



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, January 18, 2023, (following the Annual Meeting)
Mills Room, Central Library & Microsoft Teams

Present: M. Brousseau S. Dimick (Vice-Chair)
P. Clausi L. Littleton
J. Coles (Chair) Councillor G. Miller
K. Diiorio (left at 9:10 pm) G. Riihimaki

Regrets: Councillor J. Lindal

Staff: D. Bott (left at 7:44 pm) L. Jenter (Recording Secretary) (left at 7:49 pm)
L. DiDonato (left at 7:49 pm) H. Jones (left at 7:39 pm)
L. Dobson (left at 8:55 pm) J. Spera (left at 7:39 pm)
M. Haanstra (left at 7:39 pm) K. Su (Secretary) (left at 7:49 pm)

Chair calls Regular Meeting to order at 6:05 pm

Sarah Dimick reads the following SCPL Land Acknowledgment:

The land on which the Board meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

Add Item 5.4 Update on Library App – D. Bott
Move Item 5.4 Department Update to 5.5.
Move Item 8.4b Personnel Matter to 8.5c – J. Coles
Move Item 8.5c Personnel Matter to 8.5d.

1.2 Adoption of Agenda

MOTION: 2024-02 THAT the Agenda be adopted as amended.
MOVED BY: L. Littleton
SECONDED BY: M. Brousseau

MOTION CARRIED.

2. Chair's Remarks & Declarations of Interest

Chair welcomed Lauren Jenter as new Recording Secretary. There were no Declarations of Interest.

3. Presentations

3.1 Schoolhouse Products

Sylvia Myers, from Schoolhouse Products, and Jolie Conahan and Megan Fink, from Open the Book, presented the proposed furniture redesign for the Merritt and Port branches. Recommended furniture designs included lower shelving units for improved sightlines, dedicated furniture for children's section, and mobile shelving units for programming flexibility. Discussion ensued regarding the designs.

MOTION: 2024-05 THAT the Schoolhouse Products Presentation be received.
MOVED BY: G. Riihimaki
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

4. Adoption of Minutes (attachment)

4.1 Regular Meeting – November 16, 2023

MOTION: 2024-03 THAT the Regular Minutes of November 16, 2023 be
adopted.
MOVED BY: G. Riihimaki
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

4.2 Special Board Meeting – January 9, 2024

MOTION: 2024-04 THAT the Special Board Minutes of January 9, 2024 be
adopted.
MOVED BY: M. Brousseau
SECONDED BY: P. Clausi
MOTION CARRIED.

5. Monthly Updates (verbal)

5.1 St. Catharines City Council

Councillor G. Miller reported Mayor's budget has been presented and will be discussed next week.

5.2 OLS Update – J. Coles

Chair recommended Board members explore board resources available through OLS.

5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- Niagara Library Boards Meeting – K. Su provided update on Niagara Library Boards Meeting virtual meeting hosted by Niagara Falls Public Library. The Boards from Niagara Falls, St. Catharines, Welland, Grimsby, West Lincoln signed the letter discussed in the Special Board Meeting.
- Strategic Plan RFP – RFP will be posted to update current Strategic Plan ending December 2024.
- Civic Square Redesign - Managers will meet with design team from the City to discuss Civic Square redesign of James Street. Updates to follow.
- State of the City – Event will be held on February 27, 2024. Board members welcome to attend.

5.4 Update on Library App – D. Bott

D. Bott updated the Board about the disruption to the MySCPL.ca app. Replacement vendor app may be available later in 2024. Library website is mobile-responsive to serve as temporary app replacement.

5.5 Department Update – H. Jones

H. Jones presented programming plans for March Break 2024 highlighting goals to increase customer participation, feedback, and cross promotion of the Library collection. Outlined new procedural and communication plan for maintaining a safe experience for participants and program partners.

6. **Consent Agenda**

6.1 Correspondence

6.1(a) SCPL Quarterly Newsletters

6.2 CEO Report – K. Su

6.3 Department Reports – November & December 2023

6.3(a) Customer Service – J. Spera & M. Haanstra

6.3(b) Facilities and Health & Safety – L. DiDonato

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

6.3(d) Programming & Promotions – H. Jones

6.4 Financial Reports – L. DiDonato

6.4(a) 2023 Financial Results & Forecast at December 31, 2023

6.4(b) Endowment & Trust Statement at December 31, 2023

6.4(c) Short-Term Investments Statement at December 31, 2023

6.5 Quarterly Progress Update on 2023 Work Plan (4th Quarter) – K. Su

MOTION: 2024-06

THAT the Consent Reports be received as circulated.

MOVED BY:

L. Littleton

SECONDED BY:

S. Dimick

MOTION CARRIED.

7. Discussion Reports

7.1 Library Health and Safety – L. DiDonato and K. Su

The Board received verbal report that included a synopsis of internal incident reporting since policies, procedures and online reporting was introduced in September 2023. The verbal report also updated the Board on a Library staff meeting with Mayor Siscoe in December 2023 and recommendations that will be presented to the Mayor in a follow-up meeting scheduled in January 2024. The Board will be provided a further update at the February Board Meeting.

7.2 Policy & Program (P-01) Workplace Violence – L. Dobson

The Board received a Policy & Program (P-01) Workplace Violence with no recommended amendments. M. Brousseau requested amendments to the reporting form.

MOTION: 2024-07 THAT the Board approve Policy & Program (P-01) Workplace Violence as amended.

MOVED BY: P. Clausi

SECONDED BY: S. Dimick

MOTION CARRIED.

7.3 Policy & Program (P-02) Workplace Harassment – L. Dobson

The Board received Policy & Program (P-02) Workplace Harassment with no recommended amendments. M. Brousseau requested amendments to reporting form.

MOTION: 2024-08 THAT the Board approve Policy & Program (P-02) Workplace Harassment as amended.

MOVED BY: G. Riihimaki

SECONDED BY: L. Littleton

MOTION CARRIED.

7.4 Policy & Program (P-03) Sexual Harassment – L. Dobson

The Board received Policy & Program (P-03) Sexual Harassment with no recommended amendments.

MOTION: 2024-09 THAT the Board approve Policy & Program (P-03) Sexual Harassment.

MOVED BY: Councillor G. Miller

SECONDED BY: S. Dimick

MOTION CARRIED.

7.5 Policy (G-13) Occupational Health and Safety – L. Dobson

The Board received Policy (G-13) Occupational Health and Safety with no recommended amendments.

MOTION: 2024-10 THAT the Board approve Policy (G-13) Occupational Health and Safety without amendments.
MOVED BY: L. Littleton
SECONDED BY: M. Brousseau
MOTION CARRIED.

7.6 Policy (G-15) Procurement Policy – L. DiDonato

The Board received Policy (G-15) Procurement Policy with recommended amendments to maintain alignment with city bylaw and clarity. J. Coles recommended use of term CAO and update to City of St. Catharines policy link.

MOTION: 2024-11 THAT the Board approve Policy (G-15) Procurement as amended.
MOVED BY: K. Diiorio
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

7.7 Policy (G-20) Video Surveillance – D. Bott

The Board received Policy (G-20) Video Surveillance with recommended amendments. M. Brousseau recommended amendments to the scope of authorized uses for surveillance footage. P. Clausi questioned the scope of the policy in terms of use by law enforcement. Board suggested removal of reference to law enforcement. Policy deferred to next meeting.

8. In-Camera Session

M. Haanstra, H. Jones, and J. Spera left the meeting at 7:39 pm

8.1 In-Camera Agenda

8.1 (a) Additions/Deletions to In-Camera Agenda
Move Item 8.4b Personnel Matter to 8.5c – J. Coles

8.1 (b) Adoption of In-Camera Agenda

MOTION: 2024-12 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: G. Riihimaki
SECONDED BY: K. Diiorio
MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2024-13 THAT the Regular Meeting move to In-Camera Session.

MOVED BY: S. Dimick
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

The meeting moved to In-Camera Session at 7:40 pm

Chair called for a break 7:40 pm. In-Camera Session resumed at 7:44 pm.

D. Bott left the In-Camera Session at 7:44pm

L. DiDonato, L. Jenter and K. Su left the In-Camera Session at 7:49 pm.

L. Dobson left the meeting 8:55 pm.

K. Diiorio left meeting at 9:10 pm.

8.6 Return to Open Session

MOTION: 2024-19 THAT the In-Camera Session return to Open Session
MOVED BY: P. Clausi
SECONDED BY: G. Riihimaki
MOTION CARRIED.

The Meeting returned to Open Session at 9:21 pm

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

MOTION: 2024-20 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: L. Littleton
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

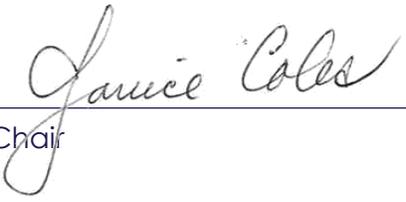
10. **Motion to Adjourn**

MOTION: 2024-21 THAT the Regular Meeting be adjourned.
MOVED BY: M. Brousseau
SECONDED BY: N/A
MOTION CARRIED.

Meeting adjourned at 9:21 pm

11. **Next Meeting / Upcoming Events**

- Board Meeting – Thursday, February 15, 2024 at 6:00 pm, Mills Room, Central Library & Microsoft Teams



Chair



Secretary