



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, September 21, 2023, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present:	M. Brousseau P. Clausi J. Coles (Chair) S. Dimick (Vice-Chair) (arrived 6:05 pm)	Lori Littleton Councillor G. Miller (arrived 6:12 pm) Gail Riihimaki
Regrets:	K. Diiorio	Councillor J. Lindal
Staff:	D. Bott N. Bryans (Recording Secretary) L. DiDonato L. Dobson	M. Haanstra H. Jones S. Mannella K. Su (Secretary)

The Chair called the Regular Meeting to order at 6:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda
None

1.2 Adoption of Agenda

MOTION: 2023-90 THAT the Agenda be adopted.
MOVED BY: G. Riihimaki
SECONDED BY: M. Brousseau
MOTION CARRIED.

2. Chair's Remarks

The Chair welcomed the Board back after the summer break.

3. Declarations of Interest

There were no declarations of interest.

4. Adoption of Minutes

4.1 Regular Meeting – June 15, 2023

MOTION: 2023-91 THAT the Regular Meeting Minutes of June 15, 2023 be adopted.
MOVED BY: P. Clausi
SECONDED BY: G. Riihimaki
MOTION CARRIED.

5. Monthly Updates

5.1 St. Catharines City Council

No report.

5.2 OLS Update – J. Coles

The Chair reminded Board members to consider standing for the OLS Board Assembly representative position.

5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- Central Renovation Design – SCPL has met with Tina Ranieri-D'Ovidio, of ward99 Architects, two more times to work on the detailed design phase. Making plans for more library visits in late-October or early-November to get ideas. The CEO will keep the Board informed.
- Joint Board Training Session – Four Board members attended the training on September 18, 2023.
- Winter Celebration Dinner – Five Board members have signed up to attend. Tickets are available from Administration by cash or e-transfer to finance@myscpl.ca

5.4 Department Update – Summer Reading Programs – Lydia Smith and Melissa Broere, Programming & Outreach Librarians provided a Power Point Presentation to the Board that highlighted SCPL summer programs and the Summer Reading Club. Attendance statistics increased across all programs and all age groups, but mostly ages 18+. The Mayor's office is interested in continuing the Mayor's storytimes next year.

6. Consent Reports

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – June, July, & August 2023

6.3(a) Customer Service – J. Spera & M. Haanstra

6.3(b) Facilities and Health & Safety – L. DiDonato

6.3(c) Innovation, Collections, & Technology – D. Bott

6.3(d) Programming & Promotions – H. Jones

6.4 Finance Reports – L. DiDonato

6.4(a) 2023 Financial Results and Forecast Statement at June 30, 2023

- 6.4(b) Endowment & Trust Statement at June 30, 2023
- 6.4(c) Short-Term Investments Statement at June 30, 2023
- 6.5 2024 to 2026 Capital Budget Update – L. DiDonoto
- 6.6 Quarterly Progress Update on 2023 Work Plan (Q3) – K. Su

MOTION: 2023-92 THAT the Consent Reports be received as circulated.
MOVED BY: S. Dimick
SECONDED BY: L. Littleton
MOTION CARRIED.

7. In-Camera Session

7.1 In-Camera Agenda

- 7.1(a) Additions/Deletions to In-Camera Agenda
Add Item 7.5(c) Personnel Matter – P. Clausi

- 7.1(b) Adoption of In-Camera Agenda

MOTION: 2023-93 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: G. Riihimaki
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

D. Bott, M. Haanstra, H. Jones, & S. Mannella left the Regular Meeting at 6:15 pm.

7.2 Motion to Move In-Camera

MOTION: 2023-94 THAT the Regular Meeting move to In-Camera Session.
MOVED BY: M. Brousseau
SECONDED BY: P. Clausi
MOTION CARRIED.

The meeting moved to In-Camera Session at 6:16 pm.

7.3 Adoption of In-Camera Minutes

- 7.3(a) In-Camera Session – June 15, 2023

MOTION: 2023-95 THAT the In-Camera Session Minutes of June 15, 2023 be adopted.
MOVED BY: G. Riihimaki
SECONDED BY: P. Clausi
MOTION CARRIED.

7.4 In-Camera Consent Agenda

- 7.4(a) Staffing (September Update) – L. Dobson

MOTION: 2023-96 THAT the In-Camera Consent Agenda be received as circulated.
MOVED BY: L. Littleton
SECONDED BY: S. Dimick
MOTION CARRIED.

K. Su, L. DiDonato, & N. Bryans left the In-Camera Session at 6:18 pm

7.5 In-Camera Discussion Reports

7.5(a) Personnel Matter – L. Dobson
The Board discussed a Personnel Matter.

MOTION: 2023-97 THAT the Board approve the Personnel Matter recommendation outlined in Report 7.5(a), and directions were given to staff.
MOVED BY: L. Littleton
SECONDED BY: S. Dimick
MOTION CARRIED.

K. Su, L. DiDonato, & N. Bryans returned to the In-Camera Session at 6:28 pm.

7.5(b) Human Resources Matter – L. Dobson
The Board discussed a Human Resources Matter.

MOTION: 2023-98 THAT the Board approve the Human Resources Matter outlined in report 7.5(b)
MOVED BY: G. Riihimaki
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

7.5(c) Personnel Matter – P. Clausi
The Board covered discussion of this Personnel Matter in Item 7.5(a).

7.6 Return to Open Session

MOTION: 2023-99 THAT the In-Camera Session return to Open Session.
MOVED BY: L. Littleton
SECONDED BY: M. Brousseau
MOTION CARRIED.

The Meeting returned to Open Session at 6:39 pm.
D. Bott, M. Haanstra, H. Jones, & S. Mannella returned to the Regular Meeting at 6:40 pm,

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

MOTION: 2023-100 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: M. Brousseau
SECONDED BY: S. Dimick
MOTION CARRIED.

9. Discussion Reports

9.1 SCPL By-Law Number 1 – K. Su

The Board received a written report that outlined staff's recommendations for amendments to the SCPL By-Law Number 1. The Board discussed transparency for Chair and Vice-Chair terms. The CEO will check with City Clerk's office. Development of Board assessment & evaluation recommended for discussion at a later meeting.

MOTION: 2023-101 THAT the Board approve amending SCPL Board By-Law Number 1. Amending:

1. Article 4 Elections and Appointments
2. Article 5 Conduct of Business
3. Article 6 Quorum
4. Article 7 Committees
5. Article 9 By-Law
6. Article 10 Effective Date
7. Appendix B Committee Meeting Procedures

MOVED BY: G. Riihimaki
SECONDED BY: S. Dimick
MOTION CARRIED.

9.2 Policy (G-05) Meeting Rooms – L. DiDonato

The Board received a written report that outlined the amendments to Policy (G-05) Meeting Rooms. The Chair noted a minor wording amendment.

MOTION: 2023-102 THAT the Board approve amended Policy (G-05) Meeting Rooms.
MOVED BY: Councillor G. Miller
SECONDED BY: P. Clausi
MOTION CARRIED.

9.3 Policy (P-30) Programming – H. Jones

The Board received a written report for the proposed Policy (P-30) Programming.

MOTION: 2023-103 THAT the Board approve Policy (P-30) Programming.
MOVED BY: L. Littleton
SECONDED BY: M. Brousseau
MOTION CARRIED.

9.4 Policy ((P-14) Disconnect from Work – L. Dobson

The Board received a written report outlining no changes for the annual review of Policy (P-14) Disconnect from Work.

MOTION: 2023-104 THAT the Board approve Policy (P-14) Disconnect from Work.
MOVED BY: P. Clausi
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

9.5 Policy (P-06) CEO Evaluation – J. Coles
The Board received a written report. The Board discussed a further amendment to the wording in Policy (P-06) CEO Evaluation.

MOTION: 2023-105 THAT the Board approve amended Policy (P-06) CEO Evaluation.
MOVED BY: P. Clausi
SECONDED BY: S. Dimick
MOTION CARRIED.

9.6 Appoint CEO Evaluation Committee – J. Coles
The Chair called for Board volunteers for the CEO Evaluation Committee.

MOTION: 2023-106 THAT the Board appoint members J. Coles, L. Littleton, and S. Dimick to the CEO Evaluation Committee.
MOVED BY: G. Riihimaki
SECONDED BY: M. Brousseau
MOTION CARRIED.

9.7 2024 Work Plan – K. Su
The Board received a written report outlining the 2024 Annual Work Plan goals based on the Strategic Plan. The Board discussed smart outcomes, items without timelines, and website branding updates.

MOTION: 2023-107 THAT the Board approve the 2024 Annual Work Plan.
MOVED BY: G. Riihimaki
SECONDED BY: L. Littleton
MOTION CARRIED.

Break at 7:15 pm for 5 minutes, returned at 7:20 pm.

9.8 Draft Proposed 2024 to 2026 Operating Budget – L. DiDonato
The Board received a written report. Lisa outlined the budget presentation timelines, the main budget pressures, and mitigation strategies. The Board discussed strategies used to develop the draft budget and options for the presentation.

MOTION: 2023-108 THAT the Board approve, in principle the draft Proposed 2024 to 2026 Operating Budget.

MOVED BY: L. Littleton
SECONDED BY: M. Brousseau

MOTION CARRIED.

Councillor Greg Miller left the meeting at 7:41 pm

9.9 Designate Head under MFIPPA – K. Su
The Board received a written report.

MOTION: 2023-109 THAT the Board designate Qingyi (Ken) Su, CEO, as Head under MFIPPA.

MOVED BY: P. Clausi
SECONDED BY: S. Dimick

MOTION CARRIED.

9.10 2024 Board Meeting Dates – K. Su
The Board received a written report.

MOTION: 2023-110 THAT the Board approve the 2024 Board Meeting Dates.

MOVED BY: G. Riihimaki
SECONDED BY: L. Littleton

MOTION CARRIED.

9.11 2024 Library Closure Dates – K. Su
The Board received a written report.

MOTION: 2023-111 THAT the Board approve the 2024 Library Closure Dates.

MOVED BY: M. Brousseau
SECONDED BY: P. Clausi

MOTION CARRIED.

9.12 Winter Celebration Dinner Closure – K. Su
The Board received a written report.

MOTION: 2023-112 THAT the Board approve closing all branches of SCPL at 6:00 pm on Wednesday, November 15, 2023, for the Winter Celebration Dinner.

MOVED BY: G. Riihimaki
SECONDED BY: L. Littleton

MOTION CARRIED.

M. Brousseau read the following SCPL Land Acknowledgment:

The land on which the Board meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land

protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

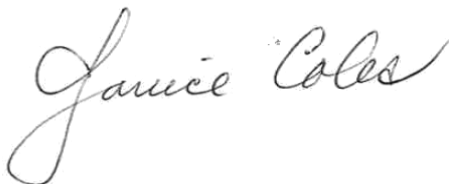
10. Motion to Adjourn

MOTION: 2023 - 113 THAT the Regular Meeting be adjourned.
MOVED BY: L. Littleton
SECONDED BY: N/A
MOTION CARRIED.

The Regular Meeting adjourned at 7:51 pm.

11. Next Meeting / Upcoming Events

- Ontario Library Service, Virtual Conference for Public Library Boards – Thursday, September 28, 2023, 6-8:30 pm, online through LearnHQ
- Board Meeting – Thursday, October 19, 2023, at 6:00 pm, Mills Room, Central Library & Microsoft Teams
- Winter Celebration Dinner – Wednesday, November 15, 2023 at 6:30 pm, Queenston Heights Restaurant, 14184 Niagara River Parkway, Niagara-on-the-Lake, ON, L0S 1J0



Chair



Secretary