



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, April 18, 2024, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present:	P. Clausi J. Coles (Chair) K. Diiorio	S. Dimick (Vice-Chair) L. Littleton G. Riihimaki
Regrets:	M. Brousseau Councillor J. Lindal	Councillor G. Miller
Staff:	D. Bott (left at 7:03 pm) L. DiDonato (left at 8:01 pm) M. Haanstra (left at 7:03 pm)	L. Jenter (Recording Secretary) (left at 8:01 pm) S. Mannella (left at 8:01 pm) K. Su (Secretary) (left at 8:01 pm)

Chair calls Regular Meeting to order at 6:01 pm

Gail Riihimaki reads the following SCPL Land Acknowledgment:

The land on which the Board meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

Adoption of Agenda

- 1.1 Additions/Deletions to Agenda
Remove Item 7.2 Asset Management Plan
Move Item 7.3 Risk Management to 7.2

- 1.2 Adoption of Agenda

MOTION: 2024-54	THAT the Agenda be adopted as amended.
MOVED BY:	P. Clausi
SECONDED BY:	G. Riihimaki
MOTION CARRIED.	

2. Chair's Remarks & Declarations of Interest

The Chair remarked on the Volunteer Appreciation event and thanked the Board for their service as volunteers. The Chair thanked staff for putting together the event. There were no Declarations of Interest.

3. Presentations

None

4. Adoption of Minutes (attachment)

4.1 Regular Meeting – March 21, 2024

P. Clausi recommended an amendment to clarify the rationale to defer the Asset Management Plan was to provide additional time to review the governing statute and regulations.

MOTION: 2024-55 THAT the Annual Meeting Minutes of March 21, 2024 be adopted as amended.

MOVED BY: K. Diiorio

SECONDED BY: S. Dimick

MOTION CARRIED.

5. Monthly Updates (verbal)

5.1 St. Catharines City Council

No updates.

5.2 OLS Update – J. Coles

Upcoming meeting, update to follow.

5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- Central Renovation – the Library has continued to pursue options with provincial and federal grants. Guelph Public Library received the GICB grant. The CEO has reached out to review their application in our efforts to reapply.
- Strategic Plan – provided a timeline for the Strategic Planning process with interviews scheduled April 25 - May 1, community survey in May, first draft for September Board meeting and second draft for October Board meeting.
- Budget – City of St. Catharines has requested a reconfirmation of 2025-2026 budget before June to make any major changes. None anticipated.

5.4 Department Update – M. Haanstra

M. Haanstra provided an update to the Board about the first year of operation of Port Plus. The presentation highlighted the costs, security protocols, library usage, and customer feedback. Staff will be presenting about Port Plus at the

Library Association of Library Technicians. The Board requested clarification of customer feedback and the monitoring of the security cameras at the Port branch when unstaffed.

6. Consent Agenda

- 6.1 CEO Report – K. Su
- 6.2 Department Reports – March 2024
 - 6.2(a) Customer Service – J. Spera & M. Haanstra
 - 6.2(b) Facilities and Health & Safety – L. DiDonato
 - 6.2(c) Innovation, Collections, and Technology – D. Bott
 - 6.2(d) Programming & Promotions – H. Jones
- 6.3 Finance Reports – L. DiDonato
 - 6.3(a) 2024 Financial Results & Forecast at March 31, 2024
 - 6.3(b) Endowment & Trust Statement at March 31, 2024
 - 6.3(c) Short-Term Investments Statement at March 31, 2024

MOTION: 2024-56 THAT the Consent Agenda be received as circulated.
MOVED BY: L. Littleton
SECONDED BY: P. Clausi
MOTION CARRIED.

7. Discussion Reports

- 7.1 Board Self-Assessment – G. Riihimaki/J. Coles
The Board discussed integrating self-assessment surveys as a proactive approach to examine how the Board is functioning. The Board supported the idea at a regular interval of once per year.

MOTION: 2024-57 THAT the St. Catharines Public Library Board undertake annual Board self-assessments and request that the Chair and Gail Riihimaki present a draft procedure to the Board in June.

MOVED BY: G. Riihimaki
SECONDED BY: K. Diiorio
MOTION CARRIED.

- 7.2 Risk Management – L. DiDonato
The Board received information about the Risk Management plan. Staff will provide the Board with semi-annual reports outlining actions taken to mitigate risk.

MOTION: 2024-58 THAT the Board receive the SCPL Risk Management Plan for information.

MOVED BY: S. Dimick
SECONDED BY: L. Littleton
MOTION CARRIED.

7.3 Video Surveillance – D. Bott

The Board received Policy (G-20) Video Surveillance with recommended amendment.

MOTION: 2024-59 THAT the Board approve Policy (G-20) Video Surveillance as amended.

MOVED BY: P. Clausi
SECONDED BY: G. Riihimaki
MOTION CARRIED.

7.4 Endowment and Trust Fund – K. Su

The Board received a request from Staff to utilize the fund to finance a furniture refresh for the Port branch, an annual author series, and equipment for programming. The Board discussed the Port refresh timeline and any closures necessary to complete the work. S. Dimick requested additional information on the impact the new furniture will have on the collection size at the Port branch. Staff confirmed there will be increased shelf space in the plans. The Board questioned the pricing for the author series and supported distributing additional funds, if necessary, to secure authors. P. Clausi requested information about the impact of these requests on the capital of the E&T Fund.

MOTION: 2024-60 THAT the Board authorize utilization of the fund as follows:

- i. The expenditure of up to \$80,000 from the Endowment and Trust Fund for the purchase of new shelving and furniture for the Port Dalhousie branch.
- ii. The expenditure of up to \$5,000 from the Endowment and Trust Fund to fund an annual author series from 2024 - 2026.
- iii. The expenditure of up to \$850 from the Endowment and Trust Fund for new programming equipment and tools.

MOVED BY: K. Diorio
SECONDED BY: S. Dimick
MOTION CARRIED.

8. **In-Camera Session**

8.1 In-Camera Agenda

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

Add 8.5 (c) Legal matter - P. Clausi

8.1 (b) Adoption of In-Camera Agenda

MOTION: 2024-61 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: P. Clausi
SECONDED BY: G. Riihimaki
MOTION CARRIED.

8.2 Motion to Move In-Camera

MOTION: 2024-62 THAT the Regular Meeting move to In-Camera Session to
discuss property, security and legal matters.
MOVED BY: K. Diiorio
SECONDED BY: S. Dimick
MOTION CARRIED.

M. Haanstra and D. Bott left the meeting at 7:03pm

The meeting moved to In-Camera Session at 7:03 pm

L. DiDonato, L. Jenter, S. Mannella, and K. Su left the meeting at 8:01pm

8.6 Return to Open Session

MOTION: 2024-64 THAT the In-Camera Session return to Open Session
MOVED BY: K. Diiorio
SECONDED BY: S. Dimick
MOTION CARRIED.

The Meeting returned to Open Session at 8:08 pm

9. **Motion(s) Arising From In-Camera Session**

MOTION: 2024-65 THAT the Board approve the amended Staff
recommendation related to the closed session report.
MOVED BY: L. Littleton
SECONDED BY: P. Clausi
MOTION CARRIED.

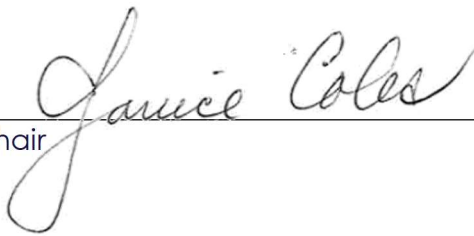
10. **Motion to Adjourn**

MOTION: 2024-66	THAT the Regular Meeting be adjourned.
MOVED BY:	G. Riihimaki
SECONDED BY:	N/A
MOTION CARRIED.	

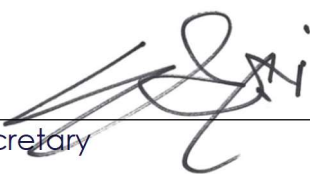
Meeting adjourned at 8:09 pm

11. **Next Meeting / Upcoming Events**

- Board Meeting – Thursday, May 16, 2024 at 6:00 pm, Mills Room, Central Library & Microsoft Teams



Chair



Secretary