ITEM 2.1 REGULAR MEETING MAY 20, 2010

# **ST. CATHARINES PUBLIC LIBRARY BOARD** 54 Church Street, St. Catharines, ON L2R 7K2 Tel.: (905) 688-6103 ~ Fax: (905) 688-6292

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**

April 15, 2010 Board Room

| Present:       | A. Cook<br>L. McDonald (Chair)<br>A. McEwen | Councillor B. Phillips<br>A. Rosts<br>Councillor B. Williamson |
|----------------|---|--|
| <u>Staff</u> : | D. Bott<br>J. Foster                        | P. Johnson (Recording Secretary)<br>L. Stripnieks (Secretary)  |
| Regrets:       | A. Carruthers<br>S. Reilly                  | M. Sendzik   |

The Regular Meeting of the St. Catharines Public Library Board was held on April 15, 2010 at the Central Library. The Chair called the meeting to order at 7:05 p.m.

Auditors' Report - Crawford, Smith and Swallow

The Board received a written report on the annual audit of the Library. Mark Palumbi of Crawford Smith & Swallow presented the Board's audited financial statements as at December 31, 2009 and responded to questions as they arose.

### 1. Adoption of the Agenda

- 1.1 Additions/Deletions
- 1.2 Adoption of the Agenda MOTION: 10-29

THAT the Library Board adopt the agenda.

MOVED BY:A. RostsSECONDED BY:A. CookMOTION CARRIED.

#### 2. Minutes

2.1 Regular Meeting, March 18, 2010

MOTION:THAT the minutes of the Regular Meeting of March 18,10-302010 be approved, a copy having been received by each<br/>trustee.

| <b>MOVED BY:</b>       | A. McEwen           |
|------------------------|---------------------|
| <b>SECONDED BY:</b>    | Councillor Phillips |
| <b>MOTION CARRIED.</b> |                     |

#### 3. **Business Arising**

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

L. Stripnieks stated Library staff had reviewed the second set of amendments to the Tender on March 28 and provided comments to S. Shurr re: errors or omissions. Staff reviewed the third set of amendments to the Tender on April 5 with D. Birchnall who was co-ordinating the response. Councillor Phillips said that the tender will open Thursday, April 22nd at 2:00 p.m.

#### 4. Correspondence

The Board received correspondence as at April 8, 2010.

#### 5. Reports

5.1 Chair's Report - L. McDonald

The Chair reported that he met with the Chief Executive Officer to discuss agenda item 6.2 with respect to the *Displaying and Distributing Information for the Public Policy*. He also met with the auditor from Crawford, Smith & Swallow, prior to the Board meeting.

#### 5.2 Chief Executive Officer's Report - L. Stripnieks

L. Stripnieks provided a verbal report on the highlights of the month. L. Stripnieks is a member of the Aquatics-Library Public Art Selection Team. The team met on March 22nd and reviewed 17 submissions - 3 submissions were short listed, 1 of which is from a local artist. Those short listed have been asked to provide a more detailed design proposal which will be reviewed by the Engineering Department. Thereafter, the Team will meet and provide a report to the Aquatics/Library Project Team and to Council.

L. Stripnieks is a member of the Integrated Community Sustainability Technical Advisory Committee. The task of the committee is to prepare an Integrated Community Sustainability Plan (ICSP). Meetings have been scheduled weekly. L. Stripnieks attended meetings on March 17, 24, 31, April 7 & 14. Integrated Community Sustainability Plans act as over-arching planning documents which provide strategic direction for municipalities with respect to four pillars of sustainability - social, economic, environmental and cultural. The City of St. Catharines Official Plan (OP) is the long term planning document and the ICSP which is being developed would be a shorter document meant to support the OP.

Currently the Technical Advisory Committee (TAC) has been tasked with creating definitions of sustainability for the four pillars. A survey is being created to obtain community input and 4 focus groups sessions have been held. The Draft ICSP should be available by September for presentation to Council.

L. Stripnieks reported that an anthology of short stories and poems has been created by the Teen Writer's Club and will be published shortly. The launch of this publication <u>From the Backroom</u> will be on Thursday May 27. This was the Library's 125 year commemorative project.

L. Stripnieks, J. Foster and S. Smith met with Ball Harrison in March to discuss the benefits plan. On April 9, L. Stripnieks attended the bi-annual meeting of the Chief Executives of Large Public Libraries and on April 23 a meeting of the Federation of Ontario Public Libraries. The Federation is conducting a Library User Survey. The last survey conducted was 5 years ago.

5.3 <u>Health and Safety Report</u> – J. Foster

J. Foster reported that facilities inspections took place at Grantham, Merritt and Central 1st Floor. The few minor deficiencies indicated were corrected.

5.4 Branch Reports

The Board received the written Branch reports for March 2010.

#### 5.5 <u>Facilities</u> – J. Foster

J. Foster reported that E.S. Fox has replaced the sump pump at a cost of \$27,477. He also reported that there was a flood in the basement due to corroded pipes in the Boys & Girls washroom in the Children's Department. The pipes and 2 toilets were replaced at a cost of approximately \$1,500-\$2,000. The new toilets that were installed are fully accessible.

- 5.6 <u>Finance</u>
- a) <u>Schedule of Accounts Report 3</u>

MOTION:THAT the third report recommending payment of accounts10-31and salaries in the amount of FOUR HUNDRED EIGHT<br/>THOUSAND, SIX HUNDRED SEVENTY-ONE DOLLARS<br/>AND EIGHTY-ONE CENTS (\$408,671.81) be received and<br/>approved.

MOVED BY:Councillor PhillipsSECONDED BY:A. McEwenMOTION CARRIED.X

b) <u>Statement of Operating Accounts</u> - as at March 31, 2010
 With 25% of the year elapsed, the statement shows: revenue received – \$1,246,924; expenditures - \$1,131,249.

- Endowment and Trust Fund Statement as at March 31, 2010 c) The statement shows a balance of \$699,415 made up as follows: opening balance -\$698,850; donations - \$410; interest income - \$155: current assets - \$699,415. YTD encumbered - \$234,129; YTD unencumbered - \$465,286.
- d) Report on Short-Term Investments - as at March 31, 2010 The report shows a balance of \$903,000 made up as follows: \$434,200 due June 21, 2015 invested with Ontario Savings Bonds: \$253,167due April 19, 2010 invested with a TD Bank GIC; and \$215,633 due April 19, 2010 invested with a TD Bank GIC.
- e) Report on Reserve Accounts - as at March 31, 2010 The report shows a balance of \$7,395 in the Visual Materials Insurance account.
- 5.7 St. Catharines City Council

Councillor Phillips reported that the City has received \$36 million in federal and provincial funding toward the \$54 million arts centre and Brock University has received \$26.2 million toward its \$46 million School of Fine and Performing Arts. The arts centre and school will be re-located into a renovated and expanded Canada Hair Cloth Building.

#### **New Business** 6.

- March Break Programs A. McKenzie 6.1 The Board received a written report on March Break Programs.
- 6.2 Displaying and Distributing Information for the Public – Policy – L. Stripnieks The Board received a written report with a recommendation with respect to displaying and distributing information for the public. This policy would replace the Guidelines for Posting on Library Notice Boards.

#### 6.3 Public Use of Display Venues - Policy - L.Stripnieks

The Board received a written report with a recommendation on the public use of display venues. Item 6.2 and 6.3 were reviewed together. Discussion ensued. A. McEwen suggested that "faith-based materials whose primary purpose and/or editorial policy is promoting faith" and that "material that advocates a particular philosophic position" be revised to read "material that advocates in relation to faith or religion". Staff were directed to review these policies with the City Solicitor and to report back to the Board.

6.4 Operational Policy

Operational Policy was also incorporated into the motion as its amendments were a direct result of the 2 new policies created as above.

| MOTION:<br>10-32 | THAT the Library Board approve all policies as amended, subject to the approval of the City Solicitor. |
|------------------|--|
| MOVED BY:        | Councillor Williamson  |
| SECONDED BY:     | Councillor Phillips  |

**SECONDED BY: MOTION CARRIED.** 

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

#### 7. In Camera Business

7.1 <u>Motion to Move In Camera</u> MOTION: THAT the meeting move In Camera. 10-33

MOVED BY:A. CookSECONDED BY:Councillor WilliamsonMOTION CARRIED.

The meeting moved In Camera at 8:35 p.m.

## 7.2 Adoption of In Camera Agenda

- 7.2(a) <u>Additions/Deletions to the Agenda</u> None.
- 7.2(b) Adoption of In Camera Agenda

MOTION: THAT the Library Board adopt the In Camera agenda. 10-34

MOVED BY:Councillor PhillipsSECONDED BY:A. RostsMOTION CARRIED.

- 7.3 Business Arising
  - 7.4(a) <u>Correspondence</u> L. Stripnieks The Board received In Camera Correspondence as at April 8, 2010.
- 7.4 **New Business** No new business.
- 7.5 <u>Return to Open Session</u> MOTION: THAT the meeting return to Open Session.
  10-35

MOVED BY:Councillor PhillipsSECONDED BY:A. RostsMOTION CARRIED.

The meeting returned to Open Session at 8:43 p.m.

- 8. <u>Business Arising From In Camera Meeting</u> No business arising from the In Camera meeting.
- 9. <u>Motion to Adjourn</u> MOTION: 10-36

MOVED BY:A. CookSECONDED BY:A. RostsMOTION CARRIED.

The meeting adjourned at 8:45 p.m.

10. Date and Time of Next Meeting May 20, 2010, 7:00 p.m.