

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 MINUTES

April 21, 2011 – 6:30 p.m.
Board Room

Present: A. Carruthers S. Reilly
A. McEwan (Vice-Chair) A. Rosts
Councillor B. Phillips Councillor B. Williamson

Regrets: A. Cook M. Sendzik
L. McDonald (Chair)

Staff: J. Foster L. Stripnieks (Secretary)
A. McKenzie (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on April 21, 2011 at the Central Library. A. McEwen, the Vice-Chair called the meeting to order at 6:30 p.m..

1. Adoption of the Agenda

1.1 Additions/Deletions

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda, and that the Board deal with the In-camera Business first.
2011-23

MOVED BY: Councillor B. Phillips
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

7. In-camera Business

7.1 Motion to Move In-Camera

MOTION: THAT the meeting move In-camera.
2011-24

MOVED BY: Councillor B. Phillips
SECONDED BY: A. Carruthers
MOTION CARRIED.

7.2 **Adoption of the In-Camera Agenda**

7.2 (a) Additions/Deletions to the Agenda.

7.4 (c) Patron Internet Privileges Reinstatement Request - L. Stripnieks

7.2 (b) Adoption of the In-Camera Agenda

MOTION: THAT the Library Board adopt the In-Camera agenda
2011-25 as amended.

MOVED BY: A. Rosts

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

7.3 **Business Arising**

No business arising.

7.4 **New Business**

7.4(a) Collective Agreement Negotiations - J. Foster / L. Stripnieks

The Board received a written report. Staff as per the report had met with the president of the Union. Staff also informed the Board of the settlements negotiated by the City. The Board approved the staff recommendation.

7.4(b) Personnel matters Update - L. Stripnieks

L. Stripnieks provided a verbal update on two personnel matters.

7.4(c) Patron Internet Privileges Reinstatement Request - L. Stripnieks

A patron whose Internet privileges had been restricted due to inappropriate use was requesting reinstatement. The matter was discussed and the Board upheld the decision

7.5 **Return to Open Session**

MOTION: THAT the meeting return to Open Session.
2011-26

MOVED BY: Councillor B. Phillips

SECONDED BY: A. Carruthers

MOTION CARRIED.

8. **Business Arising from In-camera Meeting**

No business arising

The meeting returned to Open Session at 7:00 pm.

2. **Minutes**

2.1 **Regular Meeting April 21, 2011**

MOTION: THAT the minutes of the Regular Meeting of April 21, 2011-27 2011, be approved, a copy having been received by each trustee.

MOVED BY: Councillor B. Williamson

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

3. **Business Arising**

No business arising.

4. **Correspondence**

The Board received correspondence as at April 14, 2011. Councillor B. Williamson enquired about the letter from Michael Chan, Minister of Tourism and Culture and did we know how much funding the library would get. The CEO responded that SOLS has created a spreadsheet and libraries would receive 6% of their operating grant - \$18,289. The funds are to be used for the new materials security system. Councillor Phillips proposed that the CEO prepare a letter for the Chair, first thanking the Ministry for this funding and expressing the Board's wish that they consider funding increases on an on-going basis.

5. **Reports**

5.1 **Chair's Report** – L. McDonald

The Chair sent his regrets.

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

The CEO distributed a written report appended to these minutes. The CEO highlighted - In the Soil Festival activities at the Library, the New and Notable lists, Grantham Furniture update, FOP Meeting, Ebook Pricing Models etc.

Health and Safety Report – J. Foster

5.3 J. Foster reported that 3 safety and health inspections were done in April. The Merritt and Port Dalhousie Branches and the basement of the Central Library. No deficiencies were recorded.

5.4 **Branch Reports March, January and February**

The Board received the written Branch reports for March 2011. The Board enquired about the decline in circulation statistics. Staff noted that parking remains an issue at the Central Library. While materials circulation is down website visits are up by 11.7% and remote users which includes access to electronic resources. Discussion ensued about future service delivery models and the potential impact digital collections including e-books on overall library usage. Staff are watching the trends and will report in the fall.

5.5 Facilities – J. Foster

J. Foster reported that charging stations for mobile scooters have been identified - 2 stations at Central, and 1 at each Branch. Chubb Edwards completed fire inspections at Grantham and Merritt. No problems reported. Hydro has increased their rates by 3.8%. A project team to review the new storage facility at Central has been struck.

5.6 Finance

a) Schedule of Accounts – Reports 3

Board members reviewed Report 3 and declared any conflict of interest.

MOTION: THAT the third report recommending payment of accounts
2011-28 and salaries in the amount of FOUR HUNDRED TWENTY-TWO THOUSAND, FORTY-ONE THOUSAND, TWO HUNDRED SEVENTY DOLLARS & EIGHTEEN CENTS (\$441,270.18) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

J. Foster also reported that the Auditors financial statements were nearly ready. Auditors require a motion from the Board that they authorize the Business Administrator, CEO and any Board member wishing to do so are authorized by the Board to meet with the auditors.

MOTION: THAT the Library approve that the Chair, Chief Executive
2011-29 Officer, Business Administrator and any other Board

member

wishing to attend, are authorized to meet with the auditors, Crawford, Smith and Swallow early in May to approve the audited financial statements.

MOVED BY: Councillor B. Phillips

SECONDED BY: A. Rosts

MOTION CARRIED.

b) Statement of Operating Accounts - as at March 31, 2011

With 25% of the year elapsed the statement shows revenue received at \$1,246,924 ; and expenditures at \$1,162,813.

c) Endowment and Trust Fund Statement - as at March 31, 2011.

The March statement shows a balance of \$767,990 made up as follows: opening balance of \$765,598; donations - \$1,104; interest income- \$1,288.; current assets - \$767,990 ; YTD encumbered - \$236,450.; YTD unencumbered - \$531,540.

d) Report on Short-Term Investments - as at March 31, 2011

The March report shows a balance of \$972,118 made up as follows: \$440,847 due June 21, 2013 invested with Ontario Savings Bonds; \$314,513. due April 17, 2011 invested with a TD Bank GIC; and \$216,758. due April 17, 2011 invested with a TD Bank GIC.

- e) Report on Reserve Accounts - as at March 31, 2011
The March report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor Phillips reported that the art work for the Aquatic Center has been selected. The construction is on budget and on target. The HVAC was installed. The complex should be ready by Christmas and opening ceremonies in January.

5.8 SOLS Report

S. Reilly provided the Board with a written report.

6. New Business

6.1 March Break Programs - A. McKenzie

The Board received a written report.

6.2 Grantham Branch Promotion - L. Stripnieks

The Board received a written report. Staff are revising the Honour with Books and the Endowment and Trust brochures and will tailor them to the Grantham Branch. A display will be created in Grantham with info on the new branch, pictures, completion milestones, etc. Displays in other locations will be on a smaller scale. Staff provided information on a donor plaque. Councillor Phillips suggested a sub-committee could be struck if needed at the next Board meeting to work on promotion.

6.3 Code of Conduct - L. Stripnieks

The Board received a written report. The CEO stated the Library Board does not have to adopt the city's code, but that we should have one. S. Reilly felt that some of the sections of the City's code did not apply. Staff reported that they would search for Library Board specific Codes of Conduct and bring the information back to the next meeting.

6.4 YWCA Awards

A. Carruthers reported that L. Stripnieks was acclaimed as the recipient of the YWCA Women of Distinction Arts and Culture Award for 2011.

9. Motion to Adjourn

MOTION:
2011-30

THAT the meeting be adjourned.

MOVED BY:

Councillor B. Phillips

SECONDED BY:

A. Rosts

MOTION CARRIED.

The meeting adjourned at 8:00 p.m.

10. Date and Time of Next Meeting

Thursday, May 19, 2011 at 7:00 p.m.