

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 21, 2018
Board Room

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, June 21, 2018 at the Central Library. The Chair called the meeting to order at 6:05 pm.

1. Adoption of Agenda

- 1.1 Additions/Deletions to the Agenda
Add Item 3.4 Circulation Desk Update – L. Stripnieks
- 1.2 Adoption of the Agenda

MOTION: 2018-62 THAT the Library Board adopt the Agenda as amended.
MOVED BY: A. Rosts
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

2. Minutes

- 2.1 Regular Meeting, May 17, 2018

MOTION: 2018-63 THAT the Minutes of the Regular Meeting of May 17, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: A. Cook
SECONDED BY: L. Bramble
MOTION CARRIED.

3. **Business Arising**

3.1 Meeting Room Furniture Update – K. Smith Curtis

The Board received a written report. Staff recommended the purchase of meeting room chairs.

MOTION: 2018-64 THAT the Board approve the purchase of 285 chairs without arms and 50 chairs with arms for meeting rooms across the system at a cost not to exceed \$37,000 (not including dollies, delivery or taxes) to be funded from the Facility and System Enhancement Reserve.

MOVED BY: A. Cook

SECONDED BY: L. Bramble

MOTION CARRIED.

3.2 Central Basement Tile Floor Replacement Update – K. Smith Curtis

K. Smith Curtis provided a verbal update. The Library has received 3 quotes for the removal of the existing floor tiles (VAT). The architectural floor plan drawings and the design for the basement floor layout have been completed. The basement flooring will be a combination of tile and carpet tile. Carpet tile samples have been received. Next steps include: finalizing the specifications for the flooring materials; obtaining 3 quotes for the installation of the new tiles; selecting the vendor; creating a project schedule; and relocating staff workstations as required.

3.3 Elevator Update – K. Smith Curtis

K. Smith Curtis provided a verbal update. The Library has received and is reviewing the specifications submitted by the elevator consultant firm. Next steps include: meeting with the consultant to provide feedback; submitting the consultant's report and specifications to the City's TES department for review; and determining who will create the RFP, the City or the Library.

3.4 Circulation Desk Update – L. Stripnieks

L. Stripnieks provided a verbal update. A purchase order for 2 new circulation desks for the Central Library was issued to Carr McLean on March 20th, 2018 and included preliminary drawings that had been done by Carr McLean. Carr McLean was going to finalize the drawings and then pass them on to Palmieri Furniture to be custom built. Carr McLean has been in several times to measure and review the drawings but the Library has not yet seen the completed manufacturing design drawings. Carr McLean has stated that they anticipate the installation to be completed by the end of October.

4. **Correspondence**

The Board received the correspondence as of June 15, 2018.

5. **Reports**

5.1 Chairs Report – L. McDonald

L. McDonald reported that he had discussions with the CEO regarding a personnel matter. He invited the Board to consider attending a presentation at the St. Catharines Golf and Country Club on September 28, 2018 about "Libraries Beyond Books".

5.2 Chief Executive Officer's Report – L. Stripnieks
L. Stripnieks reported on the following:

Annual Survey of Public Libraries

The CEO completed the collation and the input of the data into the *Annual Survey of Public Libraries* questionnaire on May 31st. Completion of the *Annual Survey* is the first step in being eligible for the Provincial Grant. The Survey requires information on the following: operating budget, materials budget, staffing levels, classes of staff, collection size by format, Internet use, hours of operation, service points, number of information requests, program statistics, etc.

Reserve Policy

On June 1, 2018, L. Stripnieks and K. Smith Curtis met with K. Douglas (City Treasurer) to review the Reserve Policy. The Library's policy was revised. Suggested changes have been made. (See Item 6.1)

Endowment and Trust Utilization Report

Managers' suggestions for collections, programs, equipment, furniture, etc. were received and compiled. (See Item 6.2)

Changes to Employment Standards Act (ESA)

A conference call was set up with the Library's labour lawyer to review the changes to the ESA Act, with S. Smith, K. Smith Curtis, and L. Stripnieks attending. The Library is implementing the necessary changes to comply with the Act.

Labour Management Co-operation Committee Meeting, June 14, 2018

The CEO attended this joint Union and Employer Committee meeting.

Information Technology

The Library is waiting for network switches to arrive. They have been on order for a number of months. Once received, the Library will be able to install the security cameras, upgrade our Wi-Fi network, and activate the self-checkout kiosks.

5.3 Health and Safety Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. The Joint Health & Safety Committee met on June 14, 2018 and some Agenda items included exterior lighting and sharps. The Board was alerted to a Facebook posted video that showed a patron removing discarded sharps found near the Library. The CEO has called the Mayor to outline the steps that the Library takes daily with respect to sharp removal. The City is organizing a meeting to be chaired by Councillor Siscoe on Tuesday, June 26, 2018 at the City. They are inviting a number of organizations, social services agencies, and the Chamber of Commerce to discuss the Opioid crisis. The Library will be attending.

5.4 Branch Reports

The Board received the written Branch Report for May 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 May was reviewed. A. Rosts inquired about cheque #13604 to Crawford Smith & Swallow for the Year End Audit and cheque #13630 to Ristech Company Inc. for the Microfilm Reader maintenance service contract.

MOTION: 2018-65 THAT the fifth report recommending payment of accounts and salaries in the amount of TWO HUNDRED & FIFTY-EIGHT THOUSAND, SEVEN HUNDRED TWENTY-ONE DOLLARS & FORTY-SEVEN CENTS (\$258,721.47) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

As at May 31, 2018: With 42% of the year elapsed the statement shows: revenue received - \$2,231,495; expenditures - \$2,275,938.

5.6(c) Endowment and Trust Fund Statements

As at May 31, 2018: The statement shows a balance of \$1,409,994 made up as follows: opening balance – \$1,390,326; donations – \$21,025; interest income – \$2,643; less expenditures – \$4,000: current assets – \$1,409,994; YTD encumbered – \$268,642; YTD unencumbered – \$1,141,352.

5.6(d) Report on Short-Term Investments

As at May 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. Phillips updated the Board about property developments in the City and the nominations received to date for the October Municipal Election.

5.8 SOLS

No report.

6. New Business

6.1 Library Reserves Policy – New – L. Stripnieks

The Board received a written report that outlined the rationale for creating a 'New' Library Reserves Policy.

MOTION: 2018-66 THAT the Board approve the 'New' Library Reserves Policy.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Rosts
MOTION CARRIED.

6.2 Endowment & Trust Fund Utilization – L. Stripnieks

The Board received a written report that outlined staff suggestions for furniture, equipment, facilities, collections, and service improvements. Discussion ensued.

MOTION: 2018-67 THAT the Board approve the estimated expenditure of \$109,554 as outlined in the report as follows:

- Collections and Programs \$55,300.
- Furniture \$43,414.
- Equipment \$10,840.

Not including shipping, installation and taxes, and
THAT the funds be taken from the Endowment & Trust Fund.

MOVED BY: S. Tromanhauser
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

6.3 Business for Next Meeting

None

6.4 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

MOTION: 2018-68 THAT the meeting move In-Camera.
MOVED BY: S. Tromanhauser
SECONDED BY: A. Carruthers
MOTION CARRIED.
The meeting moved In-Camera at 7:25 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

MOTION: 2018-69 THAT the In-Camera Agenda be adopted.
MOVED BY: S. Tromanhauser
SECONDED BY: L. Bramble
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, May 17, 2018

MOTION: 2018-70 THAT the Minutes of the In-Camera Meeting of May 17, 2018 be approved, a copy having been received by each Trustee.
MOVED BY: A. Cook
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

7.4 Business Arising

7.4(a) Personnel Matters – L. Stripnieks
The CEO updated the Board on personnel matters.

7.4(b) Personnel Matters – L. McDonald
The Chair updated the Board on personnel matters.

7.5 Correspondence

None

7.6 New Business

None

7.7 Return to Open Session

MOTION: 2018-71 THAT the meeting return to Open Session.
MOVED BY: A. Cook
SECONDED BY: A. Rosts
MOTION CARRIED.
The meeting returned to Open Session at 7:35 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2018-72 THAT the meeting be adjourned.
MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.
The meeting adjourned at 7:35 pm.

10. Dates and Times of Next Meetings

Thursday, July 19, 2018 at 6:00 pm, in the Board Room (at the Call of the Chair)
Thursday, August 16, 2018 at 6:00 pm, in the Board Room (at the Call of the Chair)
Thursday, September 20, 2018 at 6:00 pm, in the Board Room