# 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

Wednesday, December 16, 2015 Board Room

<u>Present</u> :	L. Bramble A. Carruthers A. Cook (Vice-Chair) J. Cotton	L. McDonald (Chair) A. Rosts S. Tromanhauser Councillor B. Williamson
Regrets:	Councillor B. Phillips	
<u>Staff</u> :	N. Bryans (Recording Secretary) J. Foster	L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Wednesday, December 16, 2015 at the Central Library. The Chair called the meeting to order at 4:31 pm.

#### 1. Adoption of Agenda

- 1.1 <u>Additions/Deletions to the Agenda</u> None
- 1.2 Adoption of the Agenda

MOTION: 2015-84THAT the Library Board adopt the Agenda.MOVED BY:A. RostsSECONDED BY:Councillor B. WilliamsonMOTION CARRIED.

#### 2. Minutes

2.1 Regular Meeting, November 19, 2015

MOTION: 2015-85	THAT the Minutes of the Regular Meeting of November 19, 2015 be approved, a copy having been received by each Trustee.
MOVED BY:	A. Rosts
SECONDED BY: MOTION CARRIED.	Councillor B. Williamson

3. Business Arising

None.

## 4. <u>Correspondence</u>

The Board received correspondence as of December 11, 2015. A. Rosts inquired about the acronym LSC. Library Services Centre is a supplier that provides the Library with materials. L. McDonald inquired about the request to the City for tax levy amounts. J. Foster explained the accounting process for the transfer of funds to the Library.

# 5. <u>Reports (No reports in December except for Items 5.6 – Finance)</u>

5.1 <u>Chairs Report</u> – L. McDonald

L. McDonald reported that he had been contact with the CEO to discuss contract negotiations as well as the letter to Mary Stanko. He encouraged all members to attend the upcoming OLA Super Conference in January. He thanked staff for the work they did for the Christmas party.

5.2 <u>Chief Executive Officer's Report</u>– L. Stripnieks
 L. Stripnieks reported that she had followed up on the Ontario Provincial Grant and the Library should receive it shortly.

She reported that in addition to the Furniture/Equipment that had been ordered and received and submitted to the Board as a report on November 19<sup>th</sup>, coffee tables were ordered in December for the Central Library. Items as yet not ordered but approved by the Board include lounge chairs and seating in the Children's area. A. Cook requested if the Furniture/Equipment – Status Report of November 19<sup>th</sup>, 2015 could be updated for the January 2016 meeting to include additional orders and expenditures.

L. Stripnieks reported that staff are reviewing the OurOntario digital platform and will begin to scan images and run a pilot project starting in January. L. Stripnieks discussed staffing requirements for digitization as outlined in the report that went to the Board in March. Councillor Williamson suggested the CEO contact the Museum curator to discuss any digitization overlaps. A. Carruthers enquired about the BDM Index. L. Stripnieks stated that current notices are being put in daily.

- 5.3 <u>Health and Safety Report</u>– J. Foster No report
- 5.4 <u>Branch Reports</u> No report
- 5.5 <u>Facilities Report</u> No report.
- 5.6 <u>Finance</u> J. Foster
  5.6(a) <u>Schedule of Accounts</u> The Schedule of Accounts for November was reviewed.

MOTION: 2015-86	THAT the eleventh report recommending payment of accounts and salaries in the amount of THREE
	HUNDRED FORTY-SIX THOUSAND, NINE
	HUNDRED FIFTY-SIX DOLLARS & FIFTY-ONE
	CENTS (\$346,956.51) be received and approved.
MOVED BY:	Councillor B. Williamson
SECONDED BY:	L. Bramble
MOTION CARRIED.	

- 5.6(b) <u>Statement of Operating Accounts</u> The Statement of Operating Accounts for November was reviewed. <u>November 30, 2015</u>: With 92% of the year elapsed the statement shows: revenue received – \$362,430; expenditures – \$453,562.
- 5.6(c) Endowment and Trust Fund Statements The Statement for November was reviewed. <u>November 30, 2015</u>: The statement shows a balance of \$1,095,444 made up as follows: opening balance – \$902,484, donations – \$223,768, interest income - \$18,094, miscellaneous income - \$4699, less expenditures - \$53,601; current assets – \$1,145,044; less current liabilities - \$49,600, for net assets -\$1,095,444; YTD encumbered – \$267,677; YTD unencumbered – \$827,767.
- 5.6(d) <u>Report on Short-Term Investments</u>

The report for November was reviewed. <u>November 30, 2015</u>: The report shows a balance of \$1,131,814 made up as follows: \$479,290 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.

J. Foster reported that the current renewal rate for the TD Bank GIC Short-Term Investments is 1.09% for a 6 month term.

# 5.7 St. Catharines City Council

Councillor B. Williamson reported that City Rates and Fees have been passed by Council. Councillor Williamson was of the impression that the Federal Government was going to announce funding for infrastructure projects and enquired what the Library might include if able to apply. J. Foster stated the library needs to replace the elevator at the Central Library. The Library is also investigating the creation of a sound proof room for the accessibility equipment.

Discussion then ensued about services in West St. Catharines. The CEO stated that a presentation had been made and a report went to Council on May 5, 2003 with a request to co-locate a library at the new arena. The proposal was defeated by 2 votes. Library staff will prepare an updated report for the Board for February.

5.8 <u>SOLS</u>– L. Stripnieks No report.

## 6. New Business (No New Business in December)

- 6.1 <u>Business for Next Meeting</u> An update on the Furniture/Equipment/Software Proposed Acquisitions that the Board approved in June will be provided to the Board at the next meeting.
- 6.2 <u>Informational Materials</u> Informational materials were included in the Board package.

# 7. In-Camera Business

7.1 <u>Motion to Move In-Camera</u> The meeting moved In-Camera at 5:17 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 <u>In-Camera Minutes</u> 7.3(a) <u>In-Camera Minutes, November 19, 2015</u>
- 7.4 <u>Business Arising</u> 7.4(a) <u>Ratification of the Memorandum of Settlement</u> – L. Stripnieks/J. Foster
- 7.5 <u>In-Camera Correspondence</u> None
- 7.6 <u>New Business</u> None
- 7.7 <u>Return to Open Session</u> The meeting returned to Open Session at 5:43 pm

### 8. <u>Business Arising from In-Camera Session</u> None

9. Motion to Adjourn

MOTION: 2015-93THAT the meeting be adjourned.MOVED BY:J. CottonSECONDED BY:A. CarruthersMOTION CARRIED.

The meeting adjourned at 5:43 pm.

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

Thursday, January 21, 2016, 7:00 pm in the Board Room.