

ST. CATHARINES PUBLIC LIBRARY BOARD

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The St. Catharines Public Library provides spaces, resources, and experiences for all citizens to learn, grow and connect.

MINUTES OF THE REGULAR MEETING

Thursday, June 18, 2020
Microsoft Teams

<u>Board:</u>	V. De Luca S. Dimick H. Findlay (Chair) Councillor L. Littleton	L. McDonald F. Sheikh (Vice-Chair) K. Tribble S. Tromanhauser
<u>Regrets:</u>	Councillor B. Williamson	
<u>Staff:</u>	D. Andrusko D. Bott (Teams moderator) N. Bryans (Recording Secretary) J. Dunn	S. Mannella K. Smith Curtis J. Spera K. Su (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, June 18, 2020 on Microsoft Teams; the Chair called the Meeting to order at 12:06 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

- Add Item 6.7 Elevator and Dumbwaiter – K. Smith Curtis (verbal)
- Move Item 5.2 Chief Executive Officer's Report to Discussion Reports Item 6.8
- Move Item 5.3 Department Reports and Statistics to Discussion Reports Item 6.9

1.2 Adoption of the Agenda

MOTION: 2020-48 THAT the Agenda be adopted as amended.
MOVED BY: Councillor L. Littleton
SECONDED BY: L. McDonald
MOTION CARRIED.

2. Chair's Report

H. Findlay reported that she attended the online State of the Region address which focused on the pandemic implications and effects on Niagara business closures and unemployment. Many participants commented about getting life back to normal, but that instead it may be a progression to a 'new normal'.

The Board discussed updates to Strategic Planning and directed staff to refocus the Department Reports on emerging trends or analysis of activities and statistics.

3. Declarations of Interest

There were no Declarations of Interest.

4. Adoption of Minutes

4.1 Regular Meeting – May 21, 2020

MOTION: 2020-49 THAT the Regular Minutes of May 21, 2020 be adopted.
MOVED BY: V. De Luca
SECONDED BY: K. Tribble
MOTION CARRIED.

5. Consent Reports

5.1 Correspondence

Moved to Discussion Reports

5.2 Chief Executive Officer's Report – K. Su

Moved to Discussion Reports

5.3 Department Reports and Statistics – May 2020

MOTION: 2020-50 THAT the Consent Reports be received as circulated, (except for Item 5.2 Chief Executive Officer's Report and Item 5.3 Department Reports and Statistics brought forward for discussion).
MOVED BY: Councillor L. Littleton
SECONDED BY: S. Dimick
MOTION CARRIED.

6. Discussion Reports

6.1 St. Catharines City Council

Councillor L. Littleton reported that City Council has been deliberating about reopening City facilities within government guidelines in preparation for Niagara entering Stage 2 on Friday, June 19, 2020. She reported that the Budget Standing Committee will be looking for a 0% increase in the Library's 2021 Operational Budget.

6.2 SOLS Recovery Webinar – K. Tribble

K. Tribble provided a written report on the May 23, 2020 webinar for Trustee Councils. The topics included 'What Boards need to think about for Libraries preparing for re-opening' and 'What plans Boards need to prepare for the second wave of the pandemic'.

6.3 Response to COVID-19 Pandemic – June Update – K. Su

K. Su reviewed his written report. To prepare for Niagara entering Stage 2 on June 19, 2020, the Library is preparing a Computer Access proposal at Central to launch in early July for Public Health to review and Holds Pick-up Service will be extended to the Merritt Branch.

The pandemic has altered or sidetracked project timelines. The Library planned to review the Strategic Plan in June and planned to discuss with the City using shared Security Services effective this spring, however new target dates may be in early 2021.

6.4 Library Hours – K. Su

The Board received a written report. K. Su outlined the plan to adjust the Library's open hours, including offering Monday service. Discussion ensued.

MOTION: 2020-51 THAT the Board approve Management's proposed changes to Library Hours as outlined in the report.
MOVED BY: L. McDonald
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

6.5 Board Recruitment & Succession Management – K. Tribble

K. Tribble reviewed her written report to the Board. K. Su offered to introduce the Board standing committee to the City Clerk's Office that handles the City's recruitment process, to establish a partnership opportunity. Discussion ensued.

MOTION: 2020-52 THAT the Board approve the creation of a standing committee to develop Board Recruitment and Succession Management Strategy.
MOVED BY: K. Tribble
SECONDED BY: L. McDonald
MOTION CARRIED.

6.6 Summer Meetings – H. Findlay

H. Findlay reported that usually there are no summer meetings, but that given the current pandemic situation, additional meetings may be required. Discussion ensued. Summer meetings will be at the Call of the Chair with the Agenda limited to decision items only.

6.7 Elevator and Dumbwaiter – K. Smith Curtis

K. Smith Curtis reported that the Library hired a specialist firm to write the specifications for the replacement elevator and dumbwaiter project to begin the tender process. The Request for Quote (RFQ) issued on June 8 and a site visit was arranged for June 12, 2020. The RFQ will close on June 23 and the specialist firm will vet the quotes and a vendor will be selected by the end June. The project is pre-approved as per the 2020 Operational Budget. The timeframe for the construction work is expected to take 6-8 weeks with only one elevator out of order at a time.

6.8 Chief Executive Officer's Report – K. Su

K. Su responded to Board questions about the Library's discussions with the City's CAO to address the homelessness issue around the Central Library. The Board was concerned if it was a governance or strategic issue for Board attention. It was determined to be an operational issue. The CEO outlined that the Region has contracted with 'Gateway Niagara' who has teams of workers in St. Catharines. The Library anticipates being able to offer an inside location for social agencies to connect and interact with 'street folks' to offer assistance and attempt to find solutions for their complex issues.

6.9 Department Reports and Statistics – May 2020

The Board inquired if from a strategic perspective they could support, and encourage continuing the virtual programming provided during the pandemic. D. Andrusko responded that Managers hope to continue both virtual and in-person programs once the Library re-opens. Summer Reading programs for all ages will be offered on two new online platforms 'Read Squared' and 'Zoom' this year and the Library hopes that similar virtual programs and virtual book clubs will continue on all platforms.

D. Bott commented that the Library's online system capacity is more than sufficient for our requirements.

7. In-Camera Session

7.1 Motion to Move In-Camera

MOTION: 2020-53 THAT the Regular Meeting move In-Camera.
MOVED BY: L. McDonald
SECONDED BY: S. Dimick
MOTION CARRIED.

The Regular Meeting moved In-Camera at 1:45 pm.

7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to In-Camera Agenda
Add Item 7.5(c) Incident – K. Su

7.2(b) Adoption of In-Camera Agenda

MOTION: 2020-54 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: L. McDonald
SECONDED BY: K. Tribble
MOTION CARRIED.

7.3 Adoption of In-Camera Minutes

7.3(a) In-Camera Session – May 21, 2020

MOTION: 2020-55 THAT the In-Camera Minutes of May 21, 2020 be
adopted.
MOVED BY: Councillor L. Littleton
SECONDED BY: K. Tribble
MOTION CARRIED.

7.4 In-Camera Consent Reports

7.4(a) Staffing Update – K. Su
The Board received a written report on staffing updates at the Library.

7.5 In-Camera Discussion Reports

7.5(a) 2020 Financial Update – K. Smith Curtis
The Board received a written report on 2020 Financial Update.

7.5(b) Labour Relations – K. Su
The Board received a verbal report on labour relations.

7.5(c) Incident – K. Su
K. Su updated the Board about a recent incident near the Library.

7.6 Return to Open Session

MOTION: 2020-57 THAT the In-Camera Session return to Open Session.
MOVED BY: L. McDonald
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

The In-Camera Session returned to Open Session at 2:31 pm.

8. Motion(s) Arising From In-Camera Session

MOTION: 2020-56 THAT the In-Camera Consent Reports be received as circulated.
MOVED BY: Councillor L. Littleton
SECONDED BY: V. De Luca
MOTION CARRIED.

9. Motion to Adjourn

MOTION: 2020-58 THAT the Regular Meeting be adjourned.
MOVED BY: L. McDonald
SECONDED BY: F. Sheikh
MOTION CARRIED.
The Regular Meeting adjourned at 2:31 pm.

10. Next Meeting / Upcoming Events

Board Meeting – Thursday, September 17, 2020, at 12:00 pm, by Microsoft Teams



Chair



Secretary