

# 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, April 19, 2018  
Board Room

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

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, April 19, 2018 at the Central Library. The Chair called the meeting to order at 6:00 pm.

### **Appointment, 6:00 pm: Crawford, Smith and Swallow: Chartered Accountants LLP, Matt Swindley, Presentation of the 2017 Auditor's Report (attachment)**

The Board received a written report of the Financial Statements December 31, 2017. Matt Swindley reviewed the report and responded to questions. He stated that 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**

Add Item 6.9 Spirit of Education Foundation – Susan Tromanhauser

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

**MOTION: 2018-38** 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, March 15, 2018**

**MOTION: 2018-39** THAT the Minutes of the Regular Meeting of March 15, 2018 be approved, a copy having been received by each Trustee.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

**3. Business Arising**

**3.1 Elevator Consultant Update – K. Smith Curtis**

K. Smith Curtis reviewed her written report. The elevator consultant firm was at Central Library April 18, 2018, to review the existing elevator and dumbwaiter. The key features are under review and new standards require a dedicated phone line to the elevator. Discussion ensued. The Library will consult the City's Accessibility Coordinator in the development of the RFP for the elevator replacement project.

**4. Correspondence**

The Board received the correspondence as of April 13, 2018.

**5. Reports**

**5.1 Chairs Report – L. McDonald**

L. McDonald reported on various communications he had with the CEO.

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

L. Stripnieks reported on the preparation of Board reports and investigating the STEM equipment list received from staff. The contractors of the new Circulation Desk came in to verify their measurements for the design and to determine construction logistics. She has been in communication with the City about the removal of the basement floor tile, the Reserves Policy, and the Use of Corporate Resources Policy. The Labour Management Co-operation Committee will meet April 25, 2018 to discuss Security Cameras, Circulation Desk replacement, basement floor tile replacement, and the Opioid crisis.

**5.3 Health and Safety Report – K. Smith Curtis**

K. Smith Curtis reviewed her written report. She outlined that it will be about 10 weeks before Security cameras are installed.

**5.4 Branch Reports**

The Board received the written Branch Report for March 2018.

**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 March was reviewed. A. Rosts inquired about cheque #13508 to Cantec Security Services for Security Guards and cheque #13536 to Quadbridge Inc. for IT equipment.

**MOTION: 2018-40**

THAT the third report recommending payment of accounts and salaries in the amount of TWO HUNDRED SEVENTY-ONE THOUSAND, SEVEN HUNDRED TWENTY-TWO DOLLARS & TWENTY-SIX CENTS (\$271,722.26) be received and approved.

**MOVED BY:**

A. Rosts

**SECONDED BY:**

A. Cook

**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

As at March 31, 2018: With 25% of the year elapsed the statement shows: revenue received - \$1,328,400; expenditures - \$1,412,912.

5.6(c) Endowment and Trust Fund Statements

As at March 31, 2018: The statement shows a balance of \$1,409,500 made up as follows: opening balance – \$1,390,324; donations – \$20,656; interest income – \$2,520; less expenditures – \$4,000: current assets – \$1,409,500; YTD encumbered – \$268,642; YTD unencumbered – \$1,140,858.

5.6(d) Report on Short-Term Investments

As at March 31, 2018: The report shows a balance of \$1,564,486 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; and \$204,900 due February 4, 2019 invested with Royal Bank GIC.

5.7 St. Catharines City Council

Councillor B. Williamson reported on the upcoming Municipal election and projected an inauguration date for the newly elected Council will likely be in early December.

Both Councillors commended Library staff for the wonderful programs offered, especially during March Break, that were both well attended and well received. A. McKenzie reported that the Library will be participating in a new program called *Healthy Kids Challenge*. It is an initiative of the Region. The aim of the program is to encourage kids to spend time away from the computer and participate in more physical activity and other creative programs. The Library will be offering a number of programs over the summer to address this mandate.

A. Cook asked if there had been any response from the City with respect to having Library signage on the windows by the entrance of Seymour-Hannah. The Councillors will contact P. Christi, acting-director of Parks, Recreation and Cultural Services.

5.8 SOLS

No report.

**6. New Business**

6.1 March Break 2018 Program Report – A. McKenzie

The Board received a written report.

6.2 Meeting Room Furniture – K. Smith Curtis/L. Stripnieks

The Board received a written report. Staff recommended replacing old and worn tables and meeting room chairs. Specifically staff recommended the purchase of 26 flip-top tables; 285 armless chairs and 50 chairs with arms. The Board asked staff to investigate if they could source Canadian manufacturers for the chairs and report back.

**MOTION: 2018-41** THAT the Board approve the replacement of 26 tables to be funded from the Facility and System Enhancement Reserve and,  
THAT staff investigate Canadian manufacturers for chairs and report back to the Board.  
**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** L. Bramble  
**MOTION CARRIED.**

6.3 Endowment & Trust Donation Utilization – L. Stripnieks

The Board received a written report. Discussion ensued. It was decided that the CEO would canvas staff and provide a list of potential purchases to the Board at the May meeting.

6.4 Library Reserves – Report and Policy – L. Stripnieks/K. Smith Curtis

The Board received a written report. The CEO and the Business and Facilities Administrator outlined the proposed changes to the draft Policy that was sent to the Board. Discussion ensued.

**MOTION: 2018-42** THAT the Library Board approve the Library Reserves Policy.  
**MOVED BY:** Councillor B. Williamson  
**SECONDED BY:** S. Tromanhauser  
**MOTION CARRIED.**

6.5 STEM Equipment – L. Stripnieks

The Board received a written report.

**MOTION: 2018-43** THAT the Board approve an expenditure of \$4,000 not including taxes and delivery, from the Endowment and Trust Fund to acquire STEM and Maker equipment to be used in programs for Children's and Teens.  
**MOVED BY:** S. Tromanhauser  
**SECONDED BY:** J. Cotton  
**MOTION CARRIED.**

6.6 Provincial Funding – L. Stripnieks

L. Stripnieks stated that the Ministry of Tourism, Culture and Sport has announced that the government plans to invest 51 million over 3 years in annual increases to public library funding and 28 million over 3 years to create a provincial Digital Library. No details are available; the funding may be dependent on the results of the election.

6.7 Lockers – L. McDonald

L. McDonald stated that he has been in contact with Fairview Mall re: the installation of Library Lockers in the open area. Further investigation is required.

6.8 Business for Next Meeting

None

6.9 Spirit of Education Foundation – S. Tromanhauser

S. Tromanhauser provided a folder with information on Ignite – the Spirit of Education Foundation (ISEF). The information indicates that the Foundation provides programs to the Library and Education communities about Indigenous Culture. Library staff will contact them for further information. Councillors inquired if the Library had materials on Indigenous culture and by Indigenous authors. The CEO responded that we have both. Discussion ensued about gathering the material together as a special collection to raise its profile. Staff will review.

6.10 Informational Materials

Informational materials were included in the Board package.

7. **In-Camera Business**

7.1 Motion to Move In-Camera

**MOTION: 2018-44** THAT the meeting move In-Camera.

**MOVED BY:** A. Cook

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

The meeting moved In-Camera at 8:11 pm.

7.2 Adoption of In-Camera Agenda

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

Add Item 7.4(b) Personnel Matter – L. Stripnieks

7.2(b) Adoption of In-Camera Agenda

**MOTION: 2018-45** THAT the In-Camera Agenda be adopted as amended.

**MOVED BY:** A. Rosts

**SECONDED BY:** Councillor B. Phillips

**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, March 15, 2018

**MOTION: 2018-46** THAT the Minutes of the In-Camera Meeting of March 15, 2018 be approved, a copy having been received by each Trustee.

**MOVED BY:** A. Rosts

**SECONDED BY:** S. Tromanhauser

**MOTION CARRIED.**

7.4 Business Arising

7.4(a) Mediation – L. Stripnieks

The CEO updated the Board.

- 7.4(b) Personnel Matter – L. Stripnieks  
The CEO updated the Board on a personnel matter.

**MOTION: 2018-47**      See In-Camera Minutes for details.  
**MOVED BY:**            A. Carruthers  
**SECONDED BY:**        L. Bramble  
**MOTION CARRIED.**

- 7.5 Correspondence  
The Board received the In-Camera correspondence as of April 13, 2018.

- 7.6 New Business  
None

- 7.7 Return to Open Session

**MOTION: 2018-48**      THAT the meeting return to Open Session.  
**MOVED BY:**            A. Rosts  
**SECONDED BY:**        S. Tromanhauser  
**MOTION CARRIED.**  
The meeting returned to Open Session at 8:29 pm.

8. **Business Arising from In-Camera Session**  
None

9. **Motion to Adjourn**

**MOTION: 2018-49**      THAT the meeting be adjourned.  
**MOVED BY:**            A. Rosts  
**SECONDED BY:**        S. Tromanhauser  
**MOTION CARRIED.**  
The meeting adjourned at 8:29 pm.

10. **Date and Time of Next Meeting**  
Thursday, May 17, 2018 at 6:00 pm in the Board Room