



# St. Catharines Public Library Board

## Regular Meeting Minutes

Thursday, September 15, 2022, 6:00 pm  
Microsoft Teams & Rotary/Bankers Room, Central Library

<b>Present:</b>	J. Coles (Chair) K. Dilorio S. Dimick (Vice-Chair)	H. Findlay Councillor L. Littleton (to 7pm) L. McDonald F. Sheikh
<b>Regrets:</b>	V. De Luca	Councillor B. Williamson
<b>Staff:</b>	D. Bott N. Bryans (Recording Secretary) R. Di Marcantonio L. Dobson	H. Jones S. Mannella K. Smith Curtis J. Spera K. Su (Secretary)
<b>Presenters:</b>	M. Broere	K. Fast

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

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to Agenda

Move Item 7 Discussion Reports to after the Adoption of the Minutes.

#### 1.2 Adoption of Agenda

**MOTION: 2022 - 95**  
**MOVED BY:**  
**SECONDED BY:**  
**MOTION CARRIED.**

THAT the Agenda be adopted as amended.  
S. Dimick  
L. McDonald

## 2. Chair's Remarks

The Chair welcomed the Board to the Library's both in-person and online hybrid style September meeting.

## 3. Declarations of Interest

None

## 4. Adoption of Minutes

### 4.1 Regular Meeting – June 16, 2022

**MOTION: 2022-96** THAT the Minutes of June 16, 2022 be adopted.

**Moved BY:** S. Dimick

**SECONDED BY:** K. Di Iorio

**MOTION CARRIED.**

The meeting moved to Item 7. Discussion Reports

## 5. Monthly Updates

### 5.1 St. Catharines City Council

None

### 5.2 OLS Update – J. Coles

J. Coles will attend an OLS Board Assembly meeting on Saturday, September 17, 2022. She encouraged Board members to register through LearnHQ and attend the virtual conference available on Wednesday, September 21, 2022 at 6:00 pm titled *Public Library Boards: 2022 Stronger Libraries. Stronger Communities.*

### 5.3 CEO Update – K. Su

On September 12, 2022, the CEO attended the OLS meeting to develop a Valuing Public Libraries Toolkit with CEOs from libraries serving populations 75,000 and above. The consultants hired by OLS will develop a tool, share it with libraries by next April, and give them one year to evaluate. He will keep the Board updated.

### 5.4 Department Update – Programming & Promotions – K. Fast, & M. Broere

The Programming & Outreach Librarians provided a verbal update of the various SCPL initiatives over the summer months. The Board thanked them and encouraged their plans to continue and expand these initiatives through the next year.

## 6. Consent Reports

### 6.1 Correspondence (none)

### 6.2 CEO Report – K. Su

### 6.3 Department Reports – June, July, & August 2022

#### 6.3(a) Customer Service – J. Spera

#### 6.3(b) Facilities and Health & Safety – K. Smith Curtis

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

#### 6.3(d) Programming & Promotions – R. Di Marcantonio

- 6.4 Finance Reports – K. Smith Curtis
  - 6.4(a) 2022 Operating Budget Statement – as at June 30, 2022
  - 6.4(b) Endowment and Trust Fund Statement – as at June 30, 2022
  - 6.4(c) Short Term Investments Statement – as at June 30, 2022
- 6.5 Financial System Update – K. Smith Curtis
- 6.6 2022 SCPL Work Plan – 3<sup>rd</sup> Quarter Update – K. Su
- 6.7 2023 Board Meeting Dates to April – K. Su
- 6.8 Library Closures 2023 – K. Su

**MOTION: 2022-102**      THAT the Consent Reports be received as circulated.  
**MOVED BY:**              L. McDonald  
**SECONDED BY:**        S. Dimick  
**MOTION CARRIED.**

## 7. Discussion Reports

- 7.1 Preliminary Draft 2023 Operating Budget – K. Smith Curtis  
 The Board received an overview of the preliminary draft 2023 Operating Budget which is based on a 3.2% increase plus an additional \$1.00 per citizen. This is a total City contribution increase request of 5.6%. The \$1.00 per citizen is intended to be requested over the next few years to equalize library funding to that of peer libraries. The Board discussed some details and received further explanations from K. Smith Curtis.

The Draft 2023 Operating Budget will be included in the October 20, 2022 Board package for approval before submission to the City.

- 7.2 Board recruitment, Succession planning & Legacy documents – J. Coles  
 In preparation for the transition from this Board's term to the next Board's term, there are some proposed changes coming to the Board in October. The Chair urged Board members to review Policy (GOV-01) Succession Planning and to note the Board legacy document that will be prepared for the next Board. It includes a Roles and Competencies section to encourage citizens to volunteer for Board recruitment.
- 7.3 SCPL Board Member Recruitment Pamphlet – K. Su  
 SCPL has prepared a Recruitment Pamphlet to provide citizens with information on the Board appointment process and requirements. The Board suggested some minor edits.

**MOTION: 2022-97**      THAT the Board approve the SCPL Board Member  
 Recruitment Pamphlet as amended.  
**MOVED BY:**              L. McDonald  
**SECONDED BY:**        S. Dimick  
**MOTION CARRIED.**

- 7.4 Fine Freedom for All & Policy (G-03) Circulation – J. Spera  
 The Board received a report on Fine Freedom for All and recommendations for amending Policy (G-03) Circulation. The Board discussed the Public Libraries Act

and if the interpretations by various libraries to pass on to customers administrative fees for ILLO materials may be a violation of the Act. The Board recommended some amendments and edits to the wording in the policy.

**MOTION: 2022-98** THAT the Board approve fine freedom for all effective February 1, 2023, and,  
THAT the Board rescind Policy (G03) Circulation approved March 18, 2021 and approve Policy (G-03) Circulation as amended.  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** K. Di Iorio  
**MOTION CARRIED.**

Councillor L. Littleton left the meeting at 7:00 pm.

7.5 Policy (P-14) Disconnect from Work – L. Dobson  
The Board approved Policy (P-14) Disconnect from Work at the May 19, 2022 Board Meeting. Since then, a Union grievance requested some wording changes. Staff provided an amended policy for review and approval.

**MOTION: 2022-99** THAT the St Catharines Public Library Board approve the amended Disconnect from Work policy.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

7.6 Policy (P-15) Accommodation – L. Dobson  
The Board reviewed Policy (P-15) in June but there were outstanding questions for staff research. This amended policy removes the Canadian Human Rights Act or Commission and includes citizenship as one of the grounds free from discrimination.

**MOTION: 2022-100** THAT the Board approve Policy (P15) Accommodation Policy and Procedure.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** K. Di Iorio  
**MOTION CARRIED.**

7.7 Policy (P-16) Electronic Monitoring – D. Bott/L. Dobson  
The Board reviewed the new Policy (P-16) Electronic Monitoring as required by the Working for Workers Act section of the Employment Standards Act. The Board recommended some amendments to the policy.

**MOTION: 2022-101** THAT the St Catharines Public Library Board approve the Electronic Monitoring Policy as amended.  
**MOVED BY:** K. Di Iorio  
**SECONDED BY:** L. McDonald  
**MOTION CARRIED.**

The meeting returned to Item 5. Monthly Updates

**8. In-Camera Session**

8.1 In-Camera Agenda

8.1(a) Additions/Deletions to In-Camera Agenda

Add Item 8.5(a) HR Compensation Challenges – L. Dobson

8.1(b) Adoption of In-Camera Agenda

**MOTION: 2022-103** THAT the In-Camera Agenda be adopted as amended.

**MOVED BY:** K. Di Iorio

**SECONDED BY:** S. Dimick

**MOTION CARRIED.**

8.2 Motion to Move In-Camera

**MOTION: 2022-104** THAT the Regular Meeting move In-Camera

**MOVED BY:** L. McDonald

**SECONDED BY:** H. Findlay

**MOTION CARRIED.**

The meeting moved In-Camera at 7:25 pm.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – June 16, 2022

**MOTION: 2022-105** THAT the In-Camera Minutes of June 16, 2022 be adopted.

**MOVED BY:** L. McDonald

**SECONDED BY:** H. Findlay

**MOTION CARRIED.**

8.4 In-Camera Consent Reports

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

**MOTION: 2022-106** THAT the In-Camera Consent Report be received as circulated.

**MOVED BY:** S. Dimick

**SECONDED BY:** K. Di Iorio

**MOTION CARRIED.**

8.5 In-Camera Discussion Reports (attachments)

8.5(a) HR Compensation Challenges – L. Dobson

The Board reviewed a report on HR Compensation Challenges.

**MOTION: 2022-107** THAT the St. Catharines Public Library Board endorses a compensation strategy as per the report.  
**MOVED BY:** S. Dimick  
**SECONDED BY:** F. Sheikh  
**MOTION CARRIED.**

8.6 Return to Open Session

**MOTION: 2022-108** THAT the In-Camera Session return to Open Session.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** K. Di Iorio  
**MOTION CARRIED.**

The Meeting returned to Open Session at 7:54 pm.

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

**MOTION: 2022-109** THAT the Board adopt any Motions arising from the In-Camera Session.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** F. Sheikh  
**MOTION CARRIED.**

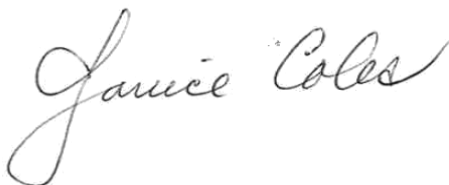
**10. Motion to Adjourn**

**MOTION: 2022-110** THAT the Regular Meeting be adjourned.  
**MOVED BY:** L. McDonald  
**SECONDED BY:** N/A  
**MOTION CARRIED.**

The Regular Meeting adjourned at 7:55 pm.

**11. Next Meeting / Upcoming Events**

Board Meeting – Thursday, October 20, 2022, at 6:00 pm, Format TBD



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Chair



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Secretary