



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, October 20, 2022, 6:00 pm
Rotary/Bankers Room, Central Library & Microsoft Teams

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

Staff: D. Bott M. Haanstra
N. Bryans (Recording Secretary) H. Jones
P. derNederlanden K. Smith Curtis
L. Dobson J. Spera
K. Su (Secretary)

Presenter: T. Ranieri-D'Ovidio

The Chair called the meeting to order at 6:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda
None

1.2 Adoption of Agenda

MOTION: 2022 - 111 THAT the Agenda be adopted.
MOVED BY: L. McDonalds
SECONDED BY: K. Dilorio
MOTION CARRIED.

2. Chair's Remarks and Declarations of Interest

The Chair welcomed the Board to the Library's October meeting. She will send to Board members the CEO evaluation form to be returned to her and the CEO Evaluation Committee.

There were no declarations of interest.

3. Presentation

3.1 Central Library Renovation – Design Concept – Tina Ranieri-D'Ovidio, ward99 architects

Tina Ranieri-D'Ovidio provided a verbal overview of the Phase One Conceptual Design Report that includes Building Assessment and Design Objectives, Proposed Conceptual Design, Preliminary Ontario Building Code Review, Cost Estimation Summary, and Construction Phasing as well as Appendices that include detailed reports from consultants, conceptual design drawings and renderings. She responded to the Board's questions and comments.

The Board discussed funding options. S. Dimick will send the CEO some information about a Rural and Local Economic Development grant that may be available for SCPL's application. The Board Chair thanked the architect for the presentation.

4. Adoption of Minutes

4.1 Regular Meeting – September 15, 2022

MOTION: 2022-112 THAT the Regular Minutes of September 15, 2022 be adopted.

MOVED BY: S. Dimick

SECONDED BY: L. McDonald

MOTION CARRIED.

5. Monthly Updates

5.1 St. Catharines City Council

None

5.2 OLS Update – J. Coles

J. Coles did not attend the last OLS Board Assembly meeting but did receive the notes, which outlined that many libraries are working on building and renovation projects. Other topics from OLS include:

- Governance Hub of information on OLS website has been updated,
- Orientation resources available to Boards,
- More 'Trillium Library' template policies now available,
- Elections for Libraries and Board appointments are upcoming,
- OLA Super Conference is February 1-4, 2023 with the Boot Camp on the Saturday; the Chair recommended members keep the dates in mind.

5.3 CEO Update – K. Su

The CEO shared with Board members a link to a Twitter comment suggesting the creation of one library system in the Niagara region. To keep Board members apprised of this issue he shared his opinion that it is a reasonable suggestion to provide equal services across the region. If there is a desire for this idea from the Board for regional libraries, then he outlined 2 options for the Board to consider:

- A regional library system under one umbrella organization similar to the regional transit system with municipal support from each participating municipality, or
- A multi-system approach similar to the Kitchener-Waterloo area public libraries, which has 3 large municipalities each with their own libraries together with 4 smaller municipalities libraries grouped together as the regional system.

He shared that he has some reservations about SCPL joining the existing Libraries of Niagara Cooperative (LINC) model services, as the financial commitment may be a risk for SCPL.

On a similar topic, the CEO shared that Management is considering proposing Reciprocal Borrowing services in Niagara, which would allow residents in other municipalities to register a library card with SCPL to borrow physical but not electronic materials. He outlined that there have been some success stories with this model. He will keep the Board informed.

5.4 Department Update – Customer Service – H. Jones, M. Haanstra, & P. derNederlanden

Customer Service staff provided a verbal update of some recent SCPL initiatives for children's play and craft corner areas at each Branch location and shared some customer feedback comments. The Board thanked staff for their presentation.

6. **Consent Reports**

6.1 Correspondence (none)

6.2 CEO Report – K. Su

6.3 Department Reports – September 2022

6.3(a) Customer Service – H. Jones

6.3(b) Facilities and Health & Safety – K. Smith Curtis

6.3(c) Innovation, Collections, & Technology – D. Bott

6.3(d) Programming & Promotions – R. Di Marcantonio

6.4 Finance Reports – K. Smith Curtis

6.4(a) Operating Budget Statement – as at September 30, 2022

6.4(b) Endowment and Trust Fund Statement – as at September 30, 2022

6.4(c) Short Term Investments Statement – as at September 30, 2022

MOTION: 2022-113 THAT the Consent Reports be received as circulated.
MOVED BY: Councillor L. Littleton
SECONDED BY: V. De Luca

MOTION CARRIED.

7. Discussion Reports

7.1 Central Library Renovation – Design Concept – K. Su

The Board received the St. Catharines Public Library Central Library Branch Renovation, Conceptual Design Report as presented by ward 99 architects inc.

MOTION: 2022-114 THAT the Board approve St. Catharines Public Library Central Library Branch Renovation, Conceptual Design Report, as presented by ward99 architects inc.

MOVED BY: L. McDonald

SECONDED BY: K. Dilorio

MOTION CARRIED.

7.2 Draft 2023 Operating Budget – K. Smith Curtis

The Board received the draft 2023 Operating Budget, discussed some details, and received further explanations from K. Smith Curtis.

MOTION: 2022-115 THAT the Board approve Draft 2023 Operating Budget in principle and recommend to the next Board approval of this budget.

MOVED BY: S. Dimick

SECONDED BY: L. McDonald

MOTION CARRIED.

The Library plans to submit the Draft 2023 Operating Budget to the City on October 21, 2022, and present it at the 2023 Budget and Council Orientation session on November 16, 2022.

7.3 Policy (GOV-01) Succession Planning – J. Coles

The Board received Policy (GOV-01) with some recommended amendments. J. Coles thanked V. De Luca, Board member, K. Su, CEO, and Kristen Sullivan, Acting City Clerk, for their help and suggestions.

MOTION: 2022-116 THAT the Board approve amended Policy (GOV-01) Succession Planning.

MOVED BY: V. De Luca

SECONDED BY: Councillor L. Littleton

MOTION CARRIED.

7.4 Board Legacy Document Update – J. Coles

The Chair encouraged Board members to submit their feedback comments to her so that she can prepare a Board Legacy Document. She also contacted 2 previous Board members for their feedback. This document will provide the next Board with accomplishments, goals, and challenges for orientation to their new roles. The Chair plans to send some examples of Board legacy documents from

other libraries to Board members and she asked staff to add this topic to the next Board Agenda.

7.5 Policy (G-07) Code of Conduct – R. Di Marcantonio

The Board received Policy (G-07) with some recommended amendments. The CEO outlined SCPL's process of review to amend the policy. The library plans to post the updated Code of Conduct at all branches.

MOTION: 2022-117 THAT the Board approve amended Policy (G-07) Code of Conduct.

MOVED BY: K. Dilorio

SECONDED BY: H. Findlay

MOTION CARRIED.

7.6 Policy (P-09) Employee and Trustee Recognition – L. Dobson

The Board received Policy (P-09) with some recommended amendments, which L. Dobson outlined to the Board. The Chair recommended a minor edit.

MOTION: 2022-118 THAT the Board approve amended Policy (P-09) Employee and Trustee Recognition.

MOVED BY: F. Sheikh

SECONDED BY: S. Dimick

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: 2022-119 THAT the In-Camera Agenda be adopted.

MOVED BY: V. De Luca

SECONDED BY: K. Dilorio

MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2022-120 THAT the Regular Meeting move to In-Camera Session.

MOVED BY: H. Findlay

SECONDED BY: L. McDonald

MOTION CARRIED.

The meeting moved In-Camera at 8:11 pm.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – September 15, 2022

MOTION: 2022-121 THAT the In-Camera Minutes of September 15, 2022 be adopted.
MOVED BY: K. Dilorio
SECONDED BY: F. Sheikh
MOTION CARRIED.

8.4 In-Camera Consent Reports

8.4(a) Staffing (October Update) – L. Dobson

MOTION: 2022-122 THAT the In-Camera Consent Report be received as circulated.
MOVED BY: F. Sheikh
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

8.5 In-Camera Discussion Reports

None

8.6 Return to Open Session

MOTION: 2022-123 THAT the In-Camera Session return to Open Session.
MOVED BY: Councillor L. Littleton
SECONDED BY: F. Sheikh
MOTION CARRIED.

The Meeting returned to Open Session at 8:13 pm.

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

MOTION: 2022-124 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: K. Dilorio
SECONDED BY: F. Sheikh
MOTION CARRIED.

10. Motion to Adjourn

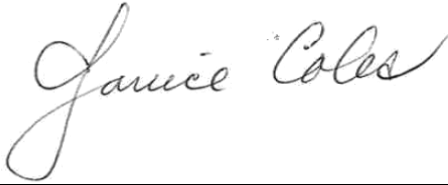
MOTION: 2022-125 THAT the Regular Meeting be adjourned.
MOVED BY: V. De Luca
SECONDED BY: N/A
MOTION CARRIED.

The Regular Meeting adjourned at 8:14 pm.

11. Next Meeting / Upcoming Events

2023 Budget and Council Orientation – Wednesday, November 16, 2022

Board Meeting – Thursday, November 17, 2022, at 6:00 pm, Mills Room, Central Library
& Microsoft Teams



Chair



Secretary