

# 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

Thursday, April 23, 2015

Board Room

Present: L. Bramble L. McDonald (Chair)  
A. Carruthers (Vice-Chair) Councillor B. Phillips  
S. Tromanhauser Councillor B. Williamson

Regrets: A. Cook M. Sendzik  
A. Rosts

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, April 23, 2015 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

### **Appointment, 7:00 p.m. – Crawford, Smith and Swallow – Matt Swindley**

The Board had received a written report of the Financial Statements December 31, 2014. Matt Swindley reviewed the report and responded to questions. He stated the audit went smoothly and did not reveal any irregularities with accounting practices or controls.

### **1. Adoption of Agenda**

#### **1.1 Additions/Deletions to the Agenda**

There were no additions or deletions to the Agenda.

#### **1.2 Adoption of the Agenda**

**MOTION: 2015-22** THAT the Library Board adopt the agenda.

**Moved BY:** Councillor B. Williamson

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

### **2. Minutes**

#### **2.1 Regular Meeting, March 19, 2015**

**MOTION: 2015-23** THAT the minutes of the Regular Meeting of March 19, 2015 be approved, a copy having been received by each Trustee.

**Moved BY:** Councillor B. Phillips

**SECONDED BY:** L. Bramble

**MOTION CARRIED.**

### **3. Business Arising**

#### **3.1 Duties and Liabilities of Directors and Officers on a Library Board – L. Stripnieks**

The Board received a written report on the Duties and Liabilities of Directors' and Officers' on a Library Board, prepared by Terrance S. Carter and Ryan M. Prendergast from Carters Professional Corporation. L.Stripnieks reported that the Library is following all the best practices recommended by the report. Several questions were raised about liabilities. L.Stripnieks and J. Foster assured the Board that library practices and insurance coverage protect the liability of Board members.

### **4. Correspondence**

The Board received correspondence as of Thursday, April 16, 2015.

### **5. Reports**

#### **5.1 Chairs Report – L. McDonald**

The Chair reported that on Saturday April 11<sup>th</sup> he and A. Rosts attended the ½ day Library Symposium in Beamsville. The presenters spoke about effective governance including an examination of the 4 quadrants of strong organizations which included a capable Board and staff that worked well together as is evidenced in St. Catharines.

The Chair commented favourably on the redesign of the main floor of the Central Library noting the openness and extra seating.

The Chair informed the Board that he and J. Foster had met with the auditors prior to the Board meeting to review the audit report.

#### **5.2 Chief Executive Officer's Report – L. Stripnieks**

##### **Re-configuration of the 1<sup>st</sup> floor Central Library**

L. Stripnieks reported that the DVD, CD, periodical and paperback collections which are on the main floor of the Central Library were re- configured on Monday March 23<sup>rd</sup> with the help of staff from Administration, Technical Services and Maintenance. The CD and periodical collections were moved to the southeast corner. Extra shelving was introduced for DVDs. The re-configuration creates 4 distinct seating areas. We have received many favourable comments from the public.

##### **Review of Central Library's seating and study tables**

L. Stripnieks reported that she met with N. Gillespie of Beatties on March 30<sup>th</sup> to review the furniture at the Central Library including seating, study tables, computer and meeting room tables. N. Gillespie is very familiar with the library and supplied furniture for various departments as well as for the Dr. Huq Branch. Another meeting was held on April 22<sup>nd</sup>. N. Gillespie will provide samples for different types of seating and prepare some scale diagrams.

##### **Digitization**

D. Bott has contacted OurDigitalWorld and set-up a license to use their software platform for the Birth/Death/Marriage Index. He has arranged for data migration from the existing in-house Index (InMagic software) to the new platform. Training will take place on May 13, 2015.

Quotes have been received from 3 vendors for the purchase of the 2 microfiche/film readers approved by the Board in March.

### Staffing

L. Stripnieks reported that there have been 14 staffing actions since May 2014. This has been due to the retirement of the Manager, Branch Services and Circulation Clerk- Merritt Branch and 2 maternity leaves. Most of the vacancies have been filled by internal staff. The Manager, Circulation Services will be retiring in June and her position has also been filled by an internal candidate. Further updates on personnel matters are included in an In-Camera report.

### Miscellaneous

L. Stripnieks reported that she had attended the following: a webinar on Marketing the Library through Pinterest; a seminar on the Horizon Upgrade; a demo of Flipster a new digital magazine service; and a demo of streaming music from Freegal. On March 8 and 10 interviews were conducted for the Manager, Circulation Services and on April 24 for the Circulation Clerk- Central Library.

#### 5.3 Health and Safety Report – J. Foster

J. Foster reported that the regular inspections of Merritt Library and Dr. Huq Family Library branches and the 1<sup>st</sup> floor of the Central Library had taken place in April. Minor deficiencies were corrected. The regularly scheduled meeting of the H&S Committee was cancelled since there were no agenda items.

#### 5.4 Branch Reports

The Board received the written Branch Reports for March 2015.

#### 5.5 Facilities Report – J. Foster

J. Foster reported that the pipe replacement at Central will begin on Monday April 27, 2015 and be completed over 5 Mondays.

J. Foster reported that the City has issued an RFQ for the replacement of the ramp at the Port Dalhousie Branch. In addition, Horizon Utilities will be performing an energy audit on the Central Library and a report will go to the Board.

J. Foster has met with the City to address some deficiencies with the Plaza Upgrade which was completed last fall. Water ponding issues will be addressed. Minor roof leaks are being patched.

#### 5.6 Finance – J. Foster

##### 5.6(a) Schedule of Accounts

The Schedule of Accounts for March was reviewed.

**MOTION: 2015-24**

THAT the third report recommending payment of accounts and salaries in the amount of TWO HUNDRED SEVENTY THOUSAND, THREE HUNDRED FIFTY-SEVEN DOLLARS & SEVENTY-NINE CENTS (\$270,357.79) be received and approved.

**MOVED BY:**

S. Tromanhauser

**SECONDED BY:**

L. Bramble

**MOTION CARRIED.**

##### 5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for March was reviewed.

March 31, 2015: With 25% of the year elapsed the statement shows: revenue received – \$364,624; expenditures – \$418,148.

5.6(c) Endowment and Trust Fund Statements

The Statement for March was reviewed.

March 31, 2015: The statement shows a balance of \$1,122,570 made up as follows: opening balance – \$902,484, donations – \$221,234, current assets – \$1,122,570; YTD encumbered – \$263,615; YTD unencumbered – \$858,955.

5.6(d) Report on Short-Term Investments

The report for March was reviewed.

March 31, 2015: The report shows a balance of \$1,104,515 made up as follows: \$454,447 due June 21, 2015 invested with Ontario Savings Bonds; \$347,628 due June 10, 2015 invested with TD Bank GIC; \$228,733 due June 10, 2015 invested with TD Bank GIC; \$73,707 due June 10, 2015 invested with TD Bank GIC.

5.6(e) Report on Reserve Accounts

The report for March was reviewed.

March 31, 2015: The report shows the balance of \$7,395 in the Visual Materials Insurance account. J. Foster recommended that this account be collapsed and the funds rolled over to the Reserve Fund Account. A proposal to this effect will be brought to the Board in May.

5.7 St. Catharines City Council – Councillor B. Phillips / Councillor B. Williamson

Councillor B. Phillips and Councillor B. Williamson reported that City Council had approved the City's 2015 Budget which includes an increase of 3.8% or an average increase in taxes of \$50.00 per household. They reported that the Federal government will be closing the piers at Port Dalhousie. Some of the issues for upcoming Council meetings were highlighted including: the Fire Marshall's report and GO Train service to the Niagara peninsula. Board members were reminded of the deadline of Friday, April 24, 2015 to submit their applications to the City's Advisory Committee to be eligible for appointment to the Library Board.

5.8 SOLS – L. Stripnieks

The Board received a verbal report from L. Stripnieks that the appointment of a trustee to the Southern Ontario Library Service will have to wait until a new Board is appointed.

6. New Business

6.1 March Break 2015 – A. McKenzie

The Board received a written report prepared by A. McKenzie. The March Break programs were all well attended and some programs were repeated due to high demand.

6.2 Annual Report 2013 – L. Stripnieks

The Board received the Annual Report for 2013 prepared by the CEO. The 2014 Annual Report can be prepared now that the Auditor's report has been received.

6.3 2011 – 2014 Key Achievements – L. Stripnieks

The Board received a written report prepared by the CEO. Board members encouraged staff to send the report to the City's PR staff who could prepare a communication strategy to showcase this impressive list of achievements.

6.4 Furniture / Equipment / Software Proposed Acquisitions – L. Stripnieks

The Board received a report / spreadsheet listing the furniture and equipment requirements for the Central Library. The report included the item (e.g. study tables), the rationale for replacement, priority, location, estimated cost per unit, quantity and estimated total cost. L. Stripnieks is working with N. Gillespie to provide a variety of options and more exact pricing. She stated that the 2 microfiche/film readers approved at the last Board meeting were about to be ordered. Discussion ensued. The Board authorized the purchase of 2 additional microfilm/fiche readers. Once these are received the older MP3 machines would be retired.

**MOTION: 2015-25** That the Board approve the purchase of 2 additional microfiche/film readers, the funds to be taken from the Endowment and Trust Fund.

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

6.5 Business for Next Meeting

Furniture / Equipment / Software Proposed Acquisitions.

6.6 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

The meeting moved In-Camera at 8:30 pm.

**MOTION: 2015-26** THAT the Library Board move In-Camera.

**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to In-Camera Agenda  
None

7.2(b) Adoption of In-Camera Agenda

**MOTION: 2015-27** THAT the Library Board adopt the In-Camera agenda.  
**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** S. Tromanhauser  
**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Minutes, March 19, 2015

**MOTION: 2015-28** THAT the Minutes of the In-Camera Meeting of March 19, 2015 be approved, a copy having been received by each Trustee.  
**MOVED BY:** Councillor B. Phillips  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

7.4 Business Arising

7.4(a) Personnel Update – L. Stripnieks

L. Stripnieks updated the Board on a personnel matter.

7.5 In-Camera Correspondence

The Board received In-Camera correspondence as of April 16, 2015.

7.6 New Business

7.6(a) Request for reinstatement – L. Stripnieks

L. Stripnieks and J. Foster provided information on why Trespass Notice was given to patron. They recommended no reinstatement at this time.

**MOTION: 2015-29** THAT patron not be reinstated at this time and that he re-apply to the Library Board after a period of 1 year.

**MOVED BY:** Councillor B. Williamson

**SECONDED BY:** L. Bramble

**MOTION CARRIED.**

7.7 Return to Open Session

**MOTION: 2015-30** THAT the Library Board return to Open Session.

**MOVED BY:** Councillor B. Williamson

**SECONDED BY:** L. Bramble

**MOTION CARRIED.**

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

**MOTION: 2015-31** THAT the meeting be adjourned.

**MOVED BY:** S. Tromanhauser

**SECONDED BY:** L. Bramble

**MOTION CARRIED.**

The meeting adjourned at 8:55 pm.

10. Date and Time of Next Meeting

Thursday, May 21, 2015, 7:00 pm in the Board Room.