



# St. Catharines Public Library Board

## Regular Meeting Minutes

Thursday, September 19, 2024, 6:00 pm  
Mills Room, Central Library & Microsoft Teams

**Present:** M. Brousseau L. Littleton  
P. Clausi G. Riihimaki  
J. Coles (Chair) Councillor J. Lindal (joined at 6:04pm)  
S. Dimick (Vice-Chair) Councillor G. Miller (joined at 6:05pm)

**Regrets:** K. Diorio

**Staff:** D. Bott (left at 7:25pm) H. Jones (left at 7:25pm)  
L. DiDonato A. Maciukas (left at 8:25pm)  
M. Haanstra (left at 7:25pm) S. Mannella (left at 8:25pm)  
L. Jenter (Recording Secretary) J. Spera (left at 7:25pm)  
(left at 8:25pm) K. Su (Secretary)

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

Lori Littleton 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 7.1 Policy (P-06) CEO Evaluation  
Pull Item 6.1 Correspondence - Impact Report for discussion as Item 7.1

- 1.2 Adoption of Agenda

**MOTION: 2024-100** 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 welcomed the Board back from the Summer break and thanked the Board and Staff for their work on the Strategic Plan and Merritt Branch discussions. The Collective Agreements have been added to the Board SharePoint site. L. Littleton declared a conflict of interest for Item 7.4.

Councillor J. Lindal joined at 6:04pm. Councillor G. Miller joined at 6:05pm.

## 3. Presentations

**2025-2028 Strategic Plan** – Janet Gunn, Strategy and Content Director, Intent  
The Board received a presentation of the draft Strategic Plan, reviewing the use of the brand tagline “in bloom” and the proposed strategic goals. Board and Staff feedback was requested for language and actionable goals.

## 4. Adoption of Minutes (attachment)

### 4.1 Special Meeting – July 25, 2024

**MOTION: 2024-101**                      THAT the Special Meeting Minutes of July 25, 2024 be adopted.  
**MOVED BY:**                              L. Littleton  
**SECONDED BY:**                         S. Dimick  
**MOTION CARRIED.**

## 5. Monthly Updates (verbal)

### 5.1 St. Catharines City Council

Councillor G. Miller shared City Council has started budget process.

### 5.2 OLS Update –J. Coles

The Chair shared discussion about CEO Evaluation process with the Board Chair of another Ontario library. The Chair reminded Board members of the OLS Virtual Conference on October 24.

### 5.3 CEO Update – K. Su

The CEO updated the Board about the following:

- GICB Grant – the Library is working with the City of St. Catharines to reapply for the GICB grant. Staff are discussing with City and architect regarding the scope of the project. Application deadline is October 16.
- Port Refresh – reached out to City to discuss external work on the building and invited the Mayor and Councillors to attend the Grand Reopening.
- Holiday Social – event will be Sunday, November 10 from 11am-1:30pm.
- Draft of the Fundraising RFP – P. Clausi requested more information from the CEO about the Fundraising RFP. CEO shared the intention to hire a

consultant to determine the fundraising feasibility for the Central renovation.

5.4 Department Update – S. Mannella

S. Mannella provided an update to the Board showing the progress of the refresh project at the Port Dalhousie branch.

6. **Consent Agenda**

6.1 Correspondence

6.2 CEO Report – K. Su

6.3 Department Reports – June, July, & August 2024

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

6.3(b) Reciprocal Borrowing – J. Spera

6.3 (c) Facilities – S. Mannella

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

6.3(e) Programming & Promotions – H. Jones

6.3 (f) Health & Safety – L. DiDonato

6.4 Financial Reports – L. DiDonato

6.4(a) Endowment & Trust Statement at June 30, 2024

6.4(b) Short-Term Investments Statement at June 30, 2024

6.5 Quarterly Progress Update on 2024 Work Plan (Q3) – K. Su

6.6 Valuing St. Catharines Public Library – K. Su

6.7 2025 Board Meeting Dates – K. Su

6.8 Library Closures 2025 – K. Su

**MOTION: 2024-102**

THAT the Consent Agenda be received as circulated except for Item 6.1 Correspondence - Impact Report pulled for Discussion.

**MOVED BY:**

S. Dimick

**SECONDED BY:**

M. Brousseau

**MOTION CARRIED.**

7. **Discussion Reports**

7.1 Impact Report – L. Littleton

L. Littleton requested additional information from Staff regarding how the impact report will be used by the Library. The CEO has sent the document to City Council for their council package. The Library intends to share the information with the community and use it to compare with peer libraries.

**MOTION: 2024-103** THAT the impact report be included into the budget presentations to Council.

**MOVED BY:**

L. Littleton

**SECONDED BY:**

G. Riihimaki

**MOTION CARRIED.**

7.2 Appointing the CEO Evaluation Committee – J. Coles

The Chair requested Board volunteers for the CEO Evaluation Committee. The Committee will use the CEO Evaluation Policy and determine any updates to be recommended.

**MOTION: 2024-104** THAT the Board appoint members Janice Coles, Michael Brousseau and Sarah Dimick to the CEO Evaluation Committee.

**Moved BY:** L. Littleton

**SECONDED BY:** G. Riihimaki

**MOTION CARRIED.**

7.3 Policy (P-14) Disconnect from Work – A. Maciukas

The Board received Policy (P-14) Disconnect from Work with recommended amendments for clarity and language.

**MOTION: 2024-105** THAT the Board approve Policy (P-14) Disconnect from Work as amended.

**Moved BY:** P. Clausi

**SECONDED BY:** M. Brousseau

**MOTION CARRIED.**

L. Littleton left the meeting at 7:05pm

7.4 Policy (G-04) Collection Management – D. Bott

The Board received Policy (G-04) Collection Management with recommended amendments.

**MOTION: 2024-106** THAT the Board approve Policy (G-04) Collection Management as amended.

**Moved BY:** S. Dimick

**SECONDED BY:** Councillor J. Lindal

**MOTION CARRIED.**

L. Littleton returned to the meeting at 7:08pm.

7.5 Policy (G-23) Library Board Member Expenses – K. Su/L. DiDonato

The Board received Policy (G-23) Library Board Member Expenses with recommended amendments for consistency. The CEO recommended an additional amendment to add “parking cost is eligible for reimbursement if no free parking is provided.” The Board discussed the child care reimbursement.

**MOTION: 2024-107** THAT the Board approve the Board Members Expenses Policy as revised.

**MOVED BY:** Councillor G. Miller  
**SECONDED BY:** G. Riihimaki  
**MOTION CARRIED.**

- 7.6 Board Self-Assessment Procedure – G. Riihimaki/J. Coles  
The Board received a verbal update that work on the Board Self-Assessment will resume in the Fall.
- 7.7 Business Continuity Plan – K. Su  
The Board received the draft Business Continuity Plan created to ensure continuity of Library service in a crisis situation.

**MOTION: 2024-108** THAT the Board approve the Business Continuity Plan.  
**MOVED BY:** M. Brousseau  
**SECONDED BY:** Councillor J. Lindal  
**MOTION CARRIED.**

- 7.8 Material Recovery Process – J. Spera/J. Coles  
P. Clausi provided context to discussion on the Library use of the collection agency to address unpaid fees. The Board discussed the process and the use of the fees generated to improve the collection.

## 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: 2024-109** THAT the In-Camera Agenda be adopted.  
**MOVED BY:** S. Dimick  
**SECONDED BY:** L. Littleton  
**MOTION CARRIED.**

- 8.2 Motion to Move In-Camera

**MOTION: 2024-110** THAT the Regular Meeting move to In-Camera Session to discuss property, security, and legal matters.  
**MOVED BY:** M. Brousseau  
**SECONDED BY:** Councillor G. Miller  
**MOTION CARRIED.**

D. Bott, M. Haanstra, H. Jones, and J. Spera left the meeting at 7:25pm

The meeting moved to In-Camera Session at 7:27pm

Chair called for break at 8:25pm.

L. Jenter, A. Maciukas and S. Mannella left the meeting at 8:25pm.

Meeting resumed at 8:32pm.

#### 8.6 Return to Open Session

**MOTION: 2024-113**      THAT the In-Camera Session return to Open Session  
**MOVED BY:**              G. Riihimaki  
**SECONDED BY:**         L. Littleton  
**MOTION CARRIED.**

The Meeting returned to Open Session at 8:45pm

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

**MOTION: 2024-114**      THAT the Staff proceed as directed during the closed session, the Board received the information presented during the closed session, and the Board approve the Staff recommendation related to the closed session report.  
**MOVED BY:**              S. Dimick  
**SECONDED BY:**         P. Clausi  
**MOTION CARRIED.**

The chair reminded the Board of the OLS virtual conference on October 24 and urged them to attend the SCPL program on Saturday, October 26 with the Shaw Festival's Artistic Director Tim Carroll.

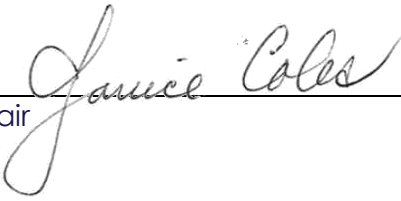
#### 10. **Motion to Adjourn**

**MOTION: 2024-115**      THAT the Regular Meeting be adjourned.  
**MOVED BY:**              S. Dimick  
**SECONDED BY:**         N/A  
**MOTION CARRIED.**

Meeting adjourned at 8:47pm.

#### 11. **Next Meeting / Upcoming Events**

- Board Meeting – Thursday, October 17, 2024 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

Chair 

Secretary 