

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2
(905) 688-6103 ~ Fax (905) 688-6292

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

MINUTES OF THE REGULAR MEETING

Thursday, September 17, 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 Councillor B. Williamson
<u>Staff:</u>	D. Andrusko D. Bott (Teams moderator) M. Broere N. Bryans (Recording Secretary) R. Di Marcantonio J. Dunn	A. McKenzie K. Smith Curtis J. Spera K. Su (Secretary) E. Wilson

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, September 17, 2020 on Microsoft Teams; the Vice-Chair called the Meeting to order at 5:03 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda
None

1.2 Adoption of the Agenda

MOTION: 2020-65 THAT the Agenda be adopted.
MOVED BY: L. McDonald
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

2. Chair's Report

H. Findlay was delayed in connecting to the Teams meeting – Chair's Report was deferred.

3. Declarations of Interest

There were no Declarations of Interest.

4. Adoption of Minutes

4.1 Regular Meeting – June 18, 2020

MOTION: 2020-66 THAT the Regular Minutes of June 18, 2020 be adopted.
MOVED BY: S. Dimick
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

4.2 Regular Meeting – July 15, 2020

MOTION: 2020-67 THAT the Regular Minutes of July 15 2020 be adopted.
MOVED BY: V. De Luca
SECONDED BY: K. Tribble
MOTION CARRIED.

5. **Consent Reports**

5.1 Correspondence

The Board received the Correspondence as at September 10, 2020.

5.2 Chief Executive Officer's Report – K. Su

The Board received the CEO's Report.

5.3 Department Reports and Statistics – June, July, August 2020

The Board received the Department Reports and Statistics – June, July, August 2020.

5.4 Financial Reports

The Board received the following Financial Reports:

5.4(a) 2020 Operating Budget Statement – June 30, 2020

5.4(b) Endowment and Trust Fund Statement – June 30, 2020

5.4(c) Short Term Investments – June 30, 2020

5.5 Annual Report 2019

The Board received the Annual Report 2019.

5.6 Response to COVID-19 Pandemic – July, August, September Updates

The Board received the Response to COVID-19 Pandemic – July, August, September Updates.

5.7 New Services During Library Closure

The Board received the New Services During Library Closure.

5.8 Library Closure Dates 2020-2021

The Board received the Library Closure Dates 2020-2021.

MOTION: 2020-68 THAT the Consent Reports be received as circulated.
MOVED BY: L. McDonald
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

6. **Discussion Reports**

6.1 St. Catharines City Council

Councillor L. Littleton reported that City Council met on Monday, September 14, 2020 and approved matching funding to the Rotary Club's donation to create an accessible playground at Happy Rolph's and the name of the park will be changed to Rotary Park. The City is looking for citizen input by online survey about short term rentals including Air B&B's. The land assessment has been postponed. Council will meet again on October 5, 2020 and the Budget Standing Committee will meet on Monday, September 21, 2020. The City's projected budget shortfall as a result of the pandemic is now estimated at \$800,000 instead of the original \$4Million after having received funding from the provincial and federal governments.

- 6.2 SOLS Report – K. Tribble
No report.

H. Findlay joined the meeting at 5:14 pm.

- 6.3 Summer 2020 Programs
Staff members, Librarians E. Wilson and M. Broere, made a presentation to the Board outlining the Reading Clubs and Programs offered during the summer of 2020.

Councillor B. Williamson joined the meeting at 5:27 pm.

- 6.4 Mandatory Masks and Face Covering Policy Amendment – K. Su
The Board received a written report outlining the recommendation to amend the Mandatory Masks and Face Covering Policy. Discussion ensued.

MOTION: 2020-69 THAT the Board approve the amended Mandatory Masks and Face Covering Policy.
MOVED BY: L. McDonald
SECONDED BY: S. Tromanhauser
MOTION CARRIED. Councillor L. Littleton opposed.

- 6.5 Workplace Sexual Harassment and Harassment Prevention Policy and Program Amendment – K. Smith Curtis
The Board received a written report outlining the recommendation to amend the Workplace Sexual Harassment and Harassment Prevention Policy and Program to align it with current codes and legislation and to make it more practically workable. Discussion ensued. The Board had many questions and some wording change suggestions.

MOTION: 2020-70 THAT the Board defer the approval of the amended Workplace Sexual Harassment and Harassment Prevention Policy to a later meeting date.
MOVED BY: Councillor B. Williamson
SECONDED BY: S. Tromanhauser
MOTION CARRIED. Councillor L. Littleton and K. Tribble opposed.

- 6.6 Circulation Policy Amendment – J. Spera
Councillor B. Williamson declared a conflict of interest for this item and did not participate in the discussions or decisions. J. Spera outlined the amendments to the Circulation Policy to offer an Educator Library Card and to include the Temporary Card that was instituted during the COVID-19 pandemic Library closure. Discussion ensued.

K. Su commented that a current trend is for Libraries to become 'fine free'. Libraries approach their City for extra funding to cover their missing fine revenue. K. Smith Curtis outlined that SCPL's fine revenue estimated for 2020 is \$70,000 and will be lower in the 2021 Operating Budget due to patrons increasing use of e-resources.

MOTION: 2020-71 THAT the Board approve the amended Circulation Policy.
MOVED BY: L. McDonald
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

6.7 Standing Committee on Board Recruitment and Succession Planning – K. Tribble
The Board received a written report and K. Tribble outlined the work the committee has done to date. Discussion ensued. The committee will continue their review of this issue and report back to the Board by the end of the year or early next year.

6.8 Strategic Plan Update – K. Su
The Board received a verbal update on the Library's Strategic Plan.

7. In-Camera Session

7.1 Motion to Move In-Camera

MOTION: 2020-72 THAT the Regular Meeting move In-Camera.
MOVED BY: L. McDonald
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

The Regular Meeting moved In-Camera at 7:01 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: 2020-73 THAT the In-Camera Agenda be adopted.
MOVED BY: L. McDonald
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

7.3 Adoption of In-Camera Minutes

7.3(a) In-Camera Session – June 18, 2020

MOTION: 2020-74 THAT the In-Camera Minutes of June 18, 2020 be adopted.
MOVED BY: Councillor L. Littleton
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

7.3(b) In-Camera Session – July 15, 2020

MOTION: 2020-75 THAT the In-Camera Minutes of July 15, 2020 be adopted.
MOVED BY: V. De Luca
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

7.4 In-Camera Consent Reports

7.4(a) Staffing – July, August, September Updates – K. Su
The Board received written reports on staffing updates for July, August and September at the Library.

7.5 In-Camera Discussion Reports

7.5(a) Proposed 2021 Operating Budget – K. Smith Curtis
The Board received a written report on the Proposed 2021 Operating Budget.

7.5(b) Donation – H. Findlay
The Board received a verbal report on a proposed donation.

7.6 Return to Open Session

MOTION: 2020-79 THAT the In-Camera Session return to Open Session.
MOVED BY: Councillor L. Littleton
SECONDED BY: S. Tromanhauser
MOTION CARRIED.

The In-Camera Session returned to Open Session at 7:54 pm.

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

MOTION: 2020-76 THAT the In-Camera Consent Reports be received as circulated.
MOVED BY: L. McDonald
SECONDED BY: K. Tribble
MOTION CARRIED.

MOTION: 2020-77 THAT the Board approve the Proposed 2021 Operating Budget of \$6,328,629.
MOVED BY: K. Tribble
SECONDED BY: L. McDonald
MOTION CARRIED.

MOTION: 2020-78 THAT the Board defer a decision on Donations for Naming or Sponsorship Rights until a report from staff is reviewed.
MOVED BY: Councillor L. Littleton
SECONDED BY: L. McDonald
MOTION CARRIED.

9. Motion to Adjourn

MOTION: 2020-80 THAT the Regular Meeting be adjourned.
MOVED BY: S. Tromanhauser
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

The Regular Meeting adjourned at 7:54 pm.

10. Next Meeting / Upcoming Events

Board Meeting – Thursday, October 15, 2020, at 5:00 pm, by Microsoft Teams
Board Standing Committee: SCPL 2021 Operating Budget Presentation – Monday, October 26, 2020, Time and Format TBD



Chair



Secretary