



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, February 16, 2023, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present:	J. Coles (Chair) V. De Luca K. Dilorio S. Dimick (Vice-Chair)	H. Findlay Councillor J. Lindal L. McDonald F. Sheikh
Regrets:	Councillor G. Miller	
Staff:	J. Anderson D. Bott N. Bryans (Recording Secretary) L. Dobson H. Jones M. Haanstra	D. Smith K. Smith Curtis J. Spera K. Su (Secretary) S. Walker E. Wilson

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

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

Move Item 6.4(a) 2022 Operating Budget Statement at December 31, 2022 to
Discussion Reports Item 7.4

1.2 Adoption of Agenda

MOTION: 2023 - 16
MOVED BY:
SECONDED BY:
MOTION CARRIED.

THAT the Agenda be adopted as amended.
V. De Luca
L. McDonald

2. Chair's Remarks

The Chair remarked that she received a correspondence that she forwarded to the City. She will keep the Board updated for future development.

3. Declarations of Interest

There were no declarations of interest.

4. Adoption of Minutes

4.1 Regular Meeting – January 19, 2023

MOTION: 2023-17 THAT the Regular Minutes of January 19, 2023 be adopted.
MOVED BY: S. Dimick
SECONDED BY: Councillor J. Lindal
MOTION CARRIED. Kelly & Hilary abstained

5. Monthly Updates

5.1 St. Catharines City Council No report

5.2 OLS Update – J. Coles Board orientation session planned for Saturday April 22, 2023 at the Meridian Community Centre in Fonthill.

5.3 CEO Update – K. Su The CEO updated the Board about the following:

- Board applications closed February 10 –48 applications received and forwarded to the 2 Councillors on the Library Board. Any Board members who are not seeking reinstatement may contact the Library Councillors to participate on the nominating panel. The City Clerks office deadline for panel's recommendations to Council is March 9, 2023.
- Mayor 1st Inaugural Address scheduled for March 9, 2023, 11:00 am to 2:00 pm. Board members to let Ken know if they wish to attend.
- Port Plus announced in The Standard and on social media today, positive comments received, Pilot program launch anticipated for April 3, 2023.

5.4 Department Update – OLA Presenters: Marcella Haanstra & Diana Smith from Customer Service, Sam Walker from Programming & Promotions, and Jake Anderson & Erica Wilson from Innovation, Collections & Technology

Staff presented to the Board their attendance at the OLA Super Conference from both the online and in-person perspectives. They enjoyed the experience and found it beneficial. SCPL also presented a Session about the Onboarding process, which was well received.

6. Consent Reports

- 6.1 Correspondence
- 6.2 CEO Report – K. Su
- 6.3 Department Reports – January 2023
 - 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) 2022 Operating Budget Statement at December 31, 2022
 - 6.4(b) Endowment & Trust Statement at December 31, 2022
 - 6.4(c) Short-Term Investments Statement at December 31, 2022

MOTION: 2023-18 THAT the Consent Reports be received as circulated (except for Item 6.4(a) 2022 Operating Budget Statement at December 31, 2022, pulled for Discussion.)

MOVED BY: L. McDonald

SECONDED BY: H. Findlay

MOTION CARRIED.

7. Discussion Reports

- 7.1 Policy (P-17) Volunteer – L. Dobson
The Board received the proposed Policy (P-17) Volunteer. The Board inquired about police checks for volunteers. Currently, Staff are not checked but that may be changed. The Board outlined several revisions and asked to table the policy for review again at the March Board meeting.
- 7.2 Completion of Auditor's Form – J. Coles
The Board reviewed the Auditor's Form. K. Smith Curtis outlined the management system of internal controls to minimize the risk of fraud that she reports to the Auditors. The Board discussed and agreed to the responses to the Auditors.

MOTION: 2023-19 THAT the Board submit the agreed upon responses to the Auditors.

MOVED BY: K. Diiorio

SECONDED BY: Councillor J. Lindal

MOTION CARRIED.

- 7.3 2019-2022 Board Legacy Document – J. Coles
The Board received the 2019-2022 Board Legacy Document and were pleased to have this content and perspective prepared for the next in-coming Board.

MOTION: 2023-20 THAT the Board approve the 2019-2022 Board Legacy Document.

MOVED BY: V. De Luca

SECONDED BY: F. Sheikh

MOTION CARRIED.

7.4 2022 Operating Budget Statement at December 31, 2022

V. De Luca inquired about under spent budget. K. Smith Curtis responded that any under spent budget would be transferred to the Reserves accounts.

MOTION: 2023-21 THAT the Board receive the 2022 Operating Budget Statement at December 31, 2022.

MOVED BY: V. De Luca

SECONDED BY: K. Diiorio

MOTION CARRIED.

8. In-Camera Session

8.1 In-Camera Agenda

8.1(a) Additions/Deletions to In-Camera Agenda

Move Item 8.4(a) Staffing (February Update) from Consent Reports to Discussion Reports, Item 8.5(a).

Move Item 8.5(a) CEO Contract to Item 8.5(b).

Add Item 8.5(c) Nominating Panel for New Board – J. Coles.

8.1(b) Adoption of In-Camera Agenda

MOTION: 2023-22 THAT the In-Camera Agenda be adopted as amended.

MOVED BY: K. Diiorio

SECONDED BY: S. Dimick

MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2023-23 THAT the Regular Meeting move to In-Camera Session.

MOVED BY: S. Dimick

SECONDED BY: H. Findlay

MOTION CARRIED.

The meeting moved to In-Camera Session at 7:16 pm.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – January 19, 2023

MOTION: 2023-24 THAT the In-Camera Minutes of January 19, 2023 be adopted.

MOVED BY: V. De Luca

SECONDED BY: L. McDonald

MOTION CARRIED. Kelly & Hilary abstained

8.4 In-Camera Consent Reports

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

The Board moved the Staffing (February Update) report from Consent Reports to Discussion Reports, Item 8.5(a).

8.5 In-Camera Discussion Reports

8.5(a) Staffing (February Update)

The Board discussed the Staffing (February Update) report and staff verbally added staffing information.

MOTION: 2023-25 THAT the Board receive the Staffing (February Update) report as amended.

MOVED BY: H. Findlay

SECONDED BY: F. Sheikh

MOTION CARRIED.

K. Su, K. Smith Curtis, L. Dobson, and N. Bryans left the meeting at 7:21 pm.

8.5(b) CEO Contract – J. Coles

The Board discussed the CEO Contract.

MOTION: 2023-26 THAT the Board agrees to enter into negotiations with the CEO.

MOVED BY: L. McDonald

SECONDED BY: V. De Luca

MOTION CARRIED.

8.5(c) Nominating Panel for New Board – J. Coles

The Board discussed selecting out-going Board members to the Nominating Panel for the new Board.

MOTION: 2023-27 THAT the Board appoint V. De Luca, H. Findlay, and F. Sheikh to the Nominating Panel for the new Board.

MOVED BY: S. Dimick

SECONDED BY: K. Diiorio

MOTION CARRIED.

8.6 Return to Open Session

MOTION: 2023-28 THAT the In-Camera Session return to Open Session.

MOVED BY: H. Findlay

SECONDED BY: S. Dimick

MOTION CARRIED.

The Meeting returned to Open Session at 7:39 pm.

K. Su and N. Bryans returned to the meeting at 7:39 pm.

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

MOTION: 2023-29 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: Councillor J. Lindal
SECONDED BY: V. De Luca
MOTION CARRIED.

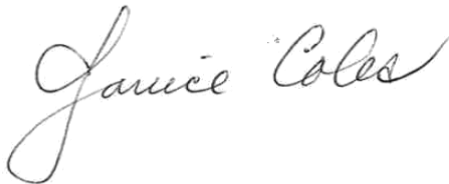
10. Motion to Adjourn

MOTION: 2023-30 THAT the Regular Meeting be adjourned.
MOVED BY: F. Sheikh
SECONDED BY: N/A
MOTION CARRIED.

The Regular Meeting adjourned at 7:41 pm.

11. Next Meeting / Upcoming Events

Regular Board Meeting – Thursday, March 16, 2023, at 6:00 pm, Mills Room, Central Library & Microsoft Teams



Chair



Secretary