

# 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 21, 2021

Microsoft Teams

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, October 21, 2021 on Microsoft Teams. The Chair called the Meeting to order at 6:01 pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to Agenda

Add Item 7.3 Initiate CEO Evaluation Process – H. Findlay

#### 1.2 Adoption of Agenda

**MOTION: 2021-115** THAT the Agenda be adopted as amended.  
**MOVED BY:** Councillor W. Williamson  
**SECONDED BY:** Councillor L. Littleton  
**MOTION CARRIED.**

### 2. Chair's Remarks

The Chair had no remarks.

### 3. Declarations of Interest

There were no declarations of interest.

### 4. Adoption of Minutes

#### 4.1 Regular Meeting – September 16, 2021

**MOTION: 2021-116** THAT the Regular Meeting Minutes of September 16, 2021 be adopted.  
**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED. (L. Littleton abstained)**

## 5. Monthly Updates

### 5.1 St. Catharines City Council

Councillor B. Williamson and Councillor L. Littleton reported that the City has begun the budget process including a public consultation process. Two Open Houses are available next week for citizens to register to attend for information about the budget discussions.

### 5.2 OLS Update

J. Coles reported that the next OLS meeting for SCPL and similar sized libraries is scheduled for November and she asked Board members to send her any topics of interest for discussion at the meeting.

### 5.3 CEO Update – K. Su

K. Su updated the Board as follows:

- Union has submitted their Notice to Bargain so the negotiation process will begin in January. This time the parties will be using an approach that will allow preliminary discussions to resolve some language and monetary issues and then the salary increases will be added in after the City/Union agreement is finalized.
- The provincial government issued the list of organizations that are required to check customers for proof of vaccination which did not include Libraries. However, on October 7, an update was issued that now includes Library meeting rooms and in-person programs.

### 5.4 Department Updates – D. Bott, Manager IT and Networks

D. Bott provided a verbal update and demo of the stats dashboard in the Library Board's SharePoint site.

## 6. Consent Reports

### 6.1 Correspondence

The Board received the Correspondence as of October 15, 2021.

### 6.2 CEO Report – K. Su

The Board received the CEO Report.

### 6.3 Department Reports – April 2021

The Board received the Department Reports – September 2021.

### 6.4 Finance Reports – K. Smith Curtis

The Board received the following Finance reports:

- 6.4(a) Operating Budget Statement – as at September 30, 2021
- 6.4(b) Endowment and Trust Statement – as at September 30, 2021
- 6.4(c) Short-Term Investments – as at September 30, 2021

### 6.5 Response to COVID-19 Pandemic (October Update) – K. Su

The Board received the Response to COVID-19 Pandemic (October Update).

6.6 2022 Library Closure Dates – K. Su

The Board received the 2022 Library Closure Dates.

**MOTION: 2021-117** THAT the Consent Reports be received as circulated.  
**MOVED BY:** V. De Luca  
**SECONDED BY:** J. Coles  
**MOTION CARRIED.**

7. Discussion Reports

7.1 Strategic Plan Review – H. Findlay

H. Findlay reported that the Strategic Plan Review by Brandon Fratarcangeli outlines the Board's Special Meeting of June 8, 2021 and it details some potential priorities for the Board's focus. She proposed that this report could be used with the work plan and the annual goals in the CEO Evaluation to be discussed at the next Board meeting.

7.2 CEO Evaluation Committee Update – Committee (H. Findlay)

H. Findlay reported that the first step in this year's CEO Evaluation process was for the Committee to update the CEO Evaluation Policy. The Board received both the existing policy and a proposed amended version. Discussion ensued. The Board suggested revised timelines for presenting the draft and final evaluation, an adjustment to the qualitative labelling of the evaluation categories, and some language corrections.

**MOTION: 2021-118** THAT the Board approve the CEO Evaluation Policy as amended.  
**MOVED BY:** J. Coles  
**SECONDED BY:** Councillor L. Littleton  
**MOTION CARRIED.**

7.3 Initiate CEO Evaluation Process – H. Findlay

H. Findlay reported that as per the CEO Evaluation Policy, she invited all Board Members to submit their evaluation feedback to the committee within the next 2 weeks for the CEO Evaluation Committee to review the materials and create a draft CEO evaluation.

7.4 Vaccination Policy – K. Su

K. Su reported that the Vaccination Policy is based on a similar policy received from the City that was approved by the CUPE National Representative. He highlighted that the policy does not include Board Members. Discussion ensued. The Board decided to include Board Members in the policy.

**MOTION: 2021-119** THAT the Board approve the Vaccination Policy as amended.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** Councillor L. Littleton  
**MOTION CARRIED.**

7.5 Central Library Renovation RFP – K. Su & K. Smith Curtis

The Board received an additional written report about the process to develop the Central Library Renovation RFP. K. Smith Curtis provided an overview of her report and a recommendation for the Board's approval. Discussion ensued. The Board approved proceeding with Phase 1 of the project.

**MOTION: 2021-120** THAT the Board approves that the successful proponent for the Central Library Renovation Conceptual & Detail Architectural Plans be **ward99 architects inc.** with Phase 1 to begin as soon as possible and costs not to exceed \$50,000 (plus HST).  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** V. De Luca  
**MOTION CARRIED.**

8. **In-Camera Session**

8.1 Motion to Move In-Camera

**MOTION: 2021-121** THAT the Regular Meeting move In-Camera.  
**MOVED BY:** J. Coles  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

The Regular Meeting moved In-Camera at 7:24 pm.

8.2 In-Camera Agenda

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

8.2(b) Adoption of In-Camera Agenda

**MOTION: 2021-122** THAT the In-Camera Agenda be adopted.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – September 16, 2021

**MOTION: 2021-123** THAT the In-Camera Minutes of September 16, 2021 be adopted.  
**MOVED BY:** J. Coles  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED. (L. Littleton abstained.)**

8.4 In-Camera Consent Reports

8.4(a) Staffing (October Update) – K. Su  
The Board received a written update on Staffing.

**MOTION: 2021-124** THAT the In-Camera Consent Reports be received as circulated.  
**MOVED BY:** V. De Luca  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

8.5 In-Camera Discussion Reports

None

8.6 Return to Open Session

**MOTION: 2021-125** THAT the In-Camera Session return to Open Session.  
**MOVED BY:** L McDonald  
**SECONDED BY:** J. Coles  
**MOTION CARRIED.**

The In-Camera Session returned to Open Session at 7:30 pm.

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

**MOTION: 2021-126** THAT the Board adopt any Motions arising from the In-Camera Session.  
**MOVED BY:** J. Coles  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

10. Motion to Adjourn

**MOTION: 2021-127** THAT the Regular Meeting be adjourned.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** V. De Luca  
**MOTION CARRIED.**

The Regular Meeting adjourned at 7:30 pm.

11. Next Meeting / Upcoming Events

Presentation to Budget Standing Committee – Wednesday, November 3, 2021  
Board Meeting – Thursday, November 18, 2021, at 6:00 pm, by Microsoft Teams



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Chair



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Secretary