

# 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, February 17, 2022

Microsoft Teams

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|-----------------|--|--|
| <u>Board:</u>   | J. Coles (Chair)<br>K. Diiorio (arrived 6:27 pm)<br>S. Dimick (Vice-Chair)<br>H. Findlay | Councillor L. Littleton<br>F. Sheikh (arrived 6:16 pm)<br>Councillor B. Williamson |
| <u>Regrets:</u> | V. De Luca   | L. McDonald  |
| <u>Staff:</u>   | N. Bryans (Recording Secretary)<br>R. Di Marcantonio<br>L. Dobson<br>H. Jones            | K. Smith Curtis<br>J. Spera<br>K. Su (Secretary)                                   |

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, February 17, 2022 on Microsoft Teams. The Chair called the Regular Meeting to order at 6:02 pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to Agenda

Add Item 5.1 CEO Update – K. Su

Add Item 7.2 Timing of Financial Reports – K. Smith Curtis

#### 1.2 Adoption of Agenda

**MOTION: 2022-17** THAT the Agenda be adopted as amended.  
**MOVED BY:** S. Dimick  
**SECONDED BY:** Councillor L. Littleton  
**MOTION CARRIED.**

### 2. Chair's Remarks and

The Chair thanked the Board for her nomination and election as Chair and for the assistance that staff have provided. She outlined some changes made to the Agenda to streamline Board Meetings by eliminating reports unrelated to the Library and always including policies in Discussion Reports.

### 3. Declarations of Interest

There were no Declarations of Interest.

#### 4. Adoption of Minutes

##### 4.1 Annual Meeting – January 27, 2022

**MOTION: 2022-18** THAT the Annual Minutes of January 27, 2022 be adopted.  
**MOVED BY:** H. Findlay  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

##### 4.2 Regular Meeting – January 27, 2022

**MOTION: 2022-19** THAT the Regular Minutes of January 27, 2022 be adopted.  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

#### 5. Monthly Updates

##### 5.1 CEO Update – K. Su

K. Su reported that the provincial government has announced further reductions to restrictions effective February 17, and a plan to lift proof of vaccination requirement by March 1, 2022.

The Library plans to return to full open hours effective May 2, 2022. The additional months will allow time for Management to re-staff due to retirements and leaves, will allow staff time for adjustment to new routines, and will allow the Library to phase in the new full open hours. He will prepare an update report for the February 28, 2022 City Council meeting to outline the impacts of the changed restrictions on the Library.

K. Su introduced Holly Jones as the newly hired Assistant Manager, Customer Service and the Board welcomed her to the Library's Management Team.

#### 6. Consent Reports

##### 6.1 Correspondence

The Board received the Correspondence as of February 11, 2022.

##### 6.2 CEO Report – K. Su

The Board received the CEO Report.

##### 6.3 Department Reports – January 2022

The Board received the Department Reports – January 2022.

##### 6.4 Finance Reports – K. Smith Curtis

The Board received the following:

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

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

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

**MOTION: 2022-20** THAT the Consent Reports be received as circulated.  
**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** H. Findlay

**MOTION CARRIED.**

**7. Discussion Reports**

7.1 Policy (G-06) Facilities Closing – K. Smith Curtis

The Board received a written report and K. Smith Curtis outlined the amendments to Policy (G-06) Facilities Closing. Discussion ensued. The Board recommended a minor amendment to the wording of one sentence, which staff noted.

**MOTION: 2022-21** THAT the Board approve the amended Policy (G-06) Facilities Closing.

**MOVED BY:** S. Dimick

**SECONDED BY:** H. Findlay

**MOTION CARRIED.**

7.2 Timing of Financial Reports – K. Smith Curtis

The Board received a written report and K. Smith Curtis outlined the proposed amendments to the timing of financial reports in 2022. Discussion ensued.

**MOTION: 2022-22** THAT the Financial Reports for March 31, 2022 be delayed and provided to the Board at the May meeting.

**MOVED BY:** Councillor L. Littleton

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

**8. In-Camera Session**

8.1 Motion to Move In-Camera

**MOTION: 2022-23** THAT the Regular Meeting move In-Camera.

**MOVED BY:** F. Sheikh

**SECONDED BY:** S. Dimick

**MOTION CARRIED.**

The Regular Meeting moved In-Camera at 6:32 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: 2022-24** THAT the In-Camera Agenda be adopted.

**MOVED BY:** K. Diiorio

**SECONDED BY:** F. Sheikh

**MOTION CARRIED.**

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – January 27, 2022

**MOTION: 2022-25** THAT the In-Camera Minutes of January 27, 2022 be adopted.

**MOVED BY:** Councillor L. Littleton

**SECONDED BY:** K. Diiorio

**MOTION CARRIED.**

8.4 In-Camera Consent Reports

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

**MOTION: 2022-26** THAT the In-Camera Consent Report be received as circulated.  
**MOVED BY:** S. Dimick  
**SECONDED BY:** F. Sheikh  
**MOTION CARRIED.**

K. Su, K. Smith Curtis, and N. Bryans left the meeting at 6:35 pm.

8.5 In-Camera Discussion Reports

8.5(a) CEO Vacation Entitlement – J. Coles  
A discussion was held on a personnel matter. The Board's recommendation;

**MOTION: 2022-27** THAT the Chair speak to the person about this matter.  
**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** H. Findlay  
**MOTION CARRIED.**

8.6 Return to Open Session

**MOTION: 2022-28** THAT the In-Camera Session return to Open Session.  
**MOVED BY:** F. Sheikh  
**SECONDED BY:** K. Diiorio  
**MOTION CARRIED.**

The In-Camera Session returned to Open Session at 7:25 pm.

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

**MOTION: 2022-29** THAT the Board adopt any Motions arising from the In-Camera Session.  
**MOVED BY:** Councillor L. Littleton  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

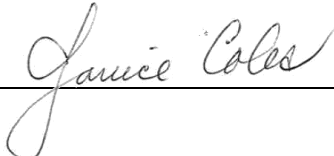
10. Motion to Adjourn


**MOTION: 2022-30** THAT the Regular Meeting be adjourned.  
**MOVED BY:** K. Diiorio  
**SECONDED BY:** F. Sheikh  
**MOTION CARRIED.**

The Regular Meeting adjourned at 7:26 pm.

11. Next Meeting / Upcoming Events

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

Chair 

  
Secretary