



# St. Catharines Public Library Board

## Regular Meeting Minutes

Thursday, January 16, 2025, 6:00 pm  
Mills Room, Central Library & Microsoft Teams

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

**Regrets:** K. Diiorio Councillor J. Lindal

**Staff:** L. DiDonato S. Mannella (left at 7:40pm)  
M. Haanstra (left at 7:40pm) C. Phillips (left at 7:40pm)  
L. Jenter (Recording Secretary) J. Spera (left at 7:40pm)  
H. Jones (left at 7:40pm) K. Su (Secretary)  
A. Maciukas

Chair calls Regular Meeting to order at 6:01 pm.

Joanna Spera 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.

Michael Brousseau resigned from the Library Board effective upon the completion of the meeting. M. Brousseau thanked the Board Members and staff for their support.

### 1. Adoption of Agenda

- 1.1 Additions/Deletions to Agenda  
Pull Item 6.2 CEO Report for discussion as Item 8.4 – Lori Littleton  
Add Item 8.5 Board Vacancy
- 1.2 Adoption of Agenda

**MOTION: 2025-01** THAT the Agenda be adopted as amended.

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

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

The Chair welcomed the Board for the first meeting of 2025, remarking that the new year will bring a new Board Member and a new branch. The Chair welcomed Clinton Phillips as IT support. There were no Declarations of Interest.

Councillor G. Miller joined the meeting at 6:05pm.

## 3. Presentation

- 3.1 Fundraising Feasibility Study – Martin van Zon, President, and Lee Zhang, Director, Interkom  
Interkom updated the Board on the fundraising feasibility study for a capital campaign supporting the Central Branch renovation. The Board discussed naming opportunities for donors, contractual removal of a donor name, and ethical considerations.

## 4. Adoption of Minutes (attachment)

- 4.1 Regular Meeting – November 21, 2024

**MOTION: 2025-02** THAT the Regular Meeting Minutes of November 21, 2024 be adopted.

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

## 5. Monthly Updates (verbal)

- 5.1 St. Catharines City Council  
Councillor G. Miller shared news of Councillor Garcia's passing and updated the Board regarding selection of a new member of City Council and the Budget Committee.
- 5.2 CEO Update – K. Su and L. DiDonato  
The CEO updated the Board about the following:
- Fundraising Feasibility Study – Managers are reviewing the Naming Policy and will bring a draft to the Board in February.
  - Inclusive Community Grant – SCPL received grant for improvements at the Merritt Branch, applied for prior to the decision to relocate to the Pen Centre. Staff have contacted the Ministry about transferring the grant to the new facility.

- State of the City – The Board can contact the CEO if they wish to attend on February 27.
- Merritt Relocation – Demolition is in the beginning stages. Staff are working with the architect and the furniture vendor to determine layout and furniture order. Cautiously optimistic for a June branch opening.

## 6. Consent Agenda

- 6.1 Correspondence
- 6.2 CEO Report – K. Su
- 6.3 Department Reports – November & December 2024
  - 6.3(a) Customer Service – J. Spera & M. Haanstra
  - 6.3(b) Innovation, Collections, and Technology – D. Bott
  - 6.3(c) Programming & Promotions – H. Jones
  - 6.3(d) Health & Safety – L. DiDonato
- 6.4 Quarterly Progress Update on 2024 Work Plan

**MOTION: 2025-03** THAT the Consent Agenda be received as circulated except for Item 6.2 CEO Report pulled for Discussion.

**MOVED BY:** S. Dimick

**SECONDED BY:** Councillor G. Miller

**MOTION CARRIED.**

## 7. Correspondence

### 7.1 Customer Correspondence – J. Coles/K. Su

The CEO updated the Board that the Library will investigate to ensure the collection is balanced. The Board discussed the substance of the customer correspondence. The Chair suggested the development of a procedural bylaw to guide the Board's response in future, incorporating suggestions including visibility of names and use of the standard complaint process.

**MOTION: 2025-04** THAT the Board receive the customer correspondence.

**MOVED BY:** M. Brousseau

**SECONDED BY:** Councillor G. Miller

**MOTION CARRIED.**

**5 in favour/2 opposed**

## Discussion Reports

### 8.1 Policy (G-13) Occupational Health & Safety – A. Maciukas

The Board received Policy (G-13) Occupational Health & Safety with recommended amendments. The Board amended the policy to align the language with Policy (P-01) Workplace Violence and Harassment.

**MOTION: 2025-05** THAT the Board approve Policy (G-13) Occupational Health & Safety as amended.

**MOVED BY:** L. Littleton  
**SECONDED BY:** P. Clausi  
**MOTION CARRIED.**

- 8.2 Policy (P-01) Workplace Violence and Harassment – A. Maciukas  
The Board received Policy (P-01) Workplace Violence and Harassment. The Board amended the policy to share language with Policy (G-13) Occupational Health & Safety.

**MOTION: 2025-06** THAT the Board rescind Policies (P-01) Workplace Violence, (P-02) Workplace Harassment, and (P-03) Sexual Harassment and approve Policy & Program (P-01) Workplace Violence and Harassment as amended.  
**MOVED BY:** G. Riihimaki  
**SECONDED BY:** Councillor G. Miller  
**MOTION CARRIED.**

- 8.3 Policy (P-06) CEO Evaluation – J. Coles (verbal)  
The Evaluation Committee considers the CEO Evaluation complete. The Chair thanked the Board and staff for their participation.

- 8.4 CEO Report – L. Littleton  
L. Littleton requested clarification from the CEO regarding the RFP for the shared Integrated Library System (ILS) with the Niagara Falls Public Library. Both libraries are outside of Libraries In Niagara Cooperative (LINC) and at the end of the contract with current ILS providers. The Board discussed impact of the shared ILS and future system integration.

**MOTION: 2025-07** THAT the Board receive the CEO Report.  
**MOVED BY:** L. Littleton  
**SECONDED BY:** M. Brousseau  
**MOTION CARRIED.**

- 8.5 Board Vacancy – J. Coles

**MOTION: 2025-08** THAT the Board accept Michael Brousseau's resignation from the Library Board.  
**MOVED BY:** S. Dimick  
**SECONDED BY:** Councillor G. Miller  
**MOTION CARRIED.**

The Board discussed the process and timelines for appointing a new Board Member. The Chair recommended the Board submit a list of ideal skills and strengths to guide the Nominating Committee.

**MOTION: 2025-09** THAT the Board appoint members Janice Coles, Lori Littleton and Gail Riihimaki to the Nominating Committee to review the Board membership applications and make a recommendation.

**Moved BY:** P. Clausi  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

## 9. In-Camera Session

### 9.1 In-Camera Agenda

9.1 (a) Additions/Deletions to In-Camera Agenda  
Pull Item 9.4(a) Staffing Update for discussion.

9.1 (b) Adoption of In-Camera Agenda

**MOTION: 2025-10** THAT the In-Camera Agenda be adopted as amended.  
**Moved BY:** M. Brousseau  
**SECONDED BY:** L. Littleton  
**MOTION CARRIED.**

M. Haanstra, H. Jones, S. Mannella, C. Phillips and J. Spera left the meeting at 7:40pm.

### 9.2 Motion to Move In-Camera

**MOTION: 2025-11** THAT the Regular Meeting move to In-Camera Session to discuss a personnel matter.  
**Moved BY:** P. Clausi  
**SECONDED BY:** G. Riihimaki  
**MOTION CARRIED.**

The meeting moved to In-Camera Session at 7:42pm.

### 9.5 Return to Open Session

**MOTION: 2025-13** THAT the In-Camera Session return to Open Session.  
**Moved BY:** G. Riihimaki  
**SECONDED BY:** M. Brousseau  
**MOTION CARRIED.**

The Meeting returned to Open Session at 7:49pm.

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

**MOTION: 2025-14** THAT the Board receive the information presented during the closed session.  
**MOVED BY:** P. Clausi  
**SECONDED BY:** S. Dimick  
**MOTION CARRIED.**

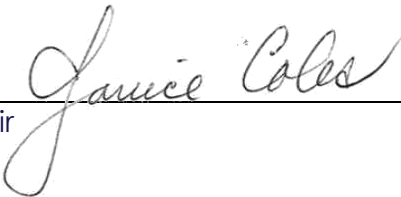
**11. Motion to Adjourn**

**MOTION: 2025-15** THAT the Regular Meeting be adjourned.  
**MOVED BY:** M. Brousseau  
**SECONDED BY:** N/A  
**MOTION CARRIED.**

Meeting adjourned at 7:49pm.

**12. Next Meeting / Upcoming Events**

Board Meeting – Thursday, February 20, 2025 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

Chair 

Secretary 