



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, November 16, 2023, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present:	P. Clausi J. Coles (Chair) K. Diiorio	Lori Littleton Councillor G. Miller Gail Riihimaki
Regrets:	M. Brousseau S. Dimick (Vice-Chair)	Councillor J. Lindal
Staff:	D. Bott (left at 7:02 pm) N. Bryans (Recording Secretary) L. DiDonato (left at 7:13 pm.) L. Dobson (left at 7:13 pm.)	M. Haanstra (left at 7:02 pm.) H. Jones (left at 7:02 pm.) J. Spera (left at 7:02 pm.) K. Su (Secretary)

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

Kelly Diiorio 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.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda
None

1.2 Adoption of Agenda

MOTION: 2023-130 THAT the Agenda be adopted.
MOVED BY: P. Clausi
SECONDED BY: K. Diiorio

MOTION CARRIED.

2. Chair's Remarks & Declarations of Interest

The Chair thanked Library staff for the Winter Celebration Dinner and wished N. Bryans the best on her retirement. There were no declarations of interest.

3. Presentation

~~3.1 Schoolhouse Products – Sylvia Myers, Senior Account Manager & Design Lead~~
Note: Presentation postponed to January 18, 2024 Board Meeting.

4. Adoption of Minutes

4.1 Regular Meeting – October 19, 2023

The Board outlined the following amendments to the October 19, 2023, Regular Meeting Minutes. L. Littleton declared a conflict of interest for Item 5.4 Community Partner Update, she left the meeting during item 5.4, and she returned to the meeting afterwards at 6:45 pm.

MOTION: 2023-131 THAT the Regular Meeting Minutes of October 19, 2023 be adopted as amended.

MOVED BY: K. Diiorio

SECONDED BY: L. Littleton

MOTION CARRIED.

5. Monthly Updates

5.1 St. Catharines City Council

Councillor Greg Miller reported that it is budget season, so there is lots of work for Council. He will keep the Board updated.

5.2 CEO Update – K. Su

The CEO updated the Board about the following:

- Met with City – City has decided not to go forward with password protected Wi-Fi at Dr. Huq branch, situation has improved, if that changes then they may discuss the possibility again.
- City Asset Management Plan – the Library has tried to coordinate a meeting with the City's consultant. Lisa has contacted GM BluePlan. SCPL Asset Management Plan due by the end of March 2024. City is hoping to have a consolidated Plan due by July 1, 2024 to meet the provincial deadline.
- OLA Super Conference – Registration deadline is December 8, Board members may attend.
- Safety and Security Update – SCPL proposes to provide a quarterly summary view of incident statistics, that the Board may access through their document library on SharePoint or through a link in H & S report, unless something happens that needs attention immediately.

- 5.3 Department Update – Port Plus Update – Marcella Haanstra, Assistant Manager, Customer Service, provided a verbal presentation to the Board that highlighted the on-going positive customer feedback and usage statistics from the first 6-months of the Port Plus project.

6. Consent Reports

- 6.1 Correspondence – None
6.2 CEO Report – K. Su
6.3 Department Reports – October 2023
6.3(a) Customer Service – J. Spera
6.3(b) Facilities and Health & Safety – L. DiDonato
6.3(c) Innovation, Collections, & Technology – D. Bott
6.3(d) Programming & Promotions – H. Jones

MOTION: 2023-132 THAT the Consent Reports be received as circulated.
MOVED BY: Councillor G. Miller
SECONDED BY: P. Clausi
MOTION CARRIED.

7. Discussion Reports

- 7.1 2024-2026 Operating Budget – Additional Information – L. DiDonato
The Board received a written report that outlined staff's additional information to respond to City Council's direction to provide reduced % increases options. The Board discussed and recommended wording and formatting amendments.

MOTION: 2023-133 THAT the Board directs staff to amend the budget submission requested by Council, as discussed, and to submit it to the City by its deadline.
MOVED BY: G. Riihimaki
SECONDED BY: L. Littleton
MOTION CARRIED.

- 7.2 Reciprocal Borrowing – J. Spera
Lori Littleton recommended that the Board defer the discussion of this report and the related Circulation policy until after Council approves the budget.

MOTION: 2023-134 THAT the Board defer item 7.2 Reciprocal Borrowing and item 7.3 Policy (G-03) Circulation.
MOVED BY: L. Littleton
SECONDED BY: P. Clausi
MOTION CARRIED.

- 7.3 Policy (G-03) Circulation – J. Spera
Deferred as per item 7.2.

7.4 Policy (G-04) Collection Management – D. Bott

The Board received a written report outlining the recommended amendments to Policy (G-04) Collection Management.

MOTION: 2023-135 THAT the Board approve amended Policy (G-04) Collection Management.

MOVED BY: Councillor G. Miller

SECONDED BY: K. Diorio

MOTION CARRIED.

7.5 Policy (F-03) Gifts-in-Kind & Policy (G-14) Library Works of Art – L. DiDonato

The Board received a written report outlining the recommended amendments to Policy (F-03) Gifts-in-Kind.

MOTION: 2023-136 THAT the Board approve amended Policy (F-03) Gifts-in-Kind.

MOVED BY: Councillor G. Miller

SECONDED BY: L. Littleton

MOTION CARRIED.

MOTION: 2023-137 THAT the Board rescind Policy (G-14) Library Works of Art.

MOVED BY: L. Littleton

SECONDED BY: G. Riihimaki

MOTION CARRIED.

7.6 Policy (P-04) Compensation for Exempt Employees – L. Dobson

The Board received a written report outlining the recommended revisions to Policy (P-04) Compensation for Exempt Employees.

MOTION: 2023-138 THAT the Board approve revised Policy (P-04) Compensation for Exempt Employees.

MOVED BY: P. Clausi

SECONDED BY: Councillor G. Miller

MOTION CARRIED.

8. In-Camera Session

8.1 In-Camera Agenda

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

8.1(b) Adoption of In-Camera Agenda

MOTION: 2023-139 THAT the In-Camera Agenda be adopted.

MOVED BY: K. Diorio
SECONDED BY: I. Littleton
MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2023-140 THAT the Regular Meeting move to In-Camera Session.
MOVED BY: K. Diorio
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

The meeting moved to In-Camera Session at 6:58 pm.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – October 19, 2023

The Board outlined amendments to the October 19, 2023 In-Camera Minutes.

MOTION: 2023-141 THAT the In-Camera Session Minutes of October 19, 2023 be adopted as amended.
MOVED BY: L. Littleton
SECONDED BY: K Diorio
MOTION CARRIED.

8.4 In-Camera Consent Agenda

8.4(a) Staffing (October Update) – L. Dobson

MOTION: 2023-142 THAT the In-Camera Consent Agenda be received as circulated.
MOVED BY: G. Riihimaki
SECONDED BY: P. Clausi
MOTION CARRIED.

8.5 Correspondence – J. Coles

The Chair sent a correspondence response as discussed with the Board.

D. Bott, M. Haanstra, H. Jones, & J. Spera left the In-Camera Session at 7:02 pm.

8.6 In-Camera Discussion Reports

8.6(a) Personnel Matter – K. Su

The Board discussed a Personnel Matter.

8.6(b) Personnel Matter – J. Coles

The Board discussed a Personnel Matter.

MOTION: 2023-143 THAT the Board approve a 1.3% increase to the compensation rates effective January 1, 2022 for Exempt staff.
MOVED BY: G. Riihimaki
SECONDED BY: K. Diorio
MOTION CARRIED.

K. Su, L. DiDonato, L. Dobson, & N. Bryans left the In-Camera Session at 7:13 pm.

8.6(c) Personnel Matter – J. Coles
The Board discussed a Personnel Matter.

MOTION: 2023-144 THAT the Board approve the CEO Evaluation Committee report.
MOVED BY: G. Riihimaki
SECONDED BY: K. Diorio
MOTION CARRIED.

8.7 Return to Open Session

MOTION: 2023-145 THAT the In-Camera Session return to Open Session.
MOVED BY: G. Riihimaki
SECONDED BY: P. Clausi
MOTION CARRIED.

The Meeting returned to Open Session at 7:35 pm.
K. Su & N. Bryans returned to the Open Session at 7:36 pm.

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

MOTION: 2023-146 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: K. Diorio
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

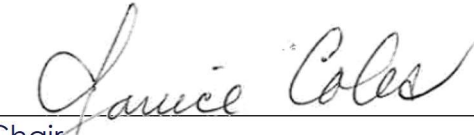
10. Motion to Adjourn

MOTION: 2023-147 THAT the Regular Meeting be adjourned.
MOVED BY: L. Littleton
SECONDED BY: N/A
MOTION CARRIED.

The Regular Meeting adjourned at 7:37 pm.

11. Next Meeting / Upcoming Events

- Annual Board Meeting – Thursday, January 18, 2024, at 6:00 pm, Rotary/Bankers Rooms, Central Library & Microsoft Teams
- Regular Board Meeting – Thursday, January 18, 2024, at 6:30 pm (or following the Annual Board Meeting), Rotary/Bankers Rooms, Central Library & Microsoft Teams


Chair


Secretary