

# 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, October 18, 2018  
Board Room

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

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, October 18, 2018 at the Central Library. The Chair called the meeting to order at 6:00 pm.

### **Deputation: 6:00 pm: Mr. Lloyd Dettering**

Mr. Lloyd Dettering made a presentation to the Board about the Trespass Notice he received from the Library. The Board Chair thanked Mr. Dettering for his presentation. He advised him that the Board will review the information and provide a decision in writing.

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

1.1 Additions/Deletions to the Agenda  
None

1.2 Adoption of the Agenda

**MOTION: 2018-88**      THAT the Library Board adopt the Agenda.  
**MOVED BY:**            A. Rosts  
**SECONDED BY:**        A. Carruthers  
**MOTION CARRIED.**

**2. Minutes**

2.1 Regular Meeting, September 27, 2018

**MOTION: 2018-89**      THAT the Minutes of the Regular Meeting of September 27, 2018 be approved, a copy having been received by each Trustee.

**MOVED BY:**            A. Carruthers

**SECONDED BY:**        A. Rosts

**MOTION CARRIED.**

**3. Business Arising**

None

**4. Correspondence**

The Board received the correspondence as of October 12, 2018.

**5. Reports**

5.1 Chairs Report – L. McDonald

L. McDonald reported that as a result of the Library's presentation to the Laurier Liberal Ladies group in September; several patrons have renewed their Library cards and borrowed materials. He also had meetings with the CEO regarding a personnel matter.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO prepared written reports for the Board as Items 6.2, 6.3, and 6.4. She also updated the Board about Security Guard issues with patrons.

5.3 Health and Safety Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. She reported that approximately 70 staff have completed the online WHMIS training course. She praised the IT Department for setting up an online database for the material information Safety Data Sheets.

5.4 Branch Reports

The Board received the written Branch Report for September 2018.

5.5 Facilities Report – K. Smith Curtis

K. Smith Curtis reviewed her written report. She also updated the Board that the Security Cameras were 'live' as of October 1, 2018. There has been some vandalism to one security camera, metal housing box, and electrical connections. This has been reported to the Police and the camera has been re-installed in a higher location.

5.6 Finance – K. Smith Curtis

5.6(a) Schedule of Accounts

The Schedule of Accounts for September was reviewed. A. Rosts inquired about cheque #13822 to Legacy Partners for Executive Search; cheque #13835 to Quadbridge Inc. for servers and printers; and cheque #13811 to UTC Fire & Security for a beam heat detector in the Atrium.

**MOTION: 2018-90** THAT the ninth report recommending payment of accounts and salaries in the amount of TWO HUNDRED SIXTY-EIGHT THOUSAND, TWO HUNDRED THIRTY-TWO DOLLARS & EIGHTY-TWO CENTS (\$268,232.82 ) be received and approved.

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

5.6(b) Statement of Operating Accounts

As at September 30, 2018: With 75% of the year elapsed the statement shows: revenue received - \$3,894,579; expenditures - \$4,177,992.

5.6(c) Endowment and Trust Fund Statement

As at September 30, 2018: The statement shows a balance of \$1,409,531 made up as follows: opening balance – \$1,390,326; donations – \$25,243; interest income – \$8,922; less expenditures – \$14,960: current assets – \$1,420,491; less current liabilities – \$10,960: YTD encumbered – \$268,642; YTD unencumbered – \$1,140,889.

5.6(d) Report on Short-Term Investments

As at September 30, 2018: The report shows a balance of \$1,470,379 made up as follows: \$361,575 due December 12, 2018 invested with TD Bank GIC; \$144,994 due December 12, 2018 invested with TD Bank GIC; \$237,910 due December 12, 2018 invested with TD 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 29, 2019 invested with National Trust Co GIC; \$204,900 due February 4, 2019 invested with Royal Bank GIC; \$100,000 due July 13, 2019 invested with Equitable Bank GIC.

5.7 St. Catharines City Council

No report.

5.8 SOLS

No report.

6. New Business

6.1 Migration to cloudLibrary and cloudLink – D. Bott

The Board received a written report. D. Bott updated the Board about the expected savings for the Library and the increased access to eBooks and eAudiobooks for patrons by switching to cloudLibrary. Staff training and migration plans are underway and the new service will be promoted in the Library and on the website catalogue.

6.2 Fortnight Gaming Series – L. Stripnieks

The Board received a written report. L. Stripnieks reported that the first two sessions of Fortnite Gaming Series are fully booked.

6.3 Reciprocal Borrowing – L. Stripnieks

The Board received a written report. L. Stripnieks reported on a reciprocal borrowing agreement between some area Libraries.

6.4 Library Usage Statistics – L. Stripnieks

6.4(a) Overview of Annual Circulation by Branches 1975-2017

6.4(b) Library Usage by Branch 1998 - 2017

6.4(c) Library Usage System Wide General 1999-2017

L. Stripnieks commented on the statistics that show circulation decreasing, yet digital usage and program use increasing. The stats provide an indication of how Library usage has changed over the years and how the Library has shifted to a 'meeting place' for programs and information. Karen Smith Curtis stated that the Toronto Public Library received a grant to develop a 'model' or 'process' that libraries could use to assess their economic value in a community. She used this process to prepare a report at the Burlington Public Library and could conduct the assessment for our Library in 2019.

6.5 Business for Next Meeting

None

6.6 Informational Materials

Informational materials were included in the Board package.

7. In-Camera Business

7.1 Motion to Move In-Camera

**MOTION: 2018-91** THAT the meeting move In-Camera.

**MOVED BY:** S. Tromanhauser

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

The meeting moved In-Camera at 7:05 pm.

The Board reviewed the Deputation. Discussion ensued.

**MOTION: 2018-92** THAT the Board direct staff to write a letter to the patron upholding the Trespass Notice and explaining Library Policies on reinstatement, and

THAT if the patron writes a letter of apology they will be reinstated immediately.

**MOVED BY:** S. Tromanhauser

**SECONDED BY:** J. Cotton

**MOTION CARRIED.**

7.2 Adoption of In-Camera Agenda

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

Move Item 7.4(a) to the end of the In-Camera session.

7.2(b) Adoption of In-Camera Agenda

**MOTION: 2018-93** THAT the In-Camera Agenda be adopted as amended.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, September 27, 2018

**MOTION: 2018-94** THAT the Minutes of the In-Camera Meeting of September 27, 2018 be approved, a copy having been received by each Trustee.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** J. Cotton  
**MOTION CARRIED.**

7.4 Business Arising

Moved to the end of the In-Camera Session

7.5 Correspondence

The Board received the In-Camera correspondence as of October 12, 2018.

7.6 New Business

7.6(a) Requests for Reinstatement – L. Stripnieks

L. Stripnieks updated the Board about patron requests for reinstatement.

**MOTION: 2018-95** THAT staff inform the patrons that they are reinstated.  
**MOVED BY:** J. Cotton  
**SECONDED BY:** A. Cook  
**MOTION CARRIED.**

7.6(b) Notice to Bargain – L. Stripnieks

L. Stripnieks updated the Board about the Union's Notice to Bargain.

7.6(c) Exempt Staff Terms of Employment – L. McDonald

L. Stripnieks distributed a report from the Exempt Staff Benefits Committee.

**MOTION: 2018-96** See report for Motion.  
**MOVED BY:** A. Carruthers  
**SECONDED BY:** A. Cook  
**MOTION CARRIED.**

7.6(d) Proposed 2019 Operating Budget – K. Smith Curtis

K. Smith Curtis presented the Proposed 2019 Operating budget to the Board.

**MOTION: 2018-97** THAT the Board approve the Proposed 2019 Operating Budget, in principle, and recommend to the next Library Board approval of this Budget, and

THAT \$106,725 from the 2018 Operating Budget be brought forward to support the 2019 Operating Budget, and

THAT an estimated \$140,000 be allocated from the Stabilization Reserve to support the 2019 Operating Budget.

**Moved BY:**

A. Cook

**SECONDED BY:**

S. Tromanhauser

**MOTION CARRIED.**

L. Stripnieks, K. Smith Curtis, and N. Bryans left the In-Camera Meeting at 8:21 pm

7.4 Business Arising

7.4(a) Personnel Matters – L. McDonald

The Chair updated the Board on personnel matters.

7.7 Return to Open Session

**MOTION: 2018-98** THAT the meeting return to Open Session.

**Moved BY:** A. Carruthers

**SECONDED BY:** J. Cotton

**MOTION CARRIED.**

The meeting returned to Open Session at 8:50 pm.

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

None

**9. Motion to Adjourn**

**MOTION: 2018-99** THAT the meeting be adjourned.

**Moved BY:** A. Carruthers

**SECONDED BY:** J. Cotton

**MOTION CARRIED.**

The meeting adjourned at 8:50 pm.

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

Thursday, November 15, 2018 at 6:00 pm, in the Board Room