

# 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, September 17, 2015

Board Room

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

Regrets: A. Rosts

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, September 17, 2015 at the Central Library. The Chair called the meeting to order at 7:04 pm.

### **Appointment 7:00 pm: - Leslie Bell, Brock University**

L. Bell, Learning Commons Co-ordinator, Marilyn I Walker School of Fine and Performing Arts provided an overview of the School of Fine and Performing Arts facility including the Learning Commons. The Learning Commons is very small and Ms. Bell anticipates that the students may use the Central Library for study purposes. L. Bell and L.Stripnieks have met to review services the Central Library could provide.

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

1.1 Additions/Deletions to the Agenda  
None

1.2 Adoption of the Agenda

**MOTION: 2015-51** THAT the Library Board adopt the agenda.  
**Moved BY:** S. Tromanhauser  
**SECONDED BY:** A. Cook  
**MOTION CARRIED.**

### **2. Minutes**

2.1 Inaugural Meeting, June 18, 2015

**MOTION: 2015-52** THAT the minutes of the Inaugural Meeting of June 18, 2015 be approved, a copy having been received by each Trustee.  
**Moved BY:** J. Cotton  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

2.2 Regular Meeting, June 18, 2015

**MOTION: 2015-53** THAT the minutes of the Regular Meeting of June 18, 2015 be approved, a copy having been received by each Trustee.  
**MOVED BY:** S. Tromanhauser  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

3. Business Arising

3.1 Furniture Acquisitions Update– L. Stripnieks

The Board received a written update on the furniture acquisitions. Purchase orders have gone out for the Study Tables. An RFQ was issued and quotes were received for the chairs but staff have not ordered them due to the cost and are exploring alternatives.

4. Correspondence

The Board received correspondence as of September 11, 2015.

5. Reports

5.1 Chairs Report – L. McDonald

The Chair reported that he has spoken to A. Cook (Vice-Chair) about the CEO evaluation.

5.2 Chief Executive Officer's Report – L. Stripnieks

The Board received a written report on activities in July and August.

5.3 Health and Safety Report – J. Foster

J. Foster reported that inspections had been conducted on the 1<sup>st</sup> floor of the Central Library and all three Branches. Minor deficiencies have been corrected.

5.4 Branch Reports

The Board received the written Branch Reports for June, July, and August 2015. Questions arose about float collections, library usage, program attendance, impact of new technologies, and library publicity and promotion activities. A. Carruthers enquired if the Library used social media to promote resources and the CEO responded that posts are sent out regularly.

5.5 Facilities Report – J. Foster

J. Foster reported that the Electrical Safety Authority conducted the Annual Inspection. No defects were reported.

In the summer months, maintenance projects were completed to maintain the facilities.

Heating/Ventilation/Air Conditioning contracts by the City of St. Catharines including the Library have been tendered from 4 prequalified contractors for a value of approximately \$45, 000.

As reported in Item 6.2, Centennial Library Pipe Replacement indicated severe corrosion had taken place and additional pipe was replaced on the second floor to avoid serious flood damage at a cost of \$5,900 not including taxes.

Port Dalhousie Library Branch interior wall repairs and painting was completed at a cost of \$5,746.03 to repair the damage caused by the leaky roof repaired over the last several years.

J. Foster reported that he had met with Horizon Utilities this spring to participate in an Energy Conservation Savings Program that they sponsor. An audit of all 4 Library Branches was conducted and a final report outlining significant savings will be available in October 2015. Horizon would like to use St. Catharines Public Library as a case study to highlight to other organizations the potential for energy savings.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for June was reviewed. A. Rosts emailed an inquiry about cheque 12005 to OCLC, INC. OCLC is an American firm that provides the library with cataloguing records.

**MOTION: 2015-54** THAT the sixth report recommending payment of accounts and salaries in the amount of TWO HUNDRED EIGHTY-SEVEN THOUSAND, SEVEN HUNDRED SIXTY-THREE DOLLARS & FIFTY-TWO CENTS (\$287,763.52) be received and approved.

**MOVED BY:** A. Carruthers  
**SECONDED BY:** S. Tromanhauser  
**MOTION CARRIED.**

The Schedule of Accounts for July was reviewed.

**MOTION: 2015-55** THAT the seventh report recommending payment of accounts and salaries in the amount of THREE HUNDRED FORTY-ONE THOUSAND, FIVE HUNDRED SEVENTY-SEVEN DOLLARS & EIGHTY-ONE CENTS (\$341,577.81) be received and approved.

**MOVED BY:** A. Cook  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

The Schedule of Accounts for August was reviewed.

**MOTION: 2015-56** THAT the eighth report recommending payment of accounts and salaries in the amount of TWO HUNDRED THIRTY-SIX THOUSAND, ONE HUNDRED THREE DOLLARS & FORTY-FOUR CENTS (\$236,103.44) be received and approved.

**MOVED BY:** S. Tromanhauser  
**SECONDED BY:** Councillor B. Williamson  
**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

The Statements of Operating Accounts for June, July, and August were reviewed.

June 30, 2015: With 50% of the year elapsed the statement shows: revenue received – \$362,309; expenditures – \$442,138.

July 31, 2015: With 58% of the year elapsed the statement shows: revenue received – \$363,921; expenditures – \$445,857.

August 31, 2015: With 67% of the year elapsed the statement shows: revenue received – \$362,679; expenditures – \$380,831.

5.6(c) Endowment and Trust Fund Statements

The Statements for June, July, and August were reviewed.

June 30, 2015: The statement shows a balance of \$1,136,963 made up as follows: opening balance – \$902,484, donations – \$222,805, current assets – \$1,136,963; YTD encumbered – \$267,327; YTD unencumbered – \$869,636.

July 31, 2015: The statement shows a balance of \$1,142,248 made up as follows: opening balance – \$902,484, donations – \$227,877, current assets – \$1,142,248; YTD encumbered – \$267,477; YTD unencumbered – \$874,771.

August 31, 2015: The statement shows a balance of \$1,142,562 made up as follows: opening balance – \$902,484, donations – \$227,982, current assets – \$1,142,562; YTD encumbered – \$267,477; YTD unencumbered – \$875,085.

5.6(d) Report on Short-Term Investments

The reports for June, July, and August were reviewed.

June 30, 2015: The report shows a balance of \$1,130,398 made up as follows: \$477,874 due June 23, 2016 invested with Ontario Savings Bonds; \$348,941 due December 14, 2015 invested with TD Bank GIC; \$229,597 due December 14, 2015 invested with TD Bank GIC; \$73,986 due December 14, 2015 invested with TD Bank GIC.

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5.7 St. Catharines City Council – Councillor B. Phillips

Councillor B. Phillips reported that Council has ratified 4 year Collective Agreements for the City.

Questions arose about the edible garden planted in the plaza. J. Foster will report on the results of this initiative at the next meeting.

5.8 SOLS – L. Stripnieks

This is a standing item. Information for the November SOLS meeting will be made available to the Board when it is received. Councillor Williamson stated that perhaps SOLS could take on marketing library services province wide. The CEO stated that she believes several projects are under discussion involving SOLS, OLA and the Federation of Ontario Libraries. She will provide more information at the November meeting.

## **6. New Business**

### **6.1 Enterprise Search Portal – L. Stripnieks**

The Board received a written report on the status of the project. The Board had approved the purchase of the upgraded software for the ILS system in September 2014. The software included Enterprise Search Portal Software which searches in all fields and all indices by default. E-Resource Central integrates electronic resources into the catalogue and Mobile Circ software allows staff the ability to circulate items using an iPad, Android or laptop. The report included the new features of the Enterprise Search Portal software. The public can use the 'old' catalogue or the 'new' catalogue. The Enterprise Search Portal was launched in August.

### **6.2 Centennial Library Pipe Replacement – J. Foster**

The Board received a written report that provided background information for the project and an update on additional work and status of the project. In March the Board had approved the replacement of copper piping (cost \$11,921.00 not including taxes). Once the work commenced additional work was required for a cost of \$5,900 not including taxes.

### **6.3 Summer Reading Report – A. McKenzie**

The Board received a written report on the Summer Reading program for children, tweens, teens and adults for 2015. Participation in children's and adult programs has increased. The Summer Reading program includes a special program at the end of the summer which can be attended by children who have read a specified number of books. This year the Library had booked 2 sessions of a Magic Show but needed to book a 3<sup>rd</sup> session due to the number of children who qualified.

### **6.4 Annual Report – L. Stripnieks**

The Board received a copy of the 2014 Annual Report. L. Bramble commented on how much was accomplished.

### **6.5 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.

### **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

### **7.3 In-Camera Minutes**

7.3(a) In-Camera Minutes, June 18, 2015

### **7.4 Business Arising**

7.4(a) Personnel Update – L. Stripnieks

7.4(b) Budget 2016 – J. Foster & L. Stripnieks

7.4(c) Collective Agreement Negotiations – L. Stripnieks

7.4(d) CEO Evaluation – L. McDonald

7.5 In-Camera Correspondence

The Board received the In-Camera Correspondence as of September 11, 2015.

7.6 New Business

7.7 Return to Open Session

The meeting returned to Open Session at 9:15 pm

**8. Business Arising from In-Camera Session**

**9. Motion to Adjourn**

**MOTION: 2015-64**            THAT the meeting be adjourned.  
**MOVED BY:**            Councillor B. Phillips  
**SECONDED BY:**        Councillor B. Williamson  
**MOTION CARRIED.**

The meeting adjourned at 9:15 pm.

**10. Date and Time of Next Meeting**

Thursday, October 15, 2015, 7:00 pm in the Board Room.