

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2
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The St. Catharines Public Library provides spaces, resources, and experiences for all citizens to learn, grow and connect.

MINUTES OF THE REGULAR MEETING

Thursday, March 17, 2022

Microsoft Teams

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| <u>Board:</u> | J. Coles (Chair) V. De Luca K. Diorio S. Dimick (Vice-Chair) H. Findlay | Councillor L. Littleton L. McDonald F. Sheikh (left at 7:21 pm) Councillor B. Williamson |
| <u>Staff:</u> | D. Bott N. Bryans (Recording Secretary) L. Dobson | S. Mannella K. Smith Curtis K. Su (Secretary) |

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, March 17, 2022 on Microsoft Teams. The Chair called the Regular Meeting to order at 6:01 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

Add Item 7.8 COVID-19 Related Policies – K. Su

1.2 Adoption of Agenda

MOTION: 2022-31 THAT the Agenda be adopted as amended.
MOVED BY: L. McDonald
SECONDED BY: S. Dimick
MOTION CARRIED.

2. Chair's Remarks

The Chair remarked that Mayor Sendzik mentioned the Library as a community space in his State of the City address on March 16, 2022.

3. Declarations of Interest

There were no Declarations of Interest.

4. Adoption of Minutes

4.1 Regular Meeting – February 17, 2022

MOTION: 2022-32 THAT the Regular Minutes of February 17, 2022 be adopted.
MOVED BY: K. Diiorio
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

5. Monthly Updates

5.1 CEO Update – K. Su

K. Su provided an update about the following:

- Robots at the Library – The Wind Group had been planning a short-term loan to the Library of some of its customer service robots. However, recent information about insurance coverage has resulted in the Wind Group offering the robots to the Library as a donation. Delivery is expected on Monday, March 21, 2022. The IT and Programming & Promotions departments will develop some programs to enable the robots to be a feature at the Library. The CEO will update the Board as developments occur.
- Library Road Trip – As recommended by the Architect for the Central Library renovation project, the Library is planning a bus trip to visit some recently renovated libraries to generate staff interest and ideas. The CEO will invite the Board to attend.

6. Consent Reports

6.1 Correspondence

The Board received the Correspondence as of March 11, 2022.

6.2 CEO Report – K. Su

The Board received the CEO Report.

6.3 Department Reports – February 2022

The Board received the Department Reports – February 2022.

6.4 Response to COVID-19 Pandemic (March Update) – K. Su

The Board received the Response to COVID-19 Pandemic (March Update).

6.5 Quarterly Progress Update on 2022 Work Plan (March) – K. Su

The Board received the Quarterly Progress Update on 2022 Work Plan (March).

MOTION: 2022-33 THAT the Consent Reports be received as circulated.
MOVED BY: V. DeLuca
SECONDED BY: L. McDonald
MOTION CARRIED.

7. Discussion Reports

7.1 Form CEO Evaluation Committee – J. Coles

J. Coles updated the Board about the need to form a CEO Evaluation Committee. H. Findlay provided some background about last years' evaluation process. The Board directed staff to add this Item to next month's Board Meeting Agenda.

7.2 In-person Board Meetings – J. Coles

J. Coles reported that due to the lifting restrictions regarding masking and vaccination mandates, the Board might consider meeting in-person. Discussion ensued. The Board inquired about the Library's capability to hold 'hybrid' meetings with some members' in-

person and some members' by remote attendance. The CEO and IT department will set-up a trial meeting to test this possible method before the next Board Meeting.

MOTION: 2022-34 THAT the Board resume in-person Board Meetings effective April 21, 2022, with a hybrid option for remote attendance.
MOVED BY: L. McDonald
SECONDED BY: F. Sheikh
MOTION CARRIED.

7.3 Volunteer Appreciation – K. Su

K. Su reported that Canada's Volunteer Appreciation Week is April 25-30, 2022. If the Library organizes an in-person event, the Board will be invited to attend and celebrate Library volunteers.

7.4 Policy (G-01) Policy Development – K. Su

The Board received a written report and K. Su outlined the amendments to Policy (G01) Policy Development. Discussion ensued. The Board recommended several amendments and directed staff to bring the policy back to the Board for review in April.

7.5 Board Policies Review Schedule – K. Su

The Board received a written report and K. Su provided an overview on the development of the Board Policies Review Schedule. The Chair thanked library staff for their work.

MOTION: 2022-35 THAT the Board approve the Board Policies Review Schedule.
MOVED BY: F. Sheikh
SECONDED BY: L. McDonald
MOTION CARRIED.

7.6 Policy (G-26) Records and Information Management – K. Su/N. Bryans

The Board received a written report and both K. Su and N. Bryans reported on the development of the Records and Information Management policy. Discussion ensued.

MOTION: 2022-36 THAT the Board approve the Policy (G-26) Records and Information Management.
MOVED BY: F. Sheikh
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

7.7 Policy (P-04) Compensation for Exempt Employees – L. Dobson

The Board received a written report and L. Dobson outlined the proposed amendments to the policy. Discussion ensued. The Board recommended some minor amendments to the wording of the policy.

MOTION: 2022-37 THAT the Board approve amended Policy (P-04) Compensation for Exempt Employees.
MOVED BY: V. DeLuca
SECONDED BY: K. Diiorio
MOTION CARRIED.

7.8 COVID-19 Related Policies – K. Su

K. Su reported that the province of Ontario, Niagara Region, and the City of St. Catharines have announced lifting mask and vaccine restrictions effective March 21, 2022. The Library recommends that the Board approve a similar action to follow their direction. Discussion ensued. The Board recommends that a memo to Library staff “strongly encourage” staff to continue wearing a mask to protect their own health and that of their colleagues as much as possible and to respect the comfort levels of their colleagues during this transition period.

MOTION: 2022-38 THAT the Board suspend Policy (G22) Mandatory Mask and Face Covering and Policy (P13) COVID-19 Vaccination, effective March 21, 2022.
MOVED BY: S. Dimick
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

8. In-Camera Session

8.1 Motion to Move In-Camera

MOTION: 2022-39 THAT the Regular Meeting move In-Camera.
MOVED BY: L. McDonald
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

The Regular Meeting moved In-Camera at 7:21pm.
F. Sheikh left the meeting.

8.2 In-Camera Agenda

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

8.2(b) Adoption of In-Camera Agenda

MOTION: 2022-40 THAT the In-Camera Agenda be adopted.
MOVED BY: L. McDonald
SECONDED BY: S. Dimick
MOTION CARRIED.

8.3 Adoption of In-Camera Minutes

8.3(a) In-Camera Session – February 17, 2022

MOTION: 2022-41 THAT the In-Camera Minutes of February 17, 2022 be adopted.
MOVED BY: K. Diiorio
SECONDED BY: S. Dimick
MOTION CARRIED.

8.4 In-Camera Consent Reports

8.4(a) Staffing (March Update) – K. Su
The Board received a written report Staffing (March Update).

8.4(b) Collective Agreement Negotiations – K. Su
The Board received a written report Collective Agreement Negotiations.

MOTION: 2022-42 THAT the In-Camera Consent Report be received as circulated.
MOVED BY: V. DeLuca
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

8.5 In-Camera Discussion Reports
None

8.6 Return to Open Session

MOTION: 2022-43 THAT the In-Camera Session return to Open Session.
MOVED BY: L. McDonald
SECONDED BY: S. Dimick
MOTION CARRIED.

The In-Camera Session returned to Open Session at 7:30 pm.

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

MOTION: 2022-44 THAT the Board adopt any Motions arising from the In-Camera Session.
MOVED BY: Councillor L. Littleton
SECONDED BY: H. Findlay
MOTION CARRIED.

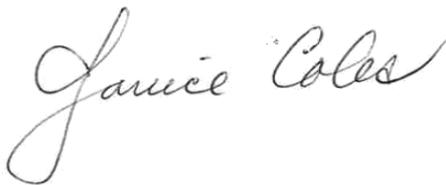
10. Motion to Adjourn

MOTION: 2022-45 THAT the Regular Meeting be adjourned.
MOVED BY: Councillor B. Williamson
SECONDED BY: L. McDonald
MOTION CARRIED.

The Regular Meeting adjourned at 7:30 pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, April 21, 2022, at 6:00 pm in the Mills Room & on Microsoft Teams



Chair



Secretary