



St. Catharines Public Library Board

Regular Meeting Minutes

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

Present:	P. Clausi	Councillor G. Miller (joined at 6:05pm, left at 7:21pm)
	J. Coles (Chair)	N. Olmstead
	L. Littleton	G. Riihimaki
Regrets:	K. Diiorio	Councillor J. Lindal
	S. Dimick (Vice-Chair)	
Staff:	D. Bott (left at 6:03pm, joined 6:42pm)	A. Maciukas (joined at 6:42pm)
	L. DiDonato (joined at 6:42pm)	S. Mannella (joined at 6:42pm)
	L. Jenter (Recording Secretary)	J. Spera (left at 6:35pm, joined at 6:42pm)
	(left at 6:06pm, joined at 6:42pm)	K. Su (Secretary)
	H. Jones (joined at 6:42pm)	
Public:	M. Brousseau (left at 6:26pm)	

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

J. Coles 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
None

1.2 Adoption of Agenda

MOTION: 2025-44

THAT the Agenda be adopted.

MOVED BY:

P. Clausi

SECONDED BY: G. Riihimaki
MOTION CARRIED.

2. Chair's Remarks & Declarations of Interest

The Chair welcomed Nathan Olmstead to the Library Board. There were no Declarations of Interest.

3. In-Camera Session

3.1 In-Camera Agenda

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

3.1 (b) Adoption of In-Camera Agenda

MOTION: 2025-45 THAT the In-Camera Agenda be adopted.
Moved BY: L. Littleton
SECONDED BY: N. Olmstead
MOTION CARRIED.

D. Bott left the meeting at 6:03pm.

3.2 Motion to Move In-Camera

MOTION: 2025-46 THAT the Regular Meeting move to In-Camera Session to discuss legal, property and personnel matters.
Moved BY: P. Clausi
SECONDED BY: G. Riihimaki
MOTION CARRIED.

The meeting moved to In-Camera Session at 6:05pm.

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

L. Jenter left the meeting at 6:06pm.

M. Brousseau left the meeting at 6:26pm.

J. Spera left the meeting at 6:35pm.

3.6 Return to Open Session

MOTION: 2025-48 THAT the In-Camera Session return to Open Session.
Moved BY: Councillor G. Miller
SECONDED BY: N. Olmstead
MOTION CARRIED.

The Meeting returned to Open Session at 6:42pm.

D. Bott, L. DiDonato, L. Jenter, H. Jones, A. Maciukas, S. Mannella, and J. Spera joined the meeting at 6:42pm.

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

MOTION: 2025-49 THAT the Staff proceed as directed during the closed session and the Board receive the information presented during the closed session.

MOVED BY: L. Littleton

SECONDED BY: G. Riihimaki

MOTION CARRIED.

5. Presentation

- 5.1 Website Update – Peter Gingrich and Daniel Shaw, GHD Digital
- The Board received a presentation and preview of the Library's new website, anticipated to launch on May 5, 2025. The Board inquired about the duplication of pages under the headers and ensured that it would not require ongoing duplication of work.

6. Adoption of Minutes (attachment)

- 6.1 Regular Meeting – March 20, 2025

MOTION: 2025-50 THAT the Regular Meeting Minutes of March 20, 2025 be adopted.

MOVED BY: G. Riihimaki

SECONDED BY: P. Clausi

MOTION CARRIED.

7. Monthly Updates (verbal)

- 7.1 St. Catharines City Council
Councillor G. Miller shared that Marty Mako has been elected to City Council for the Port Dalhousie ward.
- 7.2 OLS Update – J. Coles
The Chair discussed a webinar about Strong Mayor Powers and the impact on public libraries. Chair will share a link to the webinar with all Board Members.
- 7.3 CEO Update – K. Su
The CEO updated the Board about the following:
- "Canada First" Purchasing - City Council passed a "Canada First" procurement policy, and the Library will adopt the same approach for purchasing.

- Fundraising consultants – the consultants are finishing up interviews and will present their report to the Board in June.
- 2026 Budget – Staff will present updates to the Board to determine whether to reconfirm or open the budget for 2026.
- New Councillor for Port Dalhousie – the Library will reach out to the new City Councillor, Marty Mako, for a tour of our facilities.

7.4 Department Presentation – March Break Program – Melissa Broere and Sylvana Dearman

The Board received a presentation about March Break programming for 2025. The Board thanked staff for their hard work in developing and delivering programming.

8. Consent Agenda

- 8.1 CEO Report – K. Su
- 8.2 Department Reports – March 2025
 - 8.2(a) Customer Service – J. Spera & M. Haanstra
 - 8.2(b) Innovation, Collections, and Technology – D. Bott
 - 8.2(c) Programming & Promotions – H. Jones
 - 8.2(d) Health & Safety – L. DiDonato
 - 8.2(e) Human Resources – A. Maciukas
- 8.3 Financial Reports – L. DiDonato
 - 8.3 (a) 2025 Financial Results and Forecast at March 31, 2025
 - 8.3 (b) Endowment & Trust Statement at March 31, 2025
 - 8.3 (c) Short-Term Investments Statement at March 31, 2025
- 8.4 Risk Management Semi Annual Reporting – L. DiDonato
- 8.5 Maintenance Closure of the Dr. Huq Branch - S. Mannella

MOTION: 2025-51 THAT the Consent Agenda be received as circulated.
MOVED BY: Councillor G. Miller
SECONDED BY: N. Olmstead
MOTION CARRIED.

9. Discussion Reports

Councillor G. Miller left the meeting at 7:21pm.

- 9.1 Policy (G-25) Social Media Use – H. Jones
The Board received Policy (G-25) Social Media Use. The Board discussed Library values and impartiality. The Board amended Policy language for clarity.

MOTION: 2025-52 THAT the Board approve Policy (G-25) Social Media Use as amended.
MOVED BY: P. Clausi
SECONDED BY: G. Riihimaki

MOTION CARRIED.

9.2 Policy (G-09) Artificial Intelligence Use – K. Su

The Board received a presentation from the CEO about AI adoption in libraries. The Board asked about training for staff and collaboration with the union. The Board recommended amendments to Policy (G-09) Artificial Intelligence Use to the principles and guidelines.

MOTION: 2025-53 THAT the Board refer Policy (G-09) Artificial Intelligence Use back to Staff.

MOVED BY: L. Littleton

SECONDED BY: G. Riihimaki

MOTION CARRIED.

10. Motion to Adjourn

MOTION: 2025-54 THAT the Regular Meeting be adjourned.

MOVED BY: P. Clausi

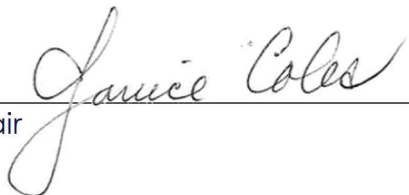
SECONDED BY: N/A

MOTION CARRIED.

Meeting adjourned at 8:05pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, May 15, 2025 at 6:00 pm, Mills Room, Central Library & Microsoft Teams


Chair


Secretary