

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, September 19, 2019
Board Room

Present: V. De Luca F. Sheikh
H. Findlay K. Tribble
Councillor L. Littleton S. Tromanhauser (Vice-Chair)
L. McDonald (Chair) Councillor B. Williamson
R. Unrau

Regrets:

Staff: D. Bott K. Smith Curtis (Recording Secretary)
J. Dunn K. Su (Secretary)
S. Mannella

Staff Regrets: N. Bryans (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, September 19, 2019 at the Central Library. The Chair called the Regular Meeting to order at 6:08 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

None

1.2 Adoption of the Agenda

MOTION: 2019-72 THAT the Library Board adopt the Agenda.

MOVED BY: F. Sheikh

SECONDED BY: R. Unrau

MOTION CARRIED.

2. Chair's Remarks

2.1 Declare Conflict of Interest

None

L. McDonald reported on Board activities over the summer months which included Boot Camp, the Strategic Plan and reading materials.

Presentation Draft Strategic Plan – Overlap Associates

S. Martin and reviewed the draft Strategic Plan and the process that was undertaken to date. The process included Street teams and training, interviews, stakeholder labs and research/data analysis. The outcomes include the Insights report and the draft Strategic

plan. S. Martin suggested that the Board either create and Ad Hoc Committee to discuss edits and changes or appoint one person to collate the edits.

A discussion ensued about the importance of wording in a strategic plan and the need to have strategic plan goals at a broader governance level. S. Martin indicated that based on the foundational work in the Strategic Plan, Library management will 'build out' a roadmap to achieve the goals. Su indicated that the Board will receive Action Plans for 2020 at the November 2019 Board meeting.

Councillor L. Littleton agreed to enhance the language in the draft Strategic Plan by September 23, 2019 and provide to K. Su who will distribute to the remainder of the Board. The Board is to provide any further edits and comments by September 26, 2019 which will be sent to Overlap to complete the Strategic Plan by October 1, 2019. A presentation of the final Strategic Plan is scheduled for October 21, 2019.

MOTION: 2019-73 THAT the Board approve the draft Strategic Plan in principal as presented subject to edits as discussed.
MOVED BY: S. Tromanhauser
SECONDED BY: K. Tribble
MOTION CARRIED.

3. Consent Agenda (attachments)

- | | |
|---|----------------|
| 3.1 (a) Regular Meeting Minutes – June 20, 2019 | <i>Approve</i> |
| (b) Regular Meeting Minutes – August 28, 2019 | <i>Approve</i> |
| 3.2 Correspondence | <i>Receive</i> |
| 3.3 Chief Executive Officer's Report – K. Su | <i>Receive</i> |
| 3.4 Health and Safety Report – K. Smith Curtis | <i>Receive</i> |
| 3.5 Branch Reports – June, July & August 2019 | <i>Receive</i> |
| 3.6 Facilities Report – K. Smith Curtis | <i>Receive</i> |
| 3.7 Finance – as at June 30, July 31, & August 31, 2019 | <i>Approve</i> |
| 3.7(a) Statement of Operating Accounts | |
| 3.7(b) Endowment and Trust Fund Statement | |
| 3.7(c) Report on Short-Term Investments | |

MOTION: 2019-74 THAT the Consent Agenda items be approved as circulated.
MOVED BY: H. Findlay
SECONDED BY: F. Sheikh
MOTION CARRIED.

4. Business Arising

- 4.1 Payroll and Scheduling Transition – K. Su
K. Su updated the Board meeting and a discussion ensued.
- 4.2 Security Issues – K. Smith Curtis
K. Smith Curtis updated the Board about recent challenges and indicated that K. Su and herself are also participating in the CULC Safety group. A discussion ensued.

5. Reports

- 5.1 St. Catharines City Council
Councillor L. Littleton indicated that the Budget Standing Committee approved budget for a consultant to develop a Development Charge by-law as permitted by Bill 108. K. Su will follow-up with K. Douglas related to potential for a Community Benefits Charge.

5.2 SOLS

K. Tribble will attend the Regional SOLS Trustee group meeting on November 9, 2019. K. Su and K. Tribble will meet prior to November 9, 2019. The Board thanked K. Tribble for attending.

6. **New Business**

6.1 Summer Programs Report – A. McKenzie

The Board received a written report. K. Su updated the total registered for the program was 658 and the total number of books read was 9,086.

6.2 Central Library Building Condition Assessment – K. Smith Curtis

The Board received a written report. K. Smith Curtis will share the report with the City and include relevant details in the October 28, 2019 presentation to the Budget Standing Committee.

6.3 CULC – Accessing E-Content – K. Su/J. Dunn

The Board received a written report and a draft policy. Discussion ensued.

MOTION: 2019-75 THAT the Board support CULC's e-content campaign and delegate two Councillors on the Library Board to present the Municipal Motion to City Council for endorsement.

MOVED BY: S. Tromanhauser

SECONDED BY: F. Sheikh

MOTION CARRIED.

6.4 Appreciation Event & Christmas Party – K. Su

The Board received a written report. Discussion ensued.

MOTION: 2019-76 THAT the Board approve closing Merritt Branch on Friday, November 29, 2019 at 6:00 pm.

MOVED BY: S. Tromanhauser

SECONDED BY: R. Unrau

MOTION CARRIED.

6.5 Business for Next Meeting

None

6.6 Informational Materials

Informational materials were included in the Board package.

Councillor L. Littleton left the meeting.

7. **In-Camera Business**

7.1 Motion to Move In-Camera

MOTION: 2019-77 THAT the meeting move In-Camera.

MOVED BY: F. Sheikh

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

The meeting moved In-Camera at 7:54 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: 2019-78 THAT the In-Camera Agenda be adopted.
MOVED BY: S. Tromanhauser
SECONDED BY: F. Sheikh
MOTION CARRIED.

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, June 20, 2019

MOTION: 2019-79 THAT the Minutes of the In-Camera Meeting of June 20, 2019 be approved, a copy having been received by each Trustee
MOVED BY: S. Tromanhauser
SECONDED BY: K. Tribble
MOTION CARRIED.

7.4 Business Arising

7.4(a) Exempt Staff Terms of Employment

MOTION: 2019-80 THAT the Board ratify the previous Boards Motion 2018-96, to enhance benefit for Exempt staff.
MOVED BY: Councillor B. Williamson
SECONDED BY: R. Unrau
MOTION CARRIED.

MOTION: 2019-81 THAT the Board approve further benefit enhancements for Exempt staff.
MOVED BY: Councillor B. Williamson
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

7.5 Correspondence

None

7.6 New Business

7.6(a) Legal Matter – K. Smith Curtis
The Board received a written report. Discussion ensued.

7.6(b) Request for Reinstatement – K. Smith Curtis
K. Smith Curtis updated the Board about 5 patrons' requests for reinstatement. The Board provided direction to staff to review the policy to determine if a Board motion is required for reinstatements of patrons.

MOTION: 2019-82 THAT staff inform three patron that their Library privileges have been reinstated and the conditions of the reinstatement, and
THAT staff inform two patrons that their Library privileges have not been reinstated.
MOVED BY: S. Tromanhauser
SECONDED BY: K. Tribble
MOTION CARRIED.

7.6(c) Proposed 2020 Operating Budget – K. Smith Curtis
The Board received a written report. Discussion ensued.

MOTION: 2019-83 THAT the Board approve the Proposed 2020 Operating Budget.
MOVED BY: V. De Luca
SECONDED BY: F. Sheikh
MOTION CARRIED.

The meeting returned to Open Session at 8:42 pm.

7.7 Return to Open Session

MOTION: 2019-84 THAT the meeting return to Open Session.
MOVED BY: S. Tromanhauser
SECONDED BY: F. Sheikh
MOTION CARRIED.

The meeting returned to Open Session at 8:42 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2019-85 THAT the meeting be adjourned.
MOVED BY: K. Tribble
SECONDED BY: F. Sheikh
MOTION CARRIED.

The meeting adjourned at 8:43 pm.

10. Dates and Times of Next Meeting / Upcoming Events

Genealogy Fair – Saturday October 5, 2019
Next Board Meeting – Thursday, October 17, 2019 at 6:00 pm in the Board Room
Presentation to Council – Monday, October 21, 2019 at 5:30 pm
Presentation to Budget Standing Committee – Monday October 28, 2019 at 4:00 pm


Chair


Secretary