

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2
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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 27, 2022

Microsoft Teams

<u>Board:</u>	J. Coles (Chair) V. De Luca K. Diiorio S. Dimick (Vice-Chair)	H. Findlay Councillor L. Littleton L. McDonald F. Sheikh
<u>Absent:</u>	Councillor B. Williamson	
<u>Staff:</u>	D. Bott (Teams moderator) N. Bryans (Recording Secretary) R. Di Marcantonio L. Dobson	K. Smith Curtis J. Spera K. Su (Secretary)
<u>Presenters:</u>	Andrea Dyer Sarah Gutknecht	Bev Hyatt

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, January 27, 2022 on Microsoft Teams. The Chair called the Regular Meeting to order at 6:17 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

Add Item 7.3 2022 Library Work Plan – H. Findlay

Move Item 6.4(a) 2021 Operating Budget Statement as at December 31, 2021 – K. Smith Curtis to Item 7.4

1.2 Adoption of Agenda

MOTION: 2022-02 THAT the Agenda be adopted as amended.

MOVED BY: L. McDonald

SECONDED BY: S. Dimick

MOTION CARRIED.

2. Chair's Remarks and Declarations of Interest

The Chair had no remarks. There were no Declarations of Interest.

3. Presentation

3.1 Cinnamon Toast Presentation – Library Rebranding

Cinnamon Toast Presenters, Bev Hyatt, Andrea Dyer, and Sarah Gutknecht, outlined their work on the proposed Library rebranding. Their presentation included:

- An outline of what a Brand is and is not,
- A review of the project objectives from the Library,
- The results of the 4 stakeholder engagement sessions
- An overview of the stakeholders insights for the Library's future personality and the symbols, images, and icons stakeholders that might represent the Library
- Connections to the Strategic Goals
- Recommendations to the project team
- Logo final concepts for 3 related designs (Full logo / Youth / Kids)
- Examples of brand competitors
- Compare required criteria to final design concept

Discussion ensued. The Board received the information provided and thanked Cinnamon Toast for their presentation.

4. Adoption of Minutes

4.1 Regular Meeting – November 18, 2021

MOTION: 2022-03 THAT the Regular Minutes of November 18, 2021 be adopted.
MOVED BY: K. Diiorio
SECONDED BY: V. De Luca
MOTION CARRIED.

5. Monthly Updates

5.1 St. Catharines City Council

Councillor L. Littleton reported that Council has had one meeting this year and another coming on Monday January 31, 2022. There have been no issues related to the library. She mentioned the appointment of Councillor M. Siscoe to Regional Council and some additional items from Council including: an upcoming proposal for an apartment building in her Ward, and a discussion regarding a Reptile exhibit at the mall.

5.2 OLS Update – J. Coles

J. Coles reported that OLS is offering a Board Legacy Document webinar on February 16, 2022 available to registered Board members.

5.3 CEO Update – K. Su

K. Su reported that the provincial government has announced a 3-step reopening plan to reduce restrictions beginning January 31, further reductions February 21, and a return to normal by March 14, 2022. So far, there are no specifics for Public Libraries. He expects to hear more at a Ministry technical briefing.

K. Su reported that the Management Team has decided that;

- Library services will reopen at all locations on February 7, 2022 with hours similar to last fall / winter.
- The Library will operate at reduced capacity and continue to maintain all COVID-19 safety measures including; mandatory face masks, social distancing, capacity limits, and disinfection practices.
- If the City reviews the Mandatory Mask and Face Covering policy, then the Library will follow its direction.

- Programming department is planning in-person programs and proof of vaccination will be required for attending customers.
- Library operations will gradually return to normal with full operating hours by May 2, 2022 if the government-reopening plan for March 14 is in place. Locations Central, Huq, and Merritt will return to being open 4 evenings a week Monday to Thursday and every Saturday at all locations.
- After restrictions are removed, the Library may consider Sunday openings and the Board may return to in-person Board Meetings.

K. Su and K. Smith Curtis also provided further explanations related to ventilation standards that will be met by the current HVAC project and an update on the City's garage and Church Street walkway projects with the current security situations.

5.4 Department Updates – None

6. **Consent Reports**

6.1 Correspondence

The Board received the Correspondence as of January 21, 2022.

6.2 CEO Report – K. Su

The Board received the CEO Report.

6.3 Department Reports – November & December 2021

The Board received the Department Reports – November & December 2021.

6.4 Finance Reports – K. Smith Curtis

The Board received the following:

6.4(a) 2021 Operating Budget Statement – as at December 31, 2021

This Item brought forward to Discussion Reports.

6.4(b) Endowment & Trust Statement – as at December 31, 2021

6.4(c) Short-Term Investments Statement – as at December 31, 2021

6.5 2022 Operating Budget Update – K. Smith Curtis

The Board received the 2022 Operating Budget Update.

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

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

6.7 Central Library HVAC System – K. Smith Curtis

The Board received the Central Library HVAC System report.

6.8 Quarterly Progress Update on 2021 Work Plan (4th Quarter) – K. Su

The Board received the Quarterly Progress Update on 2021 Work Plan (4th Quarter).

6.9 Annual Review of Policies P01, P02, and P03 – L. Dobson

The Board received the Annual Review of Policies P01, P02, and P03.

MOTION: 2022-04

THAT the Consent Reports be received as circulated (except for Item 6.4(a) 2021 Operating Budget Statement – as at December 31, 2021 brought forward for discussion).

MOVED BY:

L. McDonald

SECONDED BY: H. Findlay
MOTION CARRIED.

7. Discussion Reports

7.1 Library Rebranding – R. Di Marcantonio

R. Di Marcantonio reported that Cinnamon Toast’s presentation of the Library rebranding also includes a new tagline that connects the proposed logo with St. Catharines as the Garden City concept. It is “Ideas in bloom”. Discussion ensued.

MOTION: 2022-05 THAT the Board approve the logo and corresponding elements presented.

MOVED BY: V. De Luca
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

7.2 Policy (G13) Occupational Health and Safety – L. Dobson

The Board received a written report and L. Dobson outlined the proposed amendments to the policy. Discussion ensued.

MOTION: 2022-06 THAT the Board approve Policy (G13) Occupational Health and Safety.

MOVED BY: L. McDonald
SECONDED BY: H. Findlay
MOTION CARRIED.

7.3 2022 Library Work Plan – H. Findlay/K. Su

The Board received the 2022 Library Work Plan that was approved in principle in September 2021.

MOTION: 2022-07 THAT the Board approve the 2022 Library Work Plan.

MOVED BY: L. McDonald
SECONDED BY: F. Sheikh
MOTION CARRIED.

7.4 2021 Operating Budget Statement – as at December 31, 2021 – K. Smith Curtis

This Item brought forward for discussion from Item 6.4(a) in Consent Reports. H. Findlay inquired about the reduction to Library supplies expenses and if staff have incurred personal expenses during the pandemic. Discussion ensued.

MOTION: 2022-08 THAT the Board approve the 2021 Operating Budget Statement – as at December 31, 2021.

MOVED BY: S. Dimick
SECONDED BY: H. Findlay
MOTION CARRIED.

8. In-Camera Session

8.1 Motion to Move In-Camera

MOTION: 2022-09 THAT the Regular Meeting move In-Camera.
MOVED BY: Councillor L. Littleton

SECONDED BY: L. McDonald
MOTION CARRIED.

The Regular Meeting moved In-Camera at 7:24 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: 2022-10 THAT the In-Camera Agenda be adopted.
MOVED BY: L. McDonald
SECONDED BY: K. Diiorio
MOTION CARRIED.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – November 18, 2021

MOTION: 2022-11 THAT the In-Camera Minutes of November 18, 2021 be adopted.
MOVED BY: L. McDonald
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

8.4 In-Camera Consent Reports

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

MOTION: 2022-12 THAT the In-Camera Consent Reports be received as circulated.
MOVED BY: V. De Luca
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

K. Su, K. Smith Curtis, and N. Bryans left the meeting at 7:28 pm.

8.5 In-Camera Discussion Reports

8.5(a) CEO Evaluation – Committee
The Board received the CEO Evaluation.

MOTION: 2022-13 Be it resolved THAT the Board accept the 2021 CEO Evaluation as presented.
MOVED BY: K. Diiorio
SECONDED BY: F. Sheikh
MOTION CARRIED.

8.6 Return to Open Session

MOTION: 2022-14 THAT the In-Camera Session return to Open Session.
MOVED BY: S. Dimick
SECONDED BY: L. McDonald
MOTION CARRIED.

The In-Camera Session returned to Open Session at 7:36 pm.

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

MOTION: 2022-15 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: L. McDonald
SECONDED BY: K. Diiorio
MOTION CARRIED.

Councillor L. Littleton thanked H. Findlay for her work as Chair and J. Coles thanked F. Sheikh for her work as Vice-Chair.

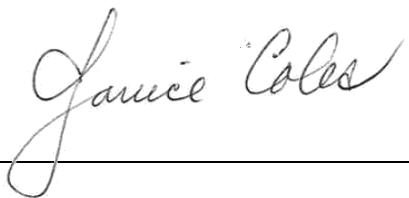
10. Motion to Adjourn

MOTION: 2022-16 THAT the Regular Meeting be adjourned.
MOVED BY: L. McDonald
SECONDED BY: S. Dimick
MOTION CARRIED.


The Regular Meeting adjourned at 7:38 pm.

11. Next Meeting / Upcoming Events

Regular Board Meeting – Thursday, February 17, 2022, at 6:00 pm, by Microsoft Teams



Chair



Secretary