



# St. Catharines Public Library Board

## Regular Meeting Minutes

Thursday, May 16, 2024, 6:00 pm  
Mills Room, Central Library & Microsoft Teams

**Present:** M. Brousseau S. Dimick (Vice-Chair)  
P. Clausi L. Littleton  
J. Coles (Chair) G. Riihimaki  
K. Diiorio Councillor J. Lindal

**Regrets:** Councillor G. Miller

**Staff:** L. DiDonato T. Lawrence (left at 6:59 pm)  
L. Dobson S. Mannella  
M. Haanstra (left at 6:59 pm) J. Spera (left at 6:59 pm)  
L. Jenter (Recording Secretary) K. Su (Secretary)  
H. Jones (left at 6:59 pm)

Chair calls Regular Meeting to order at 6:00 pm.

Michael Brousseau 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  
None

1.2 Adoption of Agenda

**MOTION: 2024-67** THAT the Agenda be adopted.

**MOVED BY:** S. Dimick

**SECONDED BY:** J. Lindal

**MOTION CARRIED.**

## 2. Chair's Remarks & Declarations of Interest

The Chair welcomed the Board. There were no Declarations of Interest.

## 3. Presentations

None

## 4. Adoption of Minutes (attachment)

### 4.1 Regular Meeting – April 18, 2024

**MOTION: 2024-68**                      THAT the Regular Meeting Minutes of April 18, 2024 be adopted.  
**MOVED BY:**                              K. Diiorio  
**SECONDED BY:**                         G. Riihimaki  
**MOTION CARRIED.**

## 5. Monthly Updates (verbal)

### 5.1 St. Catharines City Council

No updates.

### 5.2 OLS Update –J. Coles

The Chair attended the Board Assembly Meeting the previous week. The Chair shared information about the 2024 Virtual Conference for Boards taking place on October 24, 2024.

### 5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- Central Renovation – the Library continues to pursue government grant options and is waiting for Green and Inclusive Community Buildings grant intake. Ward99 architect is working with engineers to complete the design phase in July, with tender ready plans complete in November. The architect will present to the board when tender ready plans are complete.
- Strategic Plan – the focus group interviews are complete, and 227 responses so far in the online community survey. The CEO reminded the Board they are encouraged to attend the Strategic Planning Half Day Working Sessions on July 15 and September 9 from 1-5pm.
- CULC meeting – the CEO attended the meeting in Montreal in early May. Libraries shared common issues around health and safety, budgets, staffing concerns and cyber attack ransomware experiences. SCPL is working towards a business continuity plan and has upgraded emails to two factor authentication. CEO shared the Toronto Public Library Valuing Your Library plan as an example of the type of qualitative data we are striving to share.

- Budget – the City has requested reconfirmation of any changes for the 2025/2026 Operating Budget. No changes anticipated.

5.4 Department Update – J. Spera

J. Spera provided an update to the Board about the first year of Fine Freedom for All. She shared how the introduction of fine freedom alongside auto renewals has increased our circulation statistics, and is reducing barriers to customers. The Board received some customer concerns and requested more information about how staff are encouraging items to be returned on time.

6. **Consent Agenda**

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – April 2024

6.3(a) Customer Service – J. Spera & M. Haanstra

6.3(b) Facilities and Health & Safety – L. DiDonato

6.3(c) Innovation, Collections, and Technology – D. Bott

6.3(d) Programming & Promotions – H. Jones

**MOTION: 2024-69**

THAT the Consent Agenda be received as circulated.

**MOVED BY:**

L. Littleton

**SECONDED BY:**

M. Brousseau

**MOTION CARRIED.**

7. **Discussion Reports**

7.1 Policy & Program (P-01) Workplace Violence, Policy & Program (P-02)

Workplace Harassment, Policy & Program (P-03) Sexual Harassment – L. Dobson

The Board received Policies & Programs with recommended amendments to clarify language.

**MOTION: 2024-70**

THAT the Board approve Policy & Program (P-01) Workplace Violence, Policy & Program (P-02) Workplace Harassment, and Policy & Program (P-03) Sexual Harassment as amended.

**MOVED BY:**

P. Clausi

**SECONDED BY:**

S. Dimick

**MOTION CARRIED.**

7.2 Asset Management Plan– L. DiDonato

The Board received a verbal report about the Asset Management plan. Staff have been working with the City of St. Catharines to refine the items appearing in the SCPL plan versus those appearing in the City's plan. The Board received the updated language for section 1.3.

**MOTION: 2024-71** THAT the Board direct staff to update section 1.3 of the draft Asset Management Plan presented at the February 15, 2024 board meeting to the language prepared by the SCPL staff in consultation with City staff.

**MOVED BY:** Councillor J. Lindal  
**SECONDED BY:** K. Diorio  
**MOTION CARRIED.**

7.3 Code of Conduct – H. Jones

The Board received Policy (G-07) Code of Conduct with recommended amendments. The Board recommended amendments to the language around filming and recording staff and customers. The Board requested more information about suspensions and limitations of oversized items. Staff confirmed that the policy was updated for clarity and will be supported by operating procedures.

**MOTION: 2024-72** THAT the Board approve Policy (G-07) Code of Conduct as amended.

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

7.4 Board Self-Assessment Procedure – G. Riihimaki/J. Coles

The Board received a verbal update that G. Riihimaki and J. Coles are meeting on Wednesday, May 22 to work on the procedures. Update to follow at next meeting.

7.5 Port Dalhousie Update – K. Su

The Board received an update on Port Refresh project. To facilitate the refresh, the Port branch will be closed from September 9-21, reopening to the public on September 23, with a Grand Reopening date to be decided in early October. The CEO will send the Board a survey to gauge availability. The CEO has updated the Mayor and ward councillors about the project and the temporary closure. The City has budgeted for the siding this year, and staff have encouraged the work to be completed before Grand Reopening.

8. **In-Camera Session**

8.1 In-Camera Agenda

8.1 (a) Additions/Deletions to In-Camera Agenda  
None

8.1 (b) Adoption of In-Camera Agenda

**MOTION: 2024-73** THAT the In-Camera Agenda be adopted.

**MOVED BY:** L. Littleton  
**SECONDED BY:** M. Brousseau  
**MOTION CARRIED.**

#### 8.2 Motion to Move In-Camera

**MOTION: 2024-74** THAT the Regular Meeting move to In-Camera Session to discuss security matters.  
**MOVED BY:** S. Dimick  
**SECONDED BY:** Councillor J. Lindal  
**MOTION CARRIED.**

M. Haanstra, H. Jones, T. Lawrence, and J. Spera left the meeting at 6:59pm

The meeting moved to In-Camera Session at 6:59pm

#### 8.6 Return to Open Session

**MOTION: 2024-76** THAT the In-Camera Session return to Open Session  
**MOVED BY:** P. Clausi  
**SECONDED BY:** K. Diorio  
**MOTION CARRIED.**

The Meeting returned to Open Session at 7:18pm

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

**MOTION: 2024-77** THAT the Board receive the information presented during the closed session.  
**MOVED BY:** S. Dimick  
**SECONDED BY:** G. Riihimaki  
**MOTION CARRIED.**

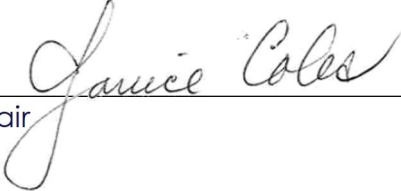
### 10. **Motion to Adjourn**

**MOTION: 2024-78** THAT the Regular Meeting be adjourned.  
**MOVED BY:** M. Brousseau  
**SECONDED BY:** N/A  
**MOTION CARRIED.**

Meeting adjourned at 7:18pm.

**11. Next Meeting / Upcoming Events**

- Board Meeting – Thursday, June 13, 2024 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

  
Chair

  
Secretary