

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, November 19, 2020

Microsoft Teams

Board: V. De Luca F. Sheikh (Vice-Chair)
H. Findlay (Chair) K. Tribble
Councillor L. Littleton S. Tromanhauser
L. McDonald Councillor B. Williamson

Regrets: S. Dimick

Staff: D. Andrusko A. McKenzie
D. Bott (Teams moderator) K. Smith Curtis
N. Bryans (Recording Secretary) J. Spera
R. Di Marcantonio K. Su (Secretary)
J. Dunn

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, November 19, 2020 on Microsoft Teams. The Chair called the Meeting to order at 5:05 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

- Move Item 5.2 SOLS Report to Item 6.5
- Move Item 7.7 Standing Committee on Board Recruitment and Succession Planning to Item 7.1
- Move Item 7.6 Library Board Training to Item 7.2
- Add Item 7.8 Living Wage – S. Tromanhauser
- Add Item 7.9 Communication of Board between Meetings – K. Tribble
- Add Item 7.10 Status of December Meeting – H. Findlay

1.2 Adoption of Agenda

MOTION: 2020-93 THAT the Agenda be adopted as amended.
MOVED BY: F. Sheikh
SECONDED BY: V. De Luca
MOTION CARRIED.

2. Chair's Remarks

The Chair thanked and congratulated K. Su and K. Smith Curtis for a clear presentation of the Library's 2021 Operational Budget to the City's Committee of the Whole. The Chair attended 2 webinars available on the SOLS website; *Updating Your Strategic Plan in the*

Age of COVID-19 an interesting outline of the issues and the *Use of Data Analysis* illustrating how to track trends and justify policy directions and decisions.

3. Declarations of Interest

There were no Declarations of Interest.

4. Adoption of Minutes

4.1 Regular Meeting – October 15, 2020

MOTION: 2020-94 THAT the Regular Minutes of October 15, 2020 be adopted.

MOVED BY: K. Tribble

SECONDED BY: V. De Luca

MOTION CARRIED. (F. Sheikh abstained)

5. Monthly Updates

5.1 St. Catharines City Council

Councillor L. Littleton reported that the City's Committee of the Whole has approved sending the City's Operating Budget to Council for final approval. Council is also investigating Community Improvement Program (CIP) tax rebates for developers and legalizing short term rental situations so they can be licenced. The upcoming Council meeting on November 30, 2020 will focus on the City's land use redevelopment plans.

She also reported that two (2) City task forces have been approved and their terms of reference created which are available for citizens to join: one is to improve City trail connectivity and the other is to showcase and rejuvenate the Welland Canal.

5.2 CEO Update

K. Su updated the Board about how the Library quickly responded to a potential concern raised by the City finance department just prior to the 2021 Budget Presentation re the Library's possible 2020 year end surplus. As a result, K. Su notified both Councillors and the Board Chair, arranged a meeting with City finance, and K. Smith Curtis provided additional data to the City. No questions were raised at the budget presentation. He will keep the Board updated.

5.3 Department Updates – R. Di Marcantonio/J. Dunn

J. Dunn, Manager, Technical Services provided the Board with an update of the Library's purchasing practices this fall. Due to the pandemic closure and other factors from publishers and vendors, the Library's materials budget was forecast to be underspent. Based on the Strategic Plan, his department and collection selectors have adjusted to purchasing material that 'circulates well' and have increased the number of 'popular best-selling titles for all locations'. This has significantly updated the Branch collections. The forecast for 2021 Purchasing will be based on the following CEO's recommendations:

"Spend money on things that circulate.

Do not spend money on things that do not circulate.

New, popular material should be purchased for all locations.

All collections should be viewed as system-wide." – K. Su

R. Di Marcantonio Manager, Branch Services outlined how the Branches have also been refreshed by Strategic weeding practices. Measurable goals were set to create a 'retail environment', to achieve 90% of the collection materials that have circulated within the past 3 years, and to maintain the goals with a One In / One Out initiative. In

keeping with this retail mind-set, the plans for 2021 are to feature the Adult Fiction collection using vendor White-Hots 'Move the Needle' marketing plan.

S. Tromanhauser joined the meeting at 5:35 pm

6. Consent Reports

6.1 Correspondence

The Board received the Correspondence as of November 13, 2020.

6.2 CEO Report – K. Su

The Board received the CEO's Report.

6.3 Department Reports – October 2020

The Board received the Department Reports – October 2020.

6.4 Board Meeting Dates 2021 – K. Su

The Board received the Board Meeting Dates for 2021.

6.5 SOLS Report – K. Tribble

The Board received the SOLS Report.

MOTION: 2020-95 THAT the Consent Reports be received as circulated.

MOVED BY: Councillor L. Littleton

SECONDED BY: K. Tribble

MOTION CARRIED.

7. Discussion Reports

7.1 Standing Committee on Board Recruitment and Succession Planning – K. Tribble

K. Tribble outlined the Standing Committee's report. Discussion ensued. The Board decided to continue discussions to clarify the Board Responsibilities over the next 3 Board Meetings in early 2021 and then a third draft report will be prepared.

Councillor B. Williamson joined the meeting at 5:44 pm.

7.2 Library Board Training – K. Su/H. Findlay/F. Sheikh

K. Su outlined some training courses available to the Board and the Chair and Vice-Chair asked for some feedback from the Board. Discussion ensued.

7.3 Internet Use Policy Review – D. Bott/D. Andrusko

The Board received a written report and Managers D. Bott and D. Andrusko outlined their review of the Internet Use Policy. Discussion ensued.

MOTION: 2020-96 THAT the Board rescind the current Internet Use Policy (G10) and replace it with the new Internet Use Policy (G10).

MOVED BY: V. De Luca

SECONDED BY: L. McDonald

MOTION CARRIED.

7.4 Library Board Member Expenses Policy – K. Su

The Board received a written report and K. Su outlined the details of the new policy.

MOTION: 2020-97 THAT the Board approve the Library Board Member Expenses Policy.

MOVED BY: F. Sheikh

SECONDED BY: S. Tromanhauser

MOTION CARRIED.

7.5 Merritt Branch Location – K. Smith Curtis

The Board received a written report and K. Smith Curtis outlined some of the details. Discussion ensued. The Merritt Branch Location report will be shared with the City.

MOTION: 2020-98 THAT the Board receive the Merritt Branch Location report.

MOVED BY: Councillor L. Littleton

SECONDED BY: L. McDonald

MOTION CARRIED.

7.6 Christmas – K. Su

K. Su outlined the plans for Christmas this year and asked if the Board would sign cards for staff and community partners. The Chair will sign on behalf of the Board.

MOTION: 2020-99 THAT the Board approve the expenditure / purchase of Christmas 'gifts in kind' for Library staff to a total value of no more than \$4,000.00.

MOVED BY: Councillor B. Williamson

SECONDED BY: L. McDonald

MOTION CARRIED.

7.7 OLA Super Conference – K. Su

K. Su provided the dates and costs for the OLA Super Conference and asked for Board Members attendance commitments as soon as possible.

7.8 Living Wage – S. Tromanhauser

S. Tromanhauser outlined the concept of a Living Wage as recently adopted by the City of St. Catharines. The Board directed staff to prepare a report within the next 4-5 months to investigate the costs and other issues of implementing a Living Wage at the Library. Discussion continued in the In-Camera Session.

7.9 Communication of Board between Meetings – K. Tribble

K. Tribble requested clarification on sending emails between all Board members to avoid creating an impromptu Board Meeting. Discussion ensued. It was determined that as long as emails sent between all Board members are not 'forwarding the business of the Board' and do not record group decisions, they are not considered impromptu Board Meetings.

7.10 Status of December Meeting – H. Findlay

H. Findlay requested Board input on whether to hold a December Board Meeting. K. Su outlined the Public Libraries Act requirements to hold 7 Board meetings a year and that the Library has already completed 8 meetings this year. Discussion ensued. The Board decided that the next meeting will be in January 2021.

8. In-Camera Session

8.1 Motion to Move In-Camera

MOTION: 2020-100 THAT the Regular Meeting move In-Camera.
MOVED BY: Councillor L. Littleton
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.
The Regular Meeting moved In-Camera at 7:25 pm.

8.2 Adoption of In-Camera Agenda

8.2(a) Additions/Deletions to In-Camera Agenda
Add Item 8.5(d) Living Wage – S. Tromanhauser

8.2(b) Adoption of In-Camera Agenda

MOTION: 2020-101 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: V. De Luca
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – October 15, 2020

MOTION: 2020-102 THAT the In-Camera Minutes of October 15, 2020 be adopted.
MOVED BY: L. McDonald
SECONDED BY: Councillor L. Littleton
MOTION CARRIED. (F. Sheikh abstained)

8.4 In-Camera Consent Reports

None

8.5 In-Camera Discussion Reports

8.5(a) Staffing (November Update) – K. Su
The Board received a written update on Staffing.

8.5(b) Collective Agreement Negotiations Update – K. Su
The Board received a written update on Collective Agreement Negotiations.

8.5(c) Merritt Branch Lease – K. Smith Curtis
The Board received a written report on the Merritt Branch Lease.

8.5(d) Living Wage – S. Tromanhauser
The Board discussed the implications of implementing a Living Wage.

8.6 Return to Open Session

MOTION: 2020-106 THAT the In-Camera Session return to Open Session.
MOVED BY: F. Sheikh
SECONDED BY: L. McDonald
MOTION CARRIED.
The In-Camera Session returned to Open Session at 7:47 pm.

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

MOTION: 2020-103 THAT the Board direct Management to negotiate a lease renewal with Smart Centres for the Merritt Branch as per the report.
MOVED BY: Councillor L. Littleton
SECONDED BY: V. De Luca
MOTION FAILED.

MOTION: 2020-104 THAT the Board direct staff to provide a report about the costs, process, and implications about the St. Catharines Public Library as a Living Wage facility, and
THAT the report be presented by May 2021.
MOVED BY: S. Tromanhauser
SECONDED BY: F. Sheikh
MOTION CARRIED.

MOTION: 2020-105 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: Councillor B. Williamson
SECONDED BY: F. Sheikh
MOTION CARRIED.

10. Motion to Adjourn

MOTION: 2020-107 THAT the Regular Meeting be adjourned.
MOVED BY: Councillor L. Littleton
SECONDED BY: F. Sheikh
MOTION CARRIED.

The Regular Meeting adjourned at 7:47 pm.

11. Next Meeting / Upcoming Events

Inaugural Board Meeting – Thursday, January 28, 2021, at 5:00 pm, by Microsoft Teams



Chair



Secretary