

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, January 28, 2021

Microsoft Teams

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, January 28, 2021 on Microsoft Teams. The Chair called the Meeting to order at 5:31 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

Move Item 6.2 CEO Report to Item 7.3

Move Item 6.4 Finance Reports to Item 7.4

Move Item 6.6 2020 Review and 2021 Annual Goals to Item 7.5

1.2 Adoption of Agenda

MOTION: 2021-02 THAT the Agenda be adopted as amended.

MOVED BY: S. Tromanhauser

SECONDED BY: F. Sheikh

MOTION CARRIED.

2. Chair's Remarks

The Chair congratulated staff for the new accessible Library website. She reported that she is looking forward to attending the OLA Super Conference online events this week; and that the CEO Evaluation report will be presented to the Board at the next meeting.

The Chair requested discussion about Board meeting times. Past practice was to start Board meetings at 7:00 pm. In 2019, the start time was moved forward to 5:00 pm to allow members to attend Ice Dogs hockey games that were frequently held on Board meeting

nights. During the pandemic in 2020, the start time for Board meetings was moved to 12:00 noon in the initial months and then back to 5:00 pm later in the year. Discussion ensued. The Board decided to start Board meetings at 6:00 pm and to continue to hold them on the 3rd Thursday of the month. The start time will be re-evaluated at the end of the pandemic.

3. Declarations of Interest

There were no Declarations of Interest.

4. Adoption of Minutes

4.1 Regular Meeting – November 19, 2020

MOTION: 2021-03 THAT the Regular Minutes of November 19, 2020 be adopted.
MOVED BY: S. Tromanhauser
SECONDED BY: K. Tribble
MOTION CARRIED.

5. Monthly Updates

5.1 St. Catharines City Council

Councillor B. Williamson reported that Council passed the Capital and Operating budgets before the Christmas break. The Library's parking garage will be discussed at the February 1, 2021 Council meeting.

5.2 SOLS Update – K. Tribble
Nothing to report

5.3 CEO Update – K. Su
K. Su reported that:

- The provincial Stay-at-Home order was extended to February 9, 2021 and the Library will continue to offer curbside pick-up service;
- The Library has contracted with Linda Dobson, an HR expert, to spearhead some Library HR initiatives; he introduced her to the Board; and
- The City is planning some fencing for the underground parking garage at the Central Library to help alleviate the problems of graffiti and overnight guests.

5.4 Department Updates: Memory Care Kits – D. Andrusko/J. Anderson

D. Andrusko, Manager, Adult Information Services provided an introduction to staff member Jake Anderson coordinator of the Memory Care Kits program that builds upon 3 of our Strategic Goals to: Foster more community connections; Be a Library for all; and Transform as we evolve.

J. Anderson presented the Memory Care Kits program. Through this non-traditional circulating collection the Library can connect with the community's older population (35% are over 55 years of age). Working with the Alzheimer Society of Niagara Region, staff developed 14 kits with a variety of themes that contain fiction and non-fiction books, puzzles, and games designed for people suffering from dementia and local historic photographs from the Library's Special Collections. Also included are information pamphlets that outline support resources available from the City and the Alzheimer Society that patrons may keep, as they are replenished before the kits are recirculated.

St. Catharines Public Library is leading the way with this creative and innovative program that is generating interest from other libraries and Alzheimer Societies. The Board recommended staff consider presenting this program at the next OLA Super Conference.

6. Consent Reports

6.1 Correspondence

The Board received the Correspondence as of January 22, 2021.

6.2 CEO Report – K. Su

Item moved to Item 7.3

6.3 Department Reports – November & December 2020

The Board received the Department Reports – November & December 2020.

6.4 Finance Reports – K. Smith Curtis

Item moved to Item 7.4

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

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

6.6 2020 Review and 2021 Annual Goals – K. Su

Item moved to Item 7.5

MOTION: 2021-04 THAT the Consent Reports be received as circulated (except for Item 6.2 CEO Report, Item 6.4 Finance Reports, and Item 6.6 2020 Review and 2021 Annual Goals brought forward for discussion).

MOVED BY: V. De Luca

SECONDED BY: Councillor L. Littleton

MOTION CARRIED.

7. Discussion Reports

7.1 Standing Committee – Roles and Responsibilities Part 1 – K. Tribble

H. Findlay updated the Board that at the November meeting the Board's intention was to discuss each of the Board's Roles and Responsibilities in 3 Parts at subsequent meetings and to ask for assistance from SOLS. She and K. Tribble proposed delaying Part 1 discussions until the Board could receive a presentation by SOLS representative Brandon Fratarcangeli about Board governance. Discussion ensued.

Action: H. Findlay will arrange a presentation for the February Board meeting.

7.2 Children & Teens in the Library Policy – A. McKenzie

The Board received a written report and Manager A. McKenzie outlined the proposed new policy. Discussion ensued.

MOTION: 2021-05 THAT the Board approve the Children & Teens in the Library Policy (G23).

MOVED BY: L. McDonald

SECONDED BY: Councillor L. Littleton

MOTION CARRIED.

7.3 CEO Report – K. Su

The Board received the CEO's Report from Item 6.2. The Chair inquired about the graffiti and garbage in the Central Library's underground parking garage. K. Su reported that an agreement reached mid-January with the City has established a cleaning schedule that the City's Municipal Works Department is expected to attend to the garage three times a week on Monday, Wednesday, and Friday. K. Smith Curtis reported that although located under the Central Library, the garage is the responsibility of the City.

The City and the Library are also investigating restricting access to the parking garage and the Church Street walkway with fencing. Discussions will include the operational challenges, the logistics of closing the access to those areas, and the Library's future space planning proposals for those areas. The CEO will keep the Board updated.

7.4 Finance Reports – K. Smith Curtis

The Board received the following finance reports from Item 6.4:

- 6.4(a) 2020 Operating Budget Statement – December 31, 2020
- 6.4(b) Endowment and Trust Statement – December 31, 2020
- 6.4(c) Short Term Investment Statements – December 31, 2020

K. Tribble inquired about the budget variance for Health and Dental benefits. K. Smith Curtis responded that the structure and size of the employee benefit plan has resulted in a negative experience loss causing the increase in costs. Management is carefully monitoring to determine if restructuring the plans will avoid negative variances in the future.

7.5 2020 Review and 2021 Annual Goals – K. Su

The Board received the 2020 Review and 2021 Annual Goals from Item 6.6.

F. Sheikh inquired about the timelines for the proposed Annual Goals. K. Su responded that there are 3 different timelines: some goals are to complete tasks within a time range; some goals are to start tasks that are ongoing; and some goals are to accomplish tasks within a short period of time. He added that with the pandemic ongoing, these Annual Goals are only plans and they may have to be adjusted as time permits. Discussion ensued.

MOTION: 2021-06 THAT the Board receive the report for information
MOVED BY: Councillor L. Littleton
SECONDED BY: F. Sheikh
MOTION CARRIED.

8. In-Camera Session

8.1 Motion to Move In-Camera

MOTION: 2021-07 THAT the Regular Meeting move In-Camera.
MOVED BY: S. Tromanhauser
SECONDED BY: F. Sheikh
MOTION CARRIED.

The Regular Meeting moved In-Camera at 7:03 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: 2021-08 THAT the In-Camera Agenda be adopted.
MOVED BY: Councillor B. Williamson
SECONDED BY: F. Sheikh
MOTION CARRIED.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – November 19, 2020

MOTION: 2021-09 THAT the In-Camera Minutes of November 19, 2020
be adopted.
MOVED BY: V. De Luca
SECONDED BY: K. Tribble
MOTION CARRIED.

8.4 In-Camera Consent Reports

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

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

MOTION: 2021-10 THAT the In-Camera Consent Reports be received as
circulated.
MOVED BY: Councillor B. Williamson
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

8.5 In-Camera Discussion Reports

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

MOTION: 2021-11 THAT the Board approve the report for the lease of the
Merritt Branch and direct Management to execute as
outlined.
MOVED BY: L. McDonald
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

8.6 Return to Open Session

MOTION: 2021-12 THAT the In-Camera Session return to Open Session.
MOVED BY: V. De Luca
SECONDED BY: L. McDonald
MOTION CARRIED.

The In-Camera Session returned to Open Session at 7:13 pm.

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

MOTION: 2021-13 THAT the Board adopt any Motions arising from the In-Camera Session.
Moved BY: K. Tribble
SECONDED BY: F. Sheikh
MOTION CARRIED.

10. Motion to Adjourn

MOTION: 2021-14 THAT the Regular Meeting be adjourned.
Moved BY: F. Sheikh
SECONDED BY: K. Tribble
MOTION CARRIED.
The Regular Meeting adjourned at 7:14 pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, February 18, 2021, at 6:00 pm, by Microsoft Teams



Chair



Secretary