

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, March 21, 2019
Board Room

Present:

A. Carruthers	L. McDonald (Chair)
A. Cook	A. Rosts
J. Cotton	S. Tromanhauser (Vice-Chair)
Councillor L. Littleton	Councillor B. Williamson

Staff:

D. Andrusko	A. McKenzie
D. Bott	K. Smith Curtis
N. Bryans (Recording Secretary)	J. Spera
S. Mannella	K. Su (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, March 21, 2019 at the Central Library. The Chair called the meeting to order at 6:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
None

1.2 Adoption of the Agenda

MOTION: 2019-25 THAT the Library Board adopt the Agenda.
MOVED BY: A. Rosts
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

2. Chair's Remarks

L. McDonald reported that he met with the CEO to help plan for a Homelessness Training Workshop being developed by the CEO for Library staff on May 27, 2019. K. Su reported that he has invited Jeff Sinclair, Homelessness Action Plan Advisor and Chandra Hardeen, Manager of Homelessness Services from Niagara Region for one session, Heather Casson, Library Technician, Toronto PL (also a presenter at the OLA 2019 Super Conference) for another session, and Ellen Stroud, Director of Service Design & Delivery and Jennifer Garden, Manager or Programming, Outreach & Community Engagement from Oshawa PL for a final session. Board members and Library staff are encouraged to attend.

The Chair thanked the current Board members for all their work and contributions.

3. Consent Agenda

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|-----|--|----------------|
| 3.1 | Regular Meeting Minutes – February 21, 2019 (attachment) | <i>Approve</i> |
| 3.2 | Correspondence (attachment) | <i>Receive</i> |
| 3.3 | Chief Executive Officer's Report – K. Su (attachment) | <i>Receive</i> |
| 3.4 | Health and Safety Report – K. Smith Curtis (attachment) | <i>Receive</i> |
| 3.5 | Branch Reports – February 2019 (attachment) | <i>Receive</i> |
| 3.6 | Facilities Report – K. Smith Curtis (attachment) | <i>Receive</i> |
| 3.7 | Finance – as at February 28, 2019 (attachments) | <i>Approve</i> |
| | 3.7(a) Schedule of Accounts – Report 2 | |
| | 3.7(b) Statement of Operating Accounts | |
| | 3.7(c) Endowment and Trust Fund Statement | |
| | 3.7(d) Report on Short-Term Investments | |

MOTION: 2019-26 THAT the Consent Agenda items be approved as circulated.
MOVED BY: S. Tromanhauser
SECONDED BY: J. Cotton
MOTION CARRIED.

4. Business Arising

- 4.1 Recruitment Fair – S. Tromanhauser
S. Tromanhauser reported on the Recruitment Fair held at the Dr. Huq Branch / St. Catharines Kiwanis Aquatic Centre on February 26, 2019. She reported that several citizens asked for information about the Library Board. K. Smith Curtis reported that the City has received approximately 30 applications for positions as Library Board members. Discussion ensued. Councillors will assist in the evaluation of applications and make recommendations to City Council.
- 4.2 Volunteer Appreciation Event – K. Su
K. Su outlined the event planned to celebrate Library volunteers help.
- 4.3 Staff Appreciation Events – K. Su
K. Su outlined plans for several events to celebrate Staff appreciation.
- 4.4 Employee and Trustee Recognition Policy – K. Su
The Board received a written report and draft policy. Discussion ensued. It was decided that the current Board will defer approval of this Policy to the next Board.

MOTION: 2019-27 THAT the Board approve the Employee and Trustee Recognition Policy, be adjourned, in consultation with the City Clerk's Office.
MOVED BY: Councillor B. Williamson
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

5. Reports

- 5.1 St. Catharines City Council
Councillor B. Williamson reported that as a result of the Ontario government's governance review of Niagara Region, the City has developed an online survey for citizens input. Survey closing date is May 21, 2019.
- 5.2 SOLS
No report.

6. New Business

6.1 Library Board Training Sessions – K. Su

K. Su reported on the Board Training Sessions being organized by Niagara Area Libraries to be held at West Lincoln Public Library – Smithville Branch on April 27, 2019. Board members are encouraged to attend.

6.2 Proposed Library Steering Committee – Niagara Falls PL – K. Su

K. Su reported that the Niagara Falls Public Library is forming a steering committee to address concerns about the recent Ontario government's governance review of the Niagara region.

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: 2019-28 THAT the meeting move In-Camera.

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

The meeting moved In-Camera at 6:47 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: 2019-29 THAT the In-Camera Agenda be adopted.

MOVED BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, February 21, 2019

MOTION: 2019-30 THAT the Minutes of the In-Camera Meeting of February 21, 2019 be approved, a copy having been received by each Trustee.

MOVED BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

7.4 Business Arising

7.4(a) Settlement Conference Update – K. Smith Curtis

K. Smith Curtis reviewed her written report.

7.5 Correspondence

The Board received the In-Camera correspondence as of March 15, 2019.

7.6 New Business

7.6(a) Request for Reinstatement – K. Smith Curtis

K. Smith Curtis updated the Board about patron requests for reinstatement.

MOTION: 2019-31

THAT staff send a letter to the patron informing them that their Library privileges have been reinstated and the conditions of the reinstatement.

MOVED BY:

S. Tromanhauser

SECONDED BY:

Councillor L. Littleton

MOTION CARRIED.

7.7 Return to Open Session

MOTION: 2019-32

THAT the meeting return to Open Session.

MOVED BY:

S. Tromanhauser

SECONDED BY:

Councillor L. Littleton

MOTION CARRIED.

The meeting returned to Open Session at 6:58 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2019-33

THAT the meeting be adjourned.

MOVED BY:

A. Carruthers

SECONDED BY:

J. Cotton

MOTION CARRIED.

The meeting adjourned at 6:58 pm.

10. Date and Time of Next Meeting

Thursday, April 25, 2019 at 7:00 pm, in the Board Room

Chair



Secretary

