and books;
- partnered with the Ministry of the Attorney General to offer patrons private computer access for virtual court sessions;
- circulating Memory Kits developed with input from the Alzheimer Society Of Niagara Region; and
- the OLA Super Conference 2021 will be offered virtually and K. Su will keep the Board updated with dates and costs as they become available.

5.4 Department Updates

D. Bott and J. Dunn provided a brief overview of the project they are developing to provide Data Visualization for the Library and the Board. They shared their screens to show how 'dashboards' will be created to enable the capture and illustration of data bases to show trends yet with the ability to dig down to more detailed statistics.

6. Consent Reports

6.1 Correspondence

None

6.2 Chief Executive Officer's Report – K. Su

The Board received the CEO's Report.

6.3 Department Reports – September 2020

The Board received the Department Reports – September 2020.

6.4 Financial Reports

The Board received the following Financial Reports:

6.4(a) 2020 Operating Budget Statement – September 30, 2020

6.4(b) Endowment and Trust Fund Statement – September 30, 2020

6.4(c) Short Term Investments – September 30, 2020

MOTION: 2020-83 THAT the Consent Reports be received as circulated.
MOVED BY: H. Findlay
SECONDED BY: V. De Luca
MOTION CARRIED.

7. Discussion Reports

7.1 Funding Update and Amended Reserves Policy – K. Smith Curtis

The Board received a written report and K. Smith Curtis outlined the amendments to the Reserves Policy. Discussion ensued about the principle of debenture funding and that the proposed 'transitional reserves' enable the Library to align the operating budget to support the Strategic Plan 2019-2023.

MOTION: 2020-84 THAT the Board approve the amended Reserves Policy.
MOVED BY: H. Findlay
SECONDED BY: V. De Luca
MOTION CARRIED.

7.2 Naming and Sponsorship – K. Su

The Board received a written report that confirmed that the Library has no Naming and Sponsorship policy. Discussion ensued about timing of the City's Sponsorship report.

MOTION: 2020-85 THAT the Board wait for the City's Naming and Sponsorship report before developing a Library policy.
MOVED BY: Councillor L. Littleton
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

8. In-Camera Session

8.1 Motion to Move In-Camera

MOTION: 2020-86 THAT the Regular Meeting move In-Camera.
MOVED BY: S. Tromanhauser
SECONDED BY: S. Dimick
MOTION CARRIED.

The Regular Meeting moved In-Camera at 6:37 pm.

8.2 Adoption of In-Camera Agenda

8.2(a) Additions/Deletions to In-Camera Agenda
None

8.2(b) Adoption of In-Camera Agenda

MOTION: 2020-87 THAT the In-Camera Agenda be adopted.
MOVED BY: S Tromanhauser
SECONDED BY: K. Tribble
MOTION CARRIED.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – September 17 2020

MOTION: 2020-88 THAT the In-Camera Minutes of September 17, 2020 be adopted.
MOVED BY: S. Tromanhauser
SECONDED BY: S. Dimick
MOTION CARRIED.

8.4 In-Camera Consent Reports

None

8.5 In-Camera Discussion Reports

8.5(a) Donation or Sponsorship for Naming Rights – H. Findlay

The Board received a verbal report on a proposal for naming rights.

8.6 Return to Open Session

MOTION: 2020-91 THAT the In-Camera Session return to Open Session.
MOVED BY: S. Dimick
SECONDED BY: K. Tribble
MOTION CARRIED.

The In-Camera Session returned to Open Session at 7:29 pm.

9. Motion(s) Arising From In-Camera Session

MOTION: 2020-89 THAT the Board direct staff to contact the individual to offer the following options:
1. To make a donation and receive a tax receipt, or
2. To wait for future Library renovations for possible sponsorship opportunities.

MOVED BY: H. Findlay
SECONDED BY: S. Tromanhauser
MOTION FAILED.

MOTION: 2020-90 THAT the Board direct staff to contact the individual to offer the following options:
1. To make a donation and receive a tax receipt, or
2. To wait for a Library policy.

MOVED BY: S. Tromanhauser
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

10. Motion to Adjourn

MOTION: 2020-92 THAT the Regular Meeting be adjourned.
MOVED BY: S Tromanhauser
SECONDED BY: L. McDonald
MOTION CARRIED.

The Regular Meeting adjourned at 7:29 pm.


11. Next Meeting / Upcoming Events

SCPL 2021 Operating Budget Presentation – Committee of the Whole – Monday, October 26, 2020, Time and Location TBD

Board Meeting – Thursday, November 19, 2020, at 5:00 pm, by Microsoft Teams



Chair



Secretary