

# ST. CATHARINES PUBLIC LIBRARY BOARD

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*The St. Catharines Public Library Board is committed to providing all the citizens of St. Catharines with the highest level of library services, materials and facilities within the resources available to meet their informational, educational and recreational needs.*

## REGULAR MEETING

March 18, 2010

Board Room

Present:       A. Carruthers                               Councillor B. Phillips  
                  A. Cook                                       S. Reilly  
                  L. McDonald (Chair)                       A. Rosts  
                  A. McEwen

Staff:           D. Bott   P. Johnson (Recording Secretary)  
                  J. Foster   L. Stripnieks (Secretary)

Regrets:       M. Sendzik  
                  Councillor B. Williamson

The Regular Meeting of the St. Catharines Public Library Board was held on March 18, 2010 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

### 1. Adoption of the Agenda

#### 1.1 Additions/Deletions

6.4 Draft Official Plan – L. Stripnieks

#### 1.2 Adoption of the Agenda

**MOTION:**                        **THAT** the Library Board adopt the agenda as amended.  
**10-21**

**MOVED BY:**                    A. Carruthers

**SECONDED BY:**               A. Rosts

**MOTION CARRIED.**

2. **Minutes**

2.1 Regular Meeting, February 18, 2010

**MOTION:** THAT the minutes of the Regular Meeting of February 18, 2010 be approved as amended, a copy having been received by each trustee.

**MOVED BY:** Councillor Phillips

**SECONDED BY:** A. McEwen

**MOTION CARRIED.**

**Business Arising**

3.1 Aquatic Centre/Grantham Branch Progress Report – L. Stripnieks

The Board received a written progress report. On February 19th staff sent an email to Councillor Phillips outlining the reduction in the size of the library from September 17, 2009 to December 15, 2009 by about 400 sq. ft and the response from the architect. Councillor Phillips emailed the architect requesting clarification as to why the library had decreased in size. On February 19, 2010 the architect presented 2 proposals that would add space back to the library. Staff selected one of the options but informed the architect they had no authority to approve additional costs. On February 26, 2010 Councillor Phillips attended the final review of the drawings which incorporated the extension to the Library. The extension was to be part of the tender document. The cost was estimated to be \$30-\$40K and within the project budget. The tender went out on March 8th, closes on April 8th, with a report to Council on April 12, 2010.

3.2 Museum Request to Digitize the Standard – L. Stripnieks

The St. Catharines Museum wished to borrow all the microfilms from 1940 to 1960 of the St. Catharines *Standard* in order to digitize them. Staff informed the Museum that copyright might apply. Library staff called the *Standard* and were informed that the legal copyright ownership content of the microfilm belonged to SunMedia. The Library was asked not to loan the microfilm. The Museum was informed and advised that the *Standard* would be contacting them to discuss the request.

4. **Correspondence**

The Board received correspondence as at March 11, 2010. A. Rosts requested background information on items 2 and 5 with respect to the bankruptcy of Divine Solutions Inc. Background information was provided by L. Stripnieks and J. Foster.

5. **Reports**

5.1 Chair's Report – L. McDonald

The Chair stated that he attended the 2010 OLA Super Conference held February 24th – 27th and gave an overview of the sessions attended. S. Reilly and A. Carruthers also attended the OLA Conference. S. Reilly submitted a written conference report to L. Stripnieks which was emailed to Board Members.

5.2 Chief Executive Officer's Report - L. Stripnieks

The CEO reported that resolving the library space issue had been a priority this month. As part of the 2009 audit, a meeting was held with the auditors to determine how they wished the Library to report tangible assets (equipment and collections) from 2009 forwards. They reviewed the tables prepared for the City and provided direction to staff. In March, Debt Collect software continued to be tested and refined. L.Stripnieks also reported that the 2010 Operating Budget had been approved.

5.3 Health and Safety Report – J. Foster

J. Foster reported that inspections took place at Grantham, Merritt, Port and Central 2nd and 3rd Floors. Minor deficiencies were noted and corrected. The next inspections will take place May 3rd and will include all library locations. J. Foster also stated that the Joint Health and Safety Committee will meet on June 3rd.

5.4 Branch Reports

The Board received the written Branch reports for February 2010.

5.5 Facilities – J. Foster

J. Foster reported that he received a subpoena to testify in court on April 22nd with respect to the theft of the Library van which occurred February 12th. Two individuals have been charged in the incident.

5.6 Finance

a) Schedule of Accounts – Report 2

Conflicts declared by S. Reilly and A. Carruthers.

**MOTION:**                      THAT the second report recommending payment of accounts  
**10-23**                              and salaries in the amount of FOUR HUNDRED ONE  
   THOUSAND, EIGHT HUNDRED SIXTY DOLLARS AND  
   NINETY-FIVE CENTS (\$401,860.95) be received and  
   approved.

**MOVED BY:**                  A. Rosts

**SECONDED BY:**             A. Cook

**MOTION CARRIED.**

b) Statement of Operating Accounts - as at February 28, 2010

With 17% of the year elapsed, the statement shows: revenue received – \$879,759; expenditures - \$731,462.

c) Endowment and Trust Fund Statement - as at February 28, 2010

The statement shows a balance of \$699,294 made up as follows: opening balance - \$698,850; donations - \$290; interest income - \$154. YTD encumbered - \$234,129; YTD unencumbered - \$465,165.

- d) Report on Short-Term Investments - as at February 28, 2010  
The report shows a balance of \$902,801 made up as follows: \$434,200 due June 21, 2015 invested with Ontario Savings Bonds; \$253,059 due March 18, 2010 invested with a TD Bank GIC; and \$215,542 due March 18, 2010 invested with a TD Bank GIC.
- e) Report on Reserve Accounts - as at February 28, 2010  
The report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor Phillips stated that the City's Budget was approved at a 1.5% increase. He also stated that the Library's Budget was approved as presented.

6. New Business

- 6.1 Sunsetting the VHS Collection – L. Stripnieks/A. McKenzie  
The Board received a written report on sunsetting the VHS collection. VHS circulation had declined over the past 3 years but since the material continued to circulate there was no plan to withdraw the remaining items from the collection.
- 6.2 Digital Media Collection Update - L. Stripnieks/J. Dunn  
The Board received a written update on the Digital Media Collection. A soft launch is expected the end of March with the formal launch mid-April. The opening collection will consist of approximately 110 titles. The library has purchased 6 Sony E-readers for training purposes. Public staff will be trained the first week of April. Once the collection is launched, staff will run training sessions for the public in the Computer Lab and will also provide 'one on one' support as needed. There will be a 'dedicated' download station in each Branch and on the 1st and 2nd floors of the Central Library. S. Reilly requested training sessions for Board Members. L. Stripnieks stated that training sessions could be held at 6:30 p.m. prior to the regularly scheduled Board Meetings on April 15 and May 20.
- 6.3 Twitter/Facebook – L. Stripnieks/D. Bott  
The Board received a written report on Twitter and Facebook. Libraries are incorporating Twitter and Facebook to post news about programs, special events, holiday hours, exhibits, new book arrivals; for reference service; to obtain feedback from clients; to provide a strong online library presence; and to build their virtual branch. We expect to launch this feature in April.
- 6.4 Draft Official Plan – L. Stripnieks  
L. Stripnieks stated that she is a member of the City of St. Catharines Culture Committee - Planning Sub-Committee. Committee members had prepared a number of briefing documents for the Planning department for consideration in the development of the Official Plan (OP). The Draft Official Plan was published in January 2010. Committee members were asked to review the OP and forward their comments to R. Cann, Cultural Supervisor City of St. Catharines who would direct them to the Planning Department. L. Stripnieks noted that the draft Official Plan did not mention the Library. A memo noting this deficiency and suggestions on how the Library might be incorporated was prepared by staff. The Board reviewed the memo and approved that it be sent.

- 6.5 Business for Next Meeting  
No business for next meeting.
- 6.6 Informational Materials  
Informational materials were included in the Board package.

**In Camera Business**

- 7.1 **Motion to Move In Camera**  
**MOTION:** THAT the meeting move In Camera.  
**10-24**
- MOVED BY:** A. Cook  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

The meeting moved In Camera at 8:30 p.m.

- 7.2 **Adoption of In Camera Agenda**
- 7.2(a) Additions/Deletions to the Agenda  
None.
- 7.2(b) Adoption of In Camera Agenda  
**MOTION:** THAT the Library Board adopt the In Camera agenda.  
**10-25**
- MOVED BY:** Councillor Phillips  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**
- 7.3 **Business Arising**  
No business arising.
- 7.4 **New Business**
- 7.4(a) Request for Reinstatement – L. Stripnieks/J. Foster  
The Board received a written report on the request for reinstatement from a patron who was issued a Trespass Notice August 31, 2009. Discussion ensued.
- MOTION:** THAT the Library Board approve that the request for  
**10-26** Reinstatement be denied, and that the Trespass Notice remain in effect for a minimum of one year (until August 31, 2010) at which time the patron could apply in writing to the Board, and that all outstanding fines be paid before reinstatement is considered.
- MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor Phillips  
**MOTION CARRIED.**

- 7.4(b) Personnel Update – L. Stripnieks  
The Board received a written personnel update.

7.5 **Return to Open Session**

**MOTION:** THAT the meeting return to Open Session.  
**10-27**

**MOVED BY:** A. Carruthers

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

The meeting returned to Open Session at 8:45 p.m.

8. **Business Arising From In Camera Meeting**  
No business arising from In Camera Meeting.

9. **Date and Time of Next Meeting**  
Thursday, April 15, 2010 at 7:00 p.m.

10. **Motion to Adjourn**

**MOTION:**

**10-28**

**MOVED BY:** A. Rosts

**SECONDED BY:** Councillor Phillips

**MOTION CARRIED.**

The meeting adjourned at 8:47 p.m.