

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, February 15, 2018
Board Room

Present: L. Bramble (by phone) L. McDonald (Chair)
A. Carruthers A. Rosts
A. Cook (by phone) Councillor B. Williamson

Regrets: J. Cotton S. Tromanhauser (Vice-Chair)
Councillor B. Phillips

Staff: D. Andrusko K. Smith Curtis
D. Bott J. Spera
N. Bryans (Recording Secretary) L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, February 15, 2018 at the Central Library. The Chair called the meeting to order at 7:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

None

1.2 Adoption of the Agenda

MOTION: 2018-14 THAT the Library Board adopt the Agenda.
MOVED BY: Councillor B. Williamson
SECONDED BY: A. Carruthers
MOTION CARRIED.

2. Minutes

2.1 Inaugural Meeting, January 25, 2018

MOTION: 2018-15 THAT the Minutes of the Inaugural Meeting of January 25, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: Councillor B. Williamson
SECONDED BY: A. Carruthers
MOTION CARRIED.

2.2 Regular Meeting, January 25, 2018

MOTION: 2018-16 THAT the Minutes of the Regular Meeting of January 25, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: Councillor B. Williamson
SECONDED BY: A. Carruthers
MOTION CARRIED.

3. Business Arising

3.1 RFID Update – D. Bott/L. Stripnieks

The Board received a written report. The RFID system is 'Live' as of February 13, 2018. Self-check-out to be installed in March. Staff were orientated to the system. Little has changed. Instead of scanning each barcode with a wand items to be checked-in or out are placed on a plate. Multiple items can be processed at one time.

3.2 NovelBranch and HoldIT Lockers Update – D. Bott/L. Stripnieks

The Board received a written report and discussion ensued about signage options. Councillor B. Williamson will check with the City re: cost to advertise on the Seymour-Hannah Arena windows. L. Stripnieks will investigate costs on fixed signage for the Seymour-Hannah Arena pylon. Staff have received positive verbal feedback from patrons about these Library services.

3.3 Security Services Update – L. Stripnieks

The Board received a written report. L. Stripnieks has contacted the NRP Community Relations Officer to discuss the increasing need for security and to determine what support NRP could offer.

L. Stripnieks informed the Board that this year's allocated budget for window repairs is nearly exhausted due to the number of broken windows that have been replaced. Discussion ensued. Councillor B. Williamson suggested that Councillor Trustees be kept informed about security problems so that they can include the information in their reports to Council.

4. Correspondence

The Board received the correspondence as of February 9, 2018.

5. Reports

5.1 Chairs Report – L. McDonald

L. McDonald reported that he attended the OLA 2018 Super Conference.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks provided written reports in Business Arising and in New Business.

5.3 Health and Safety Report – K. Smith Curtis

K. Smith Curtis reviewed her written report.

5.4 Branch Reports

The Board received the written Branch Report for January 2018. A. Rosts inquired about the acronyms for the Library's Departments.

5.5 Facilities Report – K. Smith Curtis

K. Smith Curtis reviewed her written report.

5.6 Finance – K. Smith Curtis

5.6(a) Schedule of Accounts

The Schedule of Accounts for January was reviewed.

A. Rosts inquired about cheque # 13412 to Langlois Safety Training for Health & Safety Certification training, cheque # 13430 to Show Biz Team Building for a March Break program and cheque # 103830 to J. Foster for training services in January.

MOTION: 2018-17 THAT the first report recommending payment of accounts and salaries in the amount of FOUR HUNDRED FORTY-EIGHT THOUSAND, FOUR HUNDRED DOLLARS & TWENTY-SEVEN CENTS (\$448,400.27) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at January 31, 2018: With 8% of the year elapsed the statement shows: revenue received - \$491,219; expenditures - \$462,743.

5.6(c) Endowment and Trust Fund Statements

As at January 31, 2018: The statement shows a balance of \$1,397,628 made up as follows: opening balance – \$1,395,074; donations – \$335; interest income – \$2,219; current assets – \$1,523,456; less current liabilities – \$125,828; YTD encumbered – \$268,642; YTD unencumbered – \$1,128,986.

5.6(d) Report on Short-Term Investments

As at January 31, 2018: The report shows a balance of \$1,359,586 made up as follows: \$358,713 due June 13, 2018 invested with TD Bank GIC; \$143,846 due June 13, 2018 invested with TD Bank GIC; \$236,027 due June 13, 2018 invested with TD Bank GIC; \$100,000 due July 11, 2018 invested with Concentra Bank GIC; \$100,000 due November 23, 2018 invested with Equitable Bank GIC; \$100,000 due January 29, 2019 invested with ADS Canadian Bank GIC; \$121,000 due January 29, 2019 invested with Bank of Nova Scotia GIC; \$100,000 due January 29, 2019 invested with Montreal Trust Co GIC; \$100,000 due January 9, 2019 invested with National Trust Co GIC.

5.7 St. Catharines City Council

Councillor B. Williamson gave a brief update.

5.8 SOLS

No report.

6. New Business

6.1 Promotion, Outreach, Partnerships – L. Stripnieks

The Board received a written report. A. Carruthers suggested that the Library use email as a promotional tool. The Library already emails the newsletter to patrons who wish to receive it. Harvesting emails from the Horizon database would be prohibited by Canada's Anti-Spam Legislation. L. Stripnieks will discuss options at the next meeting.

6.2 Banking Updates – K. Smith Curtis

The Board received a written report.

MOTION: 2018-18

THAT the Board approve that Karen Smith Curtis be authorized to act on behalf of the St Catharines Public Library Endowment and Trust Fund to buy, sell (including short sales) and trade (including without limitation, through electronic means) in stocks, bonds, debentures, options and other securities and/or commodities and/or contracts relating thereto, by exchange or otherwise; for the account and risk of St Catharines Public Library Endowment and Trust Fund and the St Catharines Public Library Endowment and Trust Fund ratifies and confirms all and whatsoever that may be done by virtue of this authorization;

AND THAT all the above-listed actions carried out on behalf of the St Catharines Public Library Endowment and Trust Fund shall be valid and binding on the St Catharines Public Library Endowment and Trust Fund;

AND THAT this authorization shall remain in full force and effect until written notice of revocation thereof has been filed by an authorized party on behalf of St Catharines Public Library Endowment and Trust Fund, and has been received by, Scotia Wealth Management.

MOVED BY:

A. Rosts

SECONDED BY:

Councillor B. Williamson

MOTION CARRIED.

6.3 SCPL Co-Sponsor of Documentary – D. Andrusko/L. Stripnieks

The Board received a written report.

6.4 Strategic Agenda 2016-2018 Status Report – L. Stripnieks

The Board received a written report. A. Rosts inquired about Blue Cloud e-commerce scheduled for installation in 2018. D. Bott responded that the service will allow payments to the Library through the Enterprise Search Catalogue.

6.5 5-Year Statistical Review Library Usage & Trends – L. Stripnieks

The Board received a written report.

6.6 Goals and Objectives 2017 Status Report – L. Stripnieks

The Board received a written report.

6.7 Business for Next Meeting
Goals and Objectives for 2018

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

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: 2018-19 THAT the meeting move In-Camera.

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting moved In-Camera at 8:25 pm.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to In-Camera Agenda

Move Item 7.6(a) Personnel Matter to Item 7.6(b)

Move Item 7.6(b) Succession Planning to Item 7.6(a)

Add Item 7.6(c) CEO Evaluation

7.2(b) Adoption of In-Camera Agenda

MOTION: 2018-20 THAT the In-Camera Agenda be adopted as amended.

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, January 25, 2018

MOTION: 2018-21 THAT the Minutes of the In-Camera Meeting of January 25, 2018 be approved, a copy having been received by each Trustee.

MOVED BY: A. Carruthers

SECONDED BY: L. Bramble

MOTION CARRIED.

7.4 Business Arising

None

7.5 Correspondence

The Board received the In-Camera correspondence as of February 9, 2018.

7.6 New Business

7.6(a) Succession Planning – L. Stripnieks

The Board received a written report.

K. Smith Curtis and N. Bryans left the In-Camera Meeting at 8:50 pm

7.6(b) Personnel Matter – L. Stripnieks
The Board received a written report.

7.6(c) CEO Evaluation – L. McDonald
The Board discussed the CEO Evaluation.

7.7 Return to Open Session

MOTION: 2018-22 THAT the meeting return to Open Session.

MOVED BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting returned to Open Session at 9:10 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2018-23 THAT the meeting be adjourned.

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting adjourned at 9:10 pm.

10. Date and Time of Next Meeting

Thursday, March 15, 2018 at 7:00 pm in the Board Room