



St. Catharines Public Library Board

Special Meeting

Thursday, July 25, 2024, 6:00 pm

Microsoft Teams

AGENDA

Chair calls meeting to order and reads the SCPL Land Acknowledgment.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

1.2 Adoption of Agenda

Motion

2. Chair's Remarks & Declarations of Interest

3. Adoption of Minutes (attachment)

3.1 Regular Meeting – June 13, 2024

Motion

4. Consent Agenda

Motion

4.1 Financial Reports – L. DiDonato

4.1(a) 2024 Financial Results & Forecast at June 30, 2024

5. In-Camera Session

5.1 In-Camera Agenda

5.1(a) Additions/Deletions to In-Camera Agenda

5.1(b) Adoption of In-Camera Agenda

Motion

5.2 Motion to Move In-Camera

5.3 Adoption of In-Camera Minutes

5.3(a) In-Camera Session – June 13, 2024 (attachment)

Motion

5.4 In-Camera Discussion Report (attachment)

5.4(a) Property Matter – L. DiDonato & K. Su

(Closed Session in accordance with the Public Libraries Act section 16.1(4)(c)
a proposed or pending acquisition or disposition of land by the board)

149 Hartzel Road

5.5 Return to Open Session

Motion

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

7. **Motion to Adjourn** Motion

8. **Next Meeting / Upcoming Events**

- Strategic Planning Half Day Working Session – TBD – September
- Board Meeting – Thursday, September 19, 2024 at 6:00 pm, Mills Room, Central Library & Microsoft Teams



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, June 13, 2024, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present:	M. Brousseau P. Clausi J. Coles (Chair) K. Diiorio	S. Dimick (Vice-Chair) (joined 6:04pm, left 7:20pm) Councillor G. Miller (joined 6:03pm) G. Riihimaki
Regrets:	Councillor J. Lindal	L. Littleton
Staff:	D. Bott L. DiDonato L. Dobson M. Haanstra L. Jenter (Recording Secretary)	H. Jones A. Maciukas S. Mannella J. Spera K. Su (Secretary)

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

Ken Su 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: 2024-79 THAT the Agenda be adopted.
MOVED BY: P. Clausi
SECONDED BY: M. Brousseau
MOTION CARRIED.

2. Chair's Remarks & Declarations of Interest

The Chair welcomed Albertina Maciukas as the new Manager, Human Resources. The Chair reminded the Board that any summer meetings will be held online. There were no Declarations of Interest.

3. Presentations

3.1 Audited Financial Statements, December 31, 2023

The Board received presentation of the audited financial statements from Paul Ciapanna, CPA, CA, Partner, Audit from KPMG LLP. The Board discussed the threshold of materiality for the audit and the selection process for the auditors.

MOTION: 2024-80 THAT the Board receive the presentation and approve the audited financial statements for the St. Catharines Public Library Board for the year ending December 31, 2023 as presented.

MOVED BY: G. Riihimaki

SECONDED BY: K. Diorio

MOTION CARRIED.

4. In-Camera Session

4.1 In-Camera Agenda

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

4.1 (b) Adoption of In-Camera Agenda

MOTION: 2024-81 THAT the In-Camera Agenda be adopted.

MOVED BY: S. Dimick

SECONDED BY: Councillor G. Miller

MOTION CARRIED.

4.2 Motion to Move In-Camera

MOTION: 2024-82 THAT the Regular Meeting move to In-Camera Session to discuss labour, security and property matters.

MOVED BY: P. Clausi

SECONDED BY: M. Brousseau

MOTION CARRIED.

D. Bott, M. Haanstra, H. Jones, S. Mannella and J. Spera left the meeting at 6:21pm.

The meeting moved to In-Camera Session at 6:21pm.

S. Mannella returned to the meeting at 6:43pm.

S. Dimick left the meeting at 7:20pm.

4.6 Return to Open Session

MOTION: 2024-84 THAT the In-Camera Session return to Open Session
MOVED BY: Councillor G. Miller
SECONDED BY: K. Diorio
MOTION CARRIED.

The meeting returned to Open Session at 7:34pm.

D. Bott, M. Haanstra, H. Jones, and J. Spera returned to the meeting at 7:34pm.

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

MOTION: 2024-85 THAT the Staff proceed as directed during the closed
 session.
MOVED BY: G. Riihimaki
SECONDED BY: M. Brousseau
MOTION CARRIED.

MOTION: 2024-86 THAT the Board receive the information presented during
 the closed session.
MOVED BY: P. Clausi
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

6. **Adoption of Minutes (attachment)**

6.1 Regular Meeting – May 16, 2024

MOTION: 2024-87 THAT the Regular Meeting Minutes of May 16, 2024 be
 adopted.
MOVED BY: K. Diorio
SECONDED BY: G. Riihimaki
MOTION CARRIED.

7. **Monthly Updates (verbal)**

7.1 St. Catharines City Council

Councillor G. Miller updated the board that the City is hiring for municipal development in real estate and that he recently visited the Calgary Central

Library while attending the Federation of Canadian Municipalities Conference.

7.2 CEO Update – K. Su

The CEO updated the Board about the following:

- Asset Management Plan – City clerks office will include the SCPL Asset Management Plan on the Council meeting agenda of June 24.
- Strategic Plan – Community survey closed with 600 responses. Intent reviewed the results and identified gaps in non-users, 18-25 and newcomers. As a result, the survey was reopened for two weeks, and staff reached out to partners in an effort to collect additional responses.
- Youth Wellness Hubs – Met with Contact Niagara, David Oakes and City staff regarding locations in St. Catharines for a Youth Wellness Hub. Program connects 12 to 25 year olds with mental health and wellness programs. Organizers will be touring Dr. Huq and Central, and additional City facilities, to identify a suitable location.

8. **Consent Agenda**

8.1 CEO Report – K. Su

8.2 Department Reports – May 2024

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

8.2(b) Reciprocal Borrowing – J. Spera

8.2(c) Facilities – S. Mannella

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

8.2(e) Programming & Promotions – H. Jones

8.3 Quarterly Progress Update on 2024 Work Plan (Q2) – K. Su

8.4 2023 Annual Report – K. Su

8.5 December 31, 2023 Financial Statement Reconciliation – L. DiDonato

MOTION: 2024-88 THAT the Consent Agenda be received as circulated.
MOVED BY: M. Brousseau
SECONDED BY: P. Clausi
MOTION CARRIED.

Chair called for break at 7:47pm. Meeting resumed 7:55pm.

9. **Discussion Reports**

9.1 Board Self Assessment – G. Riihimaki/J. Coles

The Board received proposed self assessment questions and process, for future inclusion in the Board Succession policy. M. Brousseau suggested amendments to ensure actionable, opinion-based questions.

9.2 Asset Management Plan – L. DiDonato

The Board received amended SCPL Asset Management Plan for approval. The Board discussed the condition assessment of the Information Technology systems.

MOTION: 2024-89 THAT the St. Catharines Public Library (SCPL) Board approve the SCPL Asset Management Plan.
MOVED BY: P. Clausi
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

- 9.3 2025/2026 Operating Budget Update – L. DiDonato
The Board received Staff report on the 2025/2026 Operating Budget. Rise in costs for the Merritt Branch may exceed the 1% threshold for changes to the budget and require the Library to open the budget discussion with the City.

MOTION: 2024-90 THAT the St. Catharines Public Library (SCPL) Board direct staff to update the City of St. Catharines of the 2025/2026 Operating Budget and the risk that SCPL may have changes that exceed 1% threshold.
MOVED BY: K. Diiorio
SECONDED BY: G. Riihimaki
MOTION CARRIED.

10. Motion to Adjourn

MOTION: 2024-91 THAT the Regular Meeting be adjourned.
MOVED BY: M. Brousseau
SECONDED BY: N/A
MOTION CARRIED.

Meeting adjourned at 8:09pm.

11. Next Meeting / Upcoming Events

- Strategic Planning Half Day Working Session – Monday, July 15 at 1:00pm, Program Room, Dr. Huq Family Library & Zoom/Microsoft Teams
- Strategic Planning Half Day Working Session - TBD – Monday, September 9 at 1:00pm, Program Room, Dr. Huq Family Library & Zoom/Microsoft Teams
- Board Meeting – Thursday, September 19, 2024 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

Chair

Secretary

Consent Agenda

Recommendation

THAT the Consent Agenda be received as circulated.

4. **Consent Agenda (attachments)**

Motion

4.1 Financial Reports – L. DiDonato

4.1 (a) 2024 Financial Results & Forecast at June 30, 2024

2024 Financial Results & Forecast at June 30, 2024

submitted by Lisa DiDonato, Business Administrator

	JUNE 30, 2024			FULL YEAR 2024		
	Actual	Budget	%	Forecast	Budget	%
REVENUE						
City Contribution (1)	3,300,000	3,300,000	100.0	6,641,583	6,641,583	100.0
Miscellaneous (2)	110,283	52,278	211.0	383,155	333,155	115.0
Transfer from Reserves (3)	-	40,000	---	40,000	40,000	100.0
TOTAL REVENUE	3,410,283	3,392,278	100.5	7,064,738	7,014,738	100.7
SALARIES & BENEFITS						
Salaries	1,844,189	2,067,737	89.2	4,135,474	4,135,474	100.0
Benefits	449,607	475,907	94.5	951,814	951,814	100.0
Salaries & Benefits (4)	2,293,796	2,543,644	90.2	5,087,288	5,087,288	100.0
OTHER EXPENDITURES						
Library Materials	447,458	385,000	116.2	770,000	770,000	100.0
Occupancy Costs	271,113	276,540	98.0	553,080	553,080	100.0
Supplies & Services	210,382	232,464	90.5	464,927	464,927	100.0
Operating Capital	53,700	69,722	77.0	189,443	139,443	135.9
Other Expenditures (5)	982,654	963,725	102.0	1,977,450	1,927,450	102.6
TOTAL EXPENDITURES	3,276,450	3,507,369		7,064,738	7,014,738	
UNEXPENDED BALANCE (6)	133,834	- 115,092		-	-	

NOTES:

REVENUE

(1) The actual and forecast results as of June 30 are in accordance with the 2024 budget approved by the City of St. Catharines.

(2) Other Revenues are higher than budgeted, year-to-date, primarily as a result of favourable interest rates.

(3) The Transfer from Reserve will be recognized, as needed, in alignment with the expenditures related to the preparation of the strategic plan.

SALARIES AND BENEFITS

(4) The year to date in salaries and benefits is primarily attributed to the timing of collectively bargained increases, which will be realized in the 3rd and 4th quarters of 2024.

OTHER EXPENDITURES

(5) Other expenditures are actively managed and are expected to align with the budget by the end of 2024. The forecast includes an operating capital deficit for facility and security enhancements, which will be offset by other revenues by year-end.

UNEXPENDED BALANCE

(6) As of June 30, 2024, there was a net unexpended funding of \$133,834. It is anticipated that the budget will balance by the end of 2024, with an expected increase in utilization of funding as the year progresses.