St. Catharines Public Library Board

54 Church Street, St. Catharines, Ontario L2R 7K2 (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.

MINUTES OF THE REGULAR MEETING

May 15, 2014 – 7:00 pm Board Room

Present: L. Bramble Councillor B. Phillips

A. Carruthers M. Sendzik

A. Cook Councillor B. Williamson

L. McDonald (Chair)

Regrets: A. Rosts S. Tromanhauser

Staff: D. Bott A. McKenzie

J. Foster L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on April 17, 2014 at the Centennial Library. The Chair called the meeting to order at 7:00 p.m.

Auditors' Report - Crawford, Smith and Swallow -

Mark Palumbi of Crawford Smith & Swallow joined the meeting at 7:30 pm. The Board received a written report of the Financial statements December 31, 2013. He presented the annual audit and responded to questions as they arose.

1. Adoption of Agenda

1.1 <u>Additions/Deletions to the Agenda</u>
 Add: Item 6.2 Meeting Room Policy – L. Stripnieks

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the Agenda as amended.

2014-36

MOVED BY: A. Carruthers

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, April 17, 2014

MOTION: THAT the Minutes of the Regular Meeting of April 17, 2014 be approved, a copy having been received by each Trustee.

MOVED BY: L. Bramble SECONDED BY: A. Carruthers

MOTION CARRIED.

3. Business Arising

3.1 <u>Digital Collections "Hoopla" Contract Update</u> – L. Stripnieks

L. Stripnieks stated that the Library had requested changes to the Hoopla Contract. Once the changes are made the contract will be signed off and implementation can begin. Libraries contacted have found the service to be well used.

3.2 Podium Rehabilitation Update – L. Stripnieks

L. Stripnieks provided_an update. On May 6th Merritt construction began to erect barriers around the Library. Staff noticed they were covering the standpipes on Church Street as well as the entrance to the building that Fire Services would use. L. Stripnieks contacted A. Martuccio (TES Department) and on May 9th a walk-about was arranged with the Fire Department to review the emergency exits, barriers, key box, etc. All issues have been resolved. Notices regarding the construction have been put up in the Central Library and are posted on the website. Staff are being apprised of the work being performed through meetings and bulletins. Staff have been provided with 'ear guards'. Four staff members have been relocated since their workstations were directly under the Church Street walkway.

Meeting Room Impact

The Staff Room in the basement has been closed and relocated to the Rotary Room. Both the Rotary Room and Bankers Room are unavailable to the public during the construction. Groups who had bookings in these rooms have been accommodated in either the Mills, Storyhour or Computer Lab. No new meetings can be booked. The loss of these rooms will impact meeting room revenue.

3.3 Employee Recognition Update - L. Stripnieks

L. Stripnieks provided an update on Employee Recognition. Two full-time and two part-time staff members were recognized for 25 years of service. Two full-time staff members were recognized for 30 years of service. Four full-time staff members were recognized for 35 years of service. One staff member was recognized on her retirement after 30 years of service.

4. Correspondence

There was no correspondence.

M. Sendzik arrived at 7:30 pm before the presentation of the Auditor's report.

5. Reports

5.1 Chairs Report – L. McDonald

The Chair reported that he had met with M. Palumbi (Crawford, Smith & Swallow) to review the draft audit. He had spoken to the CEO on several occasions re: the construction and meeting room policy.

5.2 <u>Chief Executive Officer's Report</u> – L. Stripnieks Items are covered within the Board package.

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

J. Foster reported that inspections took place at the Dr. Huq, Merritt, and Port Dalhousie branches, and 1st Floor at the Central Library. The deficiencies reported were minor and have been remedied.

5.4 Branch Reports

Branch reports were received.

5.5 Facilities – J. Foster

J. Foster reported that on April 19th there was a power outage in the City which affected the Library as well. All Library branches were closed at 3:00 pm. He also reported that the City is moving ahead with the acoustic panels for the program rooms at the Kiwanis Center and Dr. Hug Family Branch.

Councillor B. Williamson enquired if the City had started work on the Port Dalhousie Branch roof and J. Foster responded they had not. The Councillor will ask City staff to follow-up on this matter.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts - Report 4

MOTION: THAT the fourth report recommending the payment of accounts and salaries in the amount of THREE

HUNDRED, THREE THOUSAND, FOUR HUNDRED EIGHTY-SIX DOLLARS & NINETY-NINE CENTS

(\$303,486.99) be received and approved.

MOVED BY: A. Cook SECONDED BY: L. Bramble

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at April 30, 2014, with 33% of the year elapsed the statement shows: revenue received – \$368,522; expenditures – \$431,383.

5.6(c) Endowment and Trust Fund Statements

As at April 30, 2014, the statement shows a balance of \$883,151 made up as follows: opening balance – \$860,882; donations - \$20,742; interest income - \$1,527; current assets - \$883,151; YTD encumbered - \$263,100; YTD unencumbered - \$620,051.

5.6(d) Report on Short-Term Investments

As at April 30, 2014, the report shows a balance of \$1,093,286 made up as follows: \$451,883 due June 14th, 2014 invested with Ontario Savings Bonds; \$342,994 due August 12, 2014 invested with a TD Bank GIC; and \$225,684 due August 12, 2014 invested with a TD Bank GIC; and \$72,725 due August 12, 2014 invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts

As at April 30, 2014, the reports show a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Phillips reported that Councillor Stevens and Siscoe were running in the provincial election. Councillors running in the Municipal election must file by September 14th. The Meridian Center is on schedule/budget and the Burgoyne Bridge should be ready in June.

5.8 SOLS Report – L. Stripnieks

No report.

6. **New Business**

6.1 Summer Reading "Maker Space Programs" Update – A. McKenzie / D. Bott

D. Bott provided an update on the software and technology requirements to conduct 'maker' programs and A. McKenzie described some of the programs to be offered.

6.2 Meeting Room Policy – L. Stripnieks

L. Stripnieks provided an update on the meeting room policy with respect to renting to political organizations. Current practice was to rent space for closed meetings. The practice was reviewed with the City solicitor and amended. Political meetings need not be closed. The group enquiring (Communist Party) was duly informed.

6.3 Business for Next Meeting

None.

6.4 Informational Materials

Informational materials were received. The Library is also preparing reading lists and an exhibit (July) for the 100th anniversary of WWI.

7. In-Camera Business

7.1 Motion to move In-Camera

The meeting moved In-Camera at 7:45 p.m.

MOTION: THAT the meeting move In-Camera.

2014-39

MOVED BY: A. Cook SECONDED BY: A. Carruthers

MOTION CARRIED.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to the Agenda.

7.2(b) Adoption of In-Camera Agenda.

MOTION: THAT the In-Camera Agenda be adopted.

2014-40

MOVED BY: A. Carruthers SECONDED BY: L. Bramble

MOTION CARRIED.

7.3 Minutes

MOTION: THAT the Minutes of the In-Camera Meeting of May 15, 2014 **2014-41** be approved. A copy having been received by each Trustee.

MOVED BY: Councillor B. Phillips SECONDED BY: Ann Carruthers

MOTION CARRIED.

7.4 Business Arising

None.

7.5 Correspondence

None.

7.6 New Business

7.6 (a) Personnel update – L. Stripnieks
L. Stripnieks updated the Board on personnel matters.

7.7 Return to Open Session

MOTION: THAT the meeting return to Open Session.

2014-42

MOVED BY: L. Bramble SECONDED BY: A. Cook

MOTION CARRIED.

The meeting returned to Open Session at 8:10 p.m.

8. Business Arising From In-Camera Meeting

None.

9. Motion to Adjourn

MOTION: THAT the meeting be adjourned.

2014-43

MOVED BY: L. Bramble SECONDED BY: A. Cook

MOTION CARRIED.

The meeting adjourned at 8:15 p.m.

10. Date and Time of Next Meeting

June 19, 2014 at 7:00 p.m.