

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.

MINUTES OF THE REGULAR MEETING

Thursday, June 18, 2015

Board Room

Present: L. Bramble L. McDonald (Chair)
A. Carruthers (Vice-Chair) Councillor B. Phillips
A. Cook A. Rosts
J. Cotton S. Tromanhauser

Regrets: Councillor B. Williamson

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, June 18, 2015 at the Central Library. The Chair called the meeting to order at 7:15 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
Item 6.2 Parking was added to the Agenda.

1.2 Adoption of the Agenda

MOTION: 2015-42 THAT the Library Board adopt the agenda as amended.
MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, May 21, 2015

MOTION: 2015-43 THAT the minutes of the Regular Meeting of May 21, 2015 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

3. Business Arising

3.1 Furniture/Equipment/Software Proposed Acquisitions Update– L. Stripnieks

The Board received a report (with costs) of the proposed and on-order acquisitions of Furniture, Equipment, and Software.

MOTION: 2015-44 That the Library Board approve the acquisition of the furniture and equipment itemized in the report for an estimated cost of \$116,595 not including taxes, delivery and/or installation and that funding come from the Endowment and Trust Fund.

MOVED BY: L. Bramble

SECONDED BY: J. Cotton

MOTION CARRIED.

3.2 Library Usage Statistics – General 1999-2014 – L. Stripnieks

The Board received a detailed spreadsheet of library usage statistics for a 16 years period 1999-2014. Discussion ensued. A. Rosts enquired about the fluctuation in the patron count. L. Stripnieks explained that generally libraries purge their inactive patrons. For SCPL an inactive patron is one who has not borrowed in 3 years. When the Library upgraded its ILS in 2006 we lost the ability to run a batch delete of inactive patrons. So for the period 2006-2009 the patron count kept growing. In 2010 we found a work-around solution. For 2010-2012 we reported patrons who had not used the library in 4 years and starting in 2013 those who had not used the library in 3 years.

4. Correspondence

The Board received correspondence as of June 12, 2015.

5. Reports

5.1 Chairs Report – L. McDonald

The Chair welcomed everyone to the new 2015-2018 Board. An official photo of all the members will be taken at the September meeting.

5.2 Chief Executive Officer's Report– L. Stripnieks

L. Stripnieks reported that Items 3.1 and 3.2 form part of her report. The microfiche/film readers have been ordered and will be installed next week.

The IT Department has been customizing the Enterprise discovery portal which will overlay our current catalogue. Enterprise provides a “google type” interface for the catalogue. D. Bott will provide a demonstration of the software at the end of the meeting. Once Enterprise is installed ‘all-on-one’ search software for e-resources will be installed. Data from our Birth, Death and Marriage Index has been transferred to the OurOntario portal. Staff have begun inputting data.

In May, the CEO reviewed all the Policies to ensure they were current and that all legislation and reference documents were correct. Changes were of a house-keeping nature; e.g. name of an Act had changed. Trustee binders were prepared in May for all Board members.

5.3 Health and Safety Report– J. Foster

J. Foster reported that inspections at Dr. Huq Family Library Branch did not reveal any deficiencies. The Health and Safety Committee met on June 18, 2015 agenda items included the following: appointment of a new Management representative for the committee, Certification Training, First Aid Training, the Annual Audit Inspections. In May, all the Health and Safety reference binders were updated. Each location has a reference binder.

5.4 Branch Reports

The Board received the written Branch Reports for May 2015.

5.5 Facilities Report– J. Foster

J. Foster reported that on June 9, 2015 Chubb Edwards issued an inspection certificate for the sprinkler system at Central. An Edible Garden has been planted in the Plaza area outside Central Library to be maintained by the City's Parks and Recreation Department. Any food harvested by City staff will be donated to Community Care. The Plaza's outstanding deficiencies have been addressed. New benches have been installed and have been well received by visitors to the Library.

5.6 Finance– J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for May was reviewed.

A. Rosts inquired about cheque 11968 to Filion, Wakely, Thorup, Angeletti, and L. Bramble inquired about cheque 11946 to Crawford, Smith & Swallow.

MOTION: 2015-45 THAT the fifth report recommending payment of accounts and salaries in the amount of TWO HUNDRED FORTY-THREE THOUSAND, ONE HUNDRED FORTY-FOUR DOLLARS & THIRTEEN CENTS (\$243,144.13) be received and approved.

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

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for May was reviewed.

May 31, 2015: With 42% of the year elapsed the statement shows: revenue received – \$363,291; expenditures – \$380,111.

5.6(c) Endowment and Trust Fund Statements

The Statement for May was reviewed.

May 31, 2015: The statement shows a balance of \$1,127,202 made up as follows: opening balance – \$902,484, donations – \$222,677, current assets – \$1,127,202; YTD encumbered – \$267,327; YTD unencumbered – \$859,875.

5.6(d) Report on Short-Term Investments

The report for May was reviewed.

May 31, 2015: The report shows a balance of \$1,107,333 made up as follows: \$457,265 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.

A. Rosts inquired about the rate of reinvestment on Short-Term Investments due in June. J. Foster stated that the GIC's have been reinvested at a rate of 1.14% for 4 months.

5.7 St. Catharines City Council – Councillor B. Phillips

Councillor B. Phillips reported that Council hopes to complete the city's strategic plan in July. The goal is to make St. Catharines the most livable place in North America. They want to encourage the Library to aim to be the best Library in all North America.

The Ministry of Fisheries & Oceans has prepared a report on the piers at Port Dalhousie including the results of the sonar scans and diver's photos. The supporting cribs of rocks have failed in many places creating a significant liability to the Public. Four options have been proposed but a solution has yet to be worked out. Council hopes to have a Public Information Session.

The Seaway will be replacing the 4' high decorative fence along the Welland Canal at Port Weller with 8' high fencing as mandated by Transport Canada's new homeland security regulations.

The City anticipates a busy weekend with the Niagara Integrated Film Festival featuring local wineries and international films; Father-Fest in Port Dalhousie featuring the annual Duck Race, family entertainment, and various bands performing on the main stage and in the pavilion; and the Pan Am Games Torch Relay coming to Market Square and Lakeside Park.

The City will not be closing off part of James Street as in past years due to problems with vandalism and vagrants.

5.8 SOLS– L. Stripnieks

The Board did not appoint a trustee to SOLS in the Annual Meeting. This item is to be reviewed in the fall. The CEO stated there are only two meetings per year, one in April and one in November.

6. New Business

6.1 Province cutbacks on E-resource funding – L. Stripnieks

L. Stripnieks elaborated on Correspondence Received item 4, by providing a detailed history on the sequence of developments that led to the province funding these online resources for public libraries across Ontario. L. Stripnieks stated that this cutback of funding will impact libraries particularly small, medium and aboriginal libraries and is not a positive step with respect to supporting life-long learning. She will be attending the Federation of Ontario Libraries meeting on June 26, 2015 to assist with developing a Library based response to this cutback.

6.2 Parking – L. Stripnieks

L. Stripnieks read a phone message from a patron representing a group that rents meeting space at the Central Library. The group is concerned about the lack of parking available downtown and had indicated they may be making a presentation to the City requesting a sign be posted at the Library parking lot that states Parking is for Library Patrons Only.

6.3 Business for Next Meeting
None.

6.4 Informational Materials
Informational materials were included in the Board package.

Before moving In-Camera, the Chair requested that each participant at the meeting introduce themselves and provide a brief synopsis of their background.

7. In-Camera Business

7.1 Motion to Move In-Camera
The meeting moved In-Camera at 8:43 pm.

MOTION: 2015-46 THAT the Library Board move In-Camera.
MOVED BY: A. Carruthers
SECONDED BY: A. Rosts
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: 2015-47 THAT the Library Board adopt the In-Camera agenda.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Carruthers
MOTION CARRIED.

7.3 In-Camera Minutes
7.3(a) In-Camera Minutes, May 21, 2015

MOTION: 2015-48 THAT the Minutes of the In-Camera Meeting of May
21, 2015 be approved, a copy having been received by
each Trustee.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Cook
MOTION CARRIED.

7.4 Business Arising
7.4(a) Personnel Update– L. Stripnieks
L. Stripnieks updated the Board on a personnel matter.

7.4(b) Problem Patron – L. Stripnieks
L. Stripnieks updated the Board on a problem patron.

7.5 In-Camera Correspondence
None

7.6 New Business
None

7.7 Return to Open Session

MOTION: 2015-49 THAT the Library Board return to Open Session.
MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2015-50 THAT the meeting be adjourned.
MOVED BY: J. Cotton
SECONDED BY: L. Bramble
MOTION CARRIED.

The meeting adjourned at 8:47 pm.

10. Date and Time of Next Meeting

Thursday, September 17, 2015, 7:00 pm in the Board Room.