

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, May 19, 2022

Microsoft Teams

Board: J. Coles (Chair) Councillor L. Littleton
V. De Luca L. McDonald
S. Dimick (Vice-Chair) F. Sheikh
H. Findlay Councillor B. Williamson

Regrets: K. Diorio

Staff: J. Anderson K. Smith Curtis
D. Bott K. Su (Secretary)
N. Bryans (Recording Secretary) H. Wellock
R. Di Marcantonio E. Wilson
S. Mannella

Guests: P. Ciapanna J. Morales
L. Dobson T. Ranieri-D'Ovidio

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, May 19, 2022 on Microsoft Teams. The Chair called the Regular Meeting to order at 6:01 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda
Add Item 5.2 CEO Update – K. Su

1.2 Adoption of Agenda

MOTION: 2022-63 THAT the Agenda be adopted as amended.
MOVED BY: L. McDonald
SECONDED BY: F. Sheikh
MOTION CARRIED.

2. Chair's Remarks and Declarations of Interest

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

3. Presentations

- 3.1 KPMG LLP – Paul Ciapanna, CPA, CA, Partner/Jasmine Morales, CPA, Manager Audit Presentation of Audited Financial Statements as at December 31, 2021. Paul Ciapanna shared his screen to facilitate the presentation to the Board.

MOTION: 2022-64 THAT the Board approve the audited financial statements for the St. Catharines Public Library Board for the year ending December 31, 2021.

MOVED BY: V. De Luca

SECONDED BY: S. Dimick

MOTION CARRIED.

- 3.2 ward 99 Architects – Tina Ranieri-D’Ovidio, Principal Presentation of Central Library Renovation – Concept Design. Tina Ranieri-D’Ovidio shared her screen to illustrate the proposed design for a renovated Central Library. Discussion ensued. K. Su will forward a link to the Board members of the proposed design plans.

MOTION: 2022-65 THAT the Board receive the Central Library Renovation – Concept Design as presented by ward 99 Architects, Inc.

MOVED BY: L. McDonald

SECONDED BY: Councillor L. Littleton

MOTION CARRIED.

4. Adoption of Minutes

- 4.1 Regular Meeting – April 21, 2022

MOTION: 2022-66 THAT the Regular Minutes of April 21, 2022 be adopted.

MOVED BY: V. De Luca

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

5. Monthly Updates

- 5.1 Department Updates – R. Di Marcantonio, Manager, Programming & Promotions R. Di Marcantonio updated the Board about the Library rebranding project. She shared her screen to illustrate the new main brand for adults and additional brands for youth and children, new library card designs, proposed promotional items, and a seed box give-away item for the brand launch. She invited Board members to attend the launch at the Central Library on May 24, 2022.

- 5.2 CEO Update – K. Su

K. Su provided an update about his attendance at the 2022 Spring Canadian Urban Libraries Council (CULC) Meeting in Edmonton on May 16 & 17, 2022. In attendance were 40 CEO’s from urban libraries across the country. Highlights included:

- Leslie Weir, Librarian and Archivist of Canada presented the plans for a new building for Library and Archives Canada and their top priority goal to digitize their collection to improve access for all Canadians while preserving their collection. They will link their digital collection with municipal libraries across the country.
- Hamilton and Toronto Public Libraries are planning to work together to digitize some of their collections and asked other libraries to collaborate with them. SCPL plans to work together with that group to contribute to the joint collection.

- Discussions of Controlled Digital Lending. Vancouver Public Library is working with several Public and Academic libraries on a paper called *Controlled Digital Lending of Library Books in Canada*, which is in the peer review process for publication in the fall. The concept is for libraries to digitize items in their collection and then lend the digital copy while retaining the physical copy. CULC has investigated legal opinions for loaning digital copies of owned physical copies under Canadian Copyright Law. Several libraries are taking the lead with this project; Western University Library is using the technology for its Inter-Library Loan Service, and Hamilton Public Library have uploaded over 50,000 digitized items to Internet Archive. The main purpose of Controlled Digital Lending is for historical items.
- CBC is proposing partnerships with Canadian Public Libraries. CBC has worked with libraries to increase their community civic engagement, to promote their digital resources, attract youth and new Canadians, promote Canadian content, and to build lifelong relationships with their audience. CBC has collaborated with several libraries to organize some panel discussions, to offer live radio broadcasts, journalist in residence, workshops and exhibits. They offer an online digital collection for libraries called CBC Corner, which integrates with library websites and other devices. SCPL plans to form a partnership with CBC.
- Edmonton Public Library invited their Mayor to speak about his move to Canada, his library experiences, and his support for public libraries services. K. Su will forward a link to the Board Members to the Edmonton Public Library photos.

K. Su concluded that he found his visit inspirational and that the topics discussed validate several projects at SCPL that support our Strategic Plan and Goals.

6. Consent Reports

The Chair congratulated Library staff and Board for the successful grant applications for additional funding sources and the new Library hours now in effect.

6.1 Correspondence

None

6.2 CEO Report – K. Su

The Board received the CEO Report.

6.3 Department Reports – April 2022

The Board received the Department Reports – April 2022.

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

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

MOTION: 2022-67 THAT the Consent Reports be received as circulated.

MOVED BY: Councillor L. Littleton

SECONDED BY: H. Findlay

MOTION CARRIED.

7. Discussion Reports

7.1 Special Collections Report – K. Su/D. Bott

K. Su outlined the highlights of the Special Collections Report including the Library's plans to develop a Local History Policy. Discussion ensued. The Board members thanked staff for providing a clear and educational report; they encouraged staff to re-establish outreach connections with local historians; and they agreed that the report is a

public document that is available to any interested customers. The Board directed staff to establish a policy or procedure about posting Board package documents on the website for public access, for the June Board Meeting.

MOTION: 2022-68 THAT the Board receive the Special Collections Report.
Moved BY: B. Williamson
SECONDED BY: F. Sheikh
MOTION CARRIED.

7.2 Policy (G07) Code of Conduct – R. Di Marcantonio

The Board received a written report and R. Di Marcantonio outlined the proposed amendments to Policy (G07) Code of Conduct. Discussion ensued. The Board recommended some language changes.

MOTION: 2022-69 THAT the Board approve amended Policy (G07) Code of Conduct.
Moved BY: S. Dimick
SECONDED BY: F. Sheikh
MOTION CARRIED.

Councillor L. Littleton left the meeting at 8:00 pm.

7.3 Policy (P14) Disconnect from Work – L. Dobson/K. Su

The Board received a written report and L. Dobson outlined the recommended revisions to the draft policy received from the Board at the Board Meeting on April 21, 2022 and from the Labour Management Committee at the May 5, 2022 meeting. Discussion ensued. The Board recommended some language changes.

MOTION: 2022-70 THAT the Board approve Policy (P14) Disconnect from Work.
Moved BY: L. McDonald
SECONDED BY: S. Dimick
MOTION CARRIED.

7.4 Policy (F01) Investments – K. Smith Curtis

The Board received a written report and K. Smith Curtis outlined her recommendation to rescind the existing Policy (F01) Investment of Surplus Operating Funds and approve a new version, Policy (F01) Investments.

MOTION: 2022-71 THAT the Board rescind Policy (F01) Investment of Surplus Operating Funds and approve Policy (F01) Investments.
Moved BY: V. De Luca
SECONDED BY: L. McDonald
MOTION CARRIED.

8. In-Camera Session

8.1 In-Camera Agenda

8.1(a) Additions/Deletions to In-Camera Agenda
None

8.1(b) Adoption of In-Camera Agenda

MOTION: 2022-72 THAT the In-Camera Agenda be adopted.
MOVED BY: S. Dimick
SECONDED BY: F. Sheikh
MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2022-73 THAT the Regular Meeting move In-Camera.
MOVED BY: S. Dimick
SECONDED BY: F. Sheikh
MOTION CARRIED.

The Regular Meeting moved In-Camera at 8:16 pm.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – April 21, 2022

MOTION: 2022-74 THAT the In-Camera Minutes of April 21, 2022 be adopted.
MOVED BY: Councillor B. Williamson
SECONDED BY: S. Dimick
MOTION CARRIED.

8.4 In-Camera Consent Reports

8.4(a) Staffing (May Update) – K. Su

The Board received a written report Staffing (May Update).

MOTION: 2022-75 THAT the In-Camera Consent Report be received as circulated.
MOVED BY: L. McDonald
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

8.5 In-Camera Discussion Reports

8.5(a) Personnel Matters – L. Dobson

L. Dobson updated the Board about Personnel Matters.

8.6 Return to Open Session

MOTION: 2022-76 THAT the In-Camera Session return to Open Session.
MOVED BY: L. McDonald
SECONDED BY: F. Sheikh
MOTION CARRIED.

The In-Camera Session returned to Open Session at 8:21 pm.

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

MOTION: 2022-77 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: V. De Luca
SECONDED BY: L. McDonald
MOTION CARRIED.

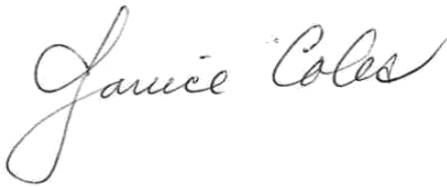
10. Motion to Adjourn

MOTION: 2022-78 THAT the Regular Meeting be adjourned.
MOVED BY: F. Sheikh
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

The Regular Meeting adjourned at 8:25 pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, June 16, 2022, at 6:00 pm, on Microsoft Teams.



Chair



Secretary