



St. Catharines Public Library Board

Regular Meeting Minutes

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

Present: P. Clausi
J. Coles (Chair)
K. Diorio
S. Dimick (Vice-Chair)
L. Littleton
Councillor G. Miller (joined at 6:01pm)
G. Riihimaki

Regrets: Councillor J. Lindal

Staff: D. Bott (left at 7:47pm)
L. DiDonato (left at 7:55pm)
L. Jenter (Recording Secretary)
H. Jones (left at 7:47pm)
A. Maciukas (left at 7:55pm)
S. Mannella (left at 7:47pm)
J. Spera (left at 7:47pm)
K. Su (Secretary)

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

G. 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.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

Pull Item 5.2 CEO Report for discussion as Item 6.5

Add Item 6.6 Land Acknowledgment Review – P. Clausi and J. Coles

1.2 Adoption of Agenda

MOTION: 2025-16 THAT the Agenda be adopted as amended.

MOVED BY: P. Clausi

SECONDED BY: K. Diorio

MOTION CARRIED.

2. Chair's Remarks & Declarations of Interest

There were no Declarations of Interest.

3. Adoption of Minutes (attachment)

3.1 Regular Meeting – January 16, 2025

MOTION: 2025-17 THAT the Regular Meeting Minutes of January 16, 2025 be adopted.

MOVED BY: G. Riihimaki

SECONDED BY: L. Littleton

MOTION CARRIED.

4. Monthly Updates (verbal)

4.1 OLS Update – J. Coles None

Councillor G. Miller joined at 6:01pm

4.2 CEO Update – K. Su and L. DiDonato

The CEO updated the Board about the following:

- Civic Square – Met with the City to review configuration plans for the James Street Civic Square redevelopment. Construction anticipated for 2026/2027.
- Port Timeline Wall Display – SCPL is working with St. Catharines Historical Society to correct and update the Port Branch timeline based on feedback from a local resident.
- Parking Garage – Security gate technology installed and staff are working on configuring. SCPL staff have moved from Carlisle Garage, and City Staff scheduled to move early April. Weather permitting, external bookdrop will be installed before March and the garage will be available during library hours only.
- Merritt Branch at Pen Centre – SCPL continue to work with the architect. Delays with the permits will impact construction start date. SCPL has begun contingency planning, requesting extension to late August 2025 at the current Merritt Branch. Pharmacy book locker is ready for deployment.

4.3 St. Catharines City Council

Councillor G. Miller provided an update from City Council.

4.4 Department Update – SCPL Connects Committee – B. Poulouski

The Board received a presentation about the SCPL Connects Committee,

developed to encourage staff to have fun and build connections. The Board applauded the efforts of the SCPL Connects Committee. The Board inquired about the financial and insurance considerations of the staff events.

4.5 Department Update - OLA Presentation – D. Smith, G. Dheilly, and A. Richardson

The Board received a presentation from staff sharing their experience attending the Ontario Library Association Super Conference.

5. Consent Agenda

5.1 Correspondence

5.2 CEO Report – K. Su

5.3 Department Reports – January 2025

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

5.3(b) Innovation, Collections, and Technology – D. Bott

5.3(c) Programming & Promotions – H. Jones

5.3(d) Human Resources – A. Maciukas

5.4 Financial Reports – L. DiDonato

5.4 (a) Endowment & Trust Statement at December 31, 2024

5.4 (b) Short-Term Investments Statement at December 31, 2024

MOTION: 2025-18 THAT the Consent Agenda be received as circulated except for Item 5.2 CEO Report pulled for Discussion.

MOVED BY: S. Dimick

SECONDED BY: Councillor G. Miller

MOTION CARRIED.

6. Discussion Reports

6.1 2024 Financial Results and Forecast at December 31, 2024 – L. DiDonato

The Board received yearend financial report. Staff recommended the surplus moved into the SCPL Stabilization Reserve.

MOTION: 2025-19 THAT the St. Catharines Public Library (SCPL) Board approve the transfer of the net surplus for the fiscal year ending December 31, 2024, to the SCPL Stabilization Reserve. These funds will be designated, subject to Board approval, to offset any unforeseen future expenditures or revenue shortfalls, in accordance with the SCPL Reserve Policy.

MOVED BY: P. Clausi

SECONDED BY: K. Diiorio

MOTION CARRIED.

6.2 Policy (G-20) Video Surveillance – D. Bott

The Board received Policy (G-20) Video Surveillance with minor amendments.

MOTION: 2025-20 THAT the Board approve amended Policy (G-20) Video Surveillance.

MOVED BY: G. Riihimaki

SECONDED BY: L. Littleton

MOTION CARRIED.

6.3 Policy (F-06) Naming – K. Su

The Board received Policy (F-06) Naming. The Board discussed the content of the policy and the fundraising campaign process for naming library spaces. The Board recommended amendments to tighten the language and confirm Board responsibility for any naming opportunity.

MOTION: 2025-21 THAT the Board refer the Policy (F-06) Naming back to staff.

MOVED BY: L. Littleton

SECONDED BY: S. Dimick

MOTION CARRIED.

6.4 Policy (P-09) Employee and Trustee Recognition – A. Maciukas

The Board received Policy (P-09) Employee and Trustee Recognition with amendments.

MOTION: 2025-22 THAT the Board approve amended Policy (P-09) Employee and Trustee Recognition.

MOVED BY: Councillor G. Miller

SECONDED BY: P. Clausi

MOTION CARRIED.

6.5 CEO Report – J. Coles

The Board requested clarity on the location for the improvements provided by the Inclusive Community Grant. The Grant will fund improvements to accessibility features at the Merritt Branch at the Pen Centre. The Grant is currently suspended because of the provincial election.

6.6 Land Acknowledgment Review – P. Clausi and J. Coles

The Board reviewed the SCPL Land Acknowledgment. The Board discussed further actions SCPL could take to commit to meaningful reconciliation, while maintaining alignment with the City's Memorandum of Understanding with the Niagara Regional Native Centre.

MOTION: 2025-23 THAT the Board direct the CEO to investigate Board training on Indigenous issues and the Board direct the staff to present on the current and planned programs and collections on Indigenous issues.

MOVED BY: P. Clausi

SECONDED BY: K. Diorio

MOTION CARRIED.

MOTION: 2025-24 THAT the Board continue to have the Land Acknowledgment read before each Board meeting on a voluntary basis.

MOVED BY: L. Littleton
SECONDED BY: G. Riihimaki
MOTION CARRIED.

7. In-Camera Session

7.1 In-Camera Agenda

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

7.1 (b) Adoption of In-Camera Agenda

MOTION: 2025-25 THAT the In-Camera Agenda be adopted.
MOVED BY: S. Dimick
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

D. Bott, H. Jones, S. Mannella, and J. Spera left the meeting at 7:47pm.

7.2 Motion to Move In-Camera

MOTION: 2025-26 THAT the Regular Meeting move to In-Camera Session to discuss a personnel matter.
MOVED BY: P. Clausi
SECONDED BY: S. Dimick
MOTION CARRIED.

The meeting moved to In-Camera Session at 7:50pm.

L. DiDonato and A. Maciukas left the meeting at 7:55pm.

7.6 Return to Open Session

MOTION: 2025-28 THAT the In-Camera Session return to Open Session.
MOVED BY: K. Diiorio
SECONDED BY: G. Riihimaki
MOTION CARRIED.

The Meeting returned to Open Session at 7:56pm.

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

MOTION: 2025-29 THAT the Board approve the Board recommendation related to the closed session report.

MOVED BY: G. Riihimaki
SECONDED BY: L. Littleton
MOTION CARRIED.

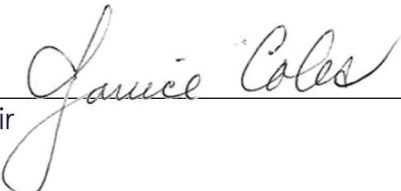
9. Motion to Adjourn

MOTION: 2025-30 THAT the Regular Meeting be adjourned.
MOVED BY: P. Clausi
SECONDED BY: N/A
MOTION CARRIED.

Meeting adjourned at 7:58pm.

10. Next Meeting / Upcoming Events

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

Chair 

Secretary 