St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, September 18, 2025, 6:00 pm
Program Room, Merritt Branch & Microsoft Teams

Present:	P. Clausi	L. Littleton
	J. Coles (Chair)	Councillor G. Miller (joined 6:06pm)
	S. Dimick (Vice-Chair) (joined 6:06pm)	G. Riihimaki
	Councillor J. Lindal	
Regrets:	K. Diiorio	N. Olmstead
Staff:	D. Bott (left at 6:37pm)	H. Jones (left at 6:37pm)
	L. DiDonato	A. Maciukas
	M. Haanstra (left at 6:37pm)	S. Mannella (left at 6:37pm)
	L. Jenter (Recording Secretary)	K. Su (Secretary)

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

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: 2025-77 THAT the Agenda be adopted.
MOVED BY: Councillor J. Lindal
SECONDED BY: L. Littleton
MOTION CARRIED.

2. Chair's Remarks & Declarations of Interest

The Chair welcomed the Board back after the Summer break and the Board thanked Library staff for all their work to complete construction and reopening the Merritt Branch. There were no Declarations of Interest.

3. Adoption of Minutes (attachment)

3.1 Regular Meeting – June 12, 2025

MOTION: 2025-78	THAT the Regular Meeting Minutes of June 12, 2025 be adopted.
MOVED BY:	G. Riihimaki
SECONDED BY:	P. Clausi
MOTION CARRIED.	

4. Monthly Updates (verbal)

4.1 St. Catharines City Council – Councillor J. Lindal
Councillor J. Lindal attended the Association of Municipalities of Ontario (AMO) Annual Conference in Ottawa. Library and municipal organizations presented sessions about library advocacy, Dolly Parton's Imagination Library initiative and changing how people view the Library.

4.2 OLS Update – J. Coles
The Chair provided a reminder about the virtual conference on November 20.

S. Dimick and Councillor G. Miller joined the meeting at 6:06pm.

4.3 CEO Update – K. Su
The CEO updated the Board about the following:

- Board Retreat – Survey has been distributed to register for the Niagara Public Library Boards Fall 2025 Retreat, scheduled for Saturday, November 1.
- Grape and Wine Parade – The Library will be participating in the Grape and Wine Parade for the second consecutive year. All Board members are welcome to take part in the event.
- Fundraising Campaign Consultant – The RFP for a Capital Campaign Fundraising Consultant has been posted. Evaluation of submissions is scheduled to take place, and the CEO will present a recommendation to the Board at the October meeting.

4.4 Department Update – Summer Programming – S. Walker and L. Smith, Programming and Outreach Librarians
The Board received a presentation from staff summarizing Summer 2025 programming and outreach activities, including results from the Summer Reading Club.

5. Consent Agenda

5.1 Correspondence
5.2 CEO Report – K. Su
5.3 Department Reports – June, July & August 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) Facilities – S. Mannella
- 5.3(e) Health & Safety – L. DiDonato

5.4 Financial Reports – L. DiDonato
- 5.4 (a) 2025 Financial Results and Forecast at June 30, 2025
- 5.4 (b) Endowment & Trust Statement at June 30, 2025
- 5.4 (c) Short-Term Investments Statement at June 30, 2025

5.5 Quarterly Progress Update on 2025 Work Plan (Q3) – K. Su
5.6 2025 Board Meeting Dates – K. Su
5.7 2025 Library Closure Dates – K. Su

MOTION: 2025-79 THAT the Consent Agenda be received as circulated.
MOVED BY: S. Dimick
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

6. Discussion Reports

6.1 Policy (P-06) CEO Evaluation – J. Coles
The Board received Policy (P-06) CEO Evaluation with no recommended amendments at this time.

MOTION: 2025-80 THAT the Board approve Policy (P-06) CEO Evaluation without amendments.

MOVED BY: L. Littleton
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

6.2 Appointing the CEO Evaluation Committee – J. Coles
The Chair requested Board volunteers for the CEO Evaluation Committee.

MOTION: 2025-81 THAT the Board appoint members Janice Coles, Nathan Olmstead and Councillor Jackie Lindal to the CEO Evaluation Committee.

MOVED BY: P. Clausi

SECONDED BY: G. Riihimaki
MOTION CARRIED.

6.3 Policy (P-14) Disconnect from Work – A. Maciukas
The Board received Policy (P-14) Disconnect for Work with minor amendments for clarity.

MOTION: 2025-82 THAT the Board approve Policy (P-14) Disconnect from Work.

MOVED BY: Councillor G. Miller
SECONDED BY: S. Dimick
MOTION CARRIED.

6.4 Policy (F-06) Naming Policy – K. Su
The Board received Policy (F-06) Naming Policy with no recommended amendments at this time. The Board discussed the policy language and the parameters related to donor recognition and business naming considerations. The Board directed the incoming Capital Fundraising Consultant to review the Policy and provide recommended amendments for Board consideration as soon as possible.

MOTION: 2025-83 THAT the Board approve Policy (F-06) Naming with no recommended amendments.

MOVED BY: Councillor J. Lindal
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: 2025-84 THAT the In-Camera Agenda be adopted.
MOVED BY: L. Littleton
SECONDED BY: P. Clausi
MOTION CARRIED.

D. Bott, M. Haanstra H. Jones, and S. Mannella left the meeting at 6:37pm.

7.2 Motion to Move In-Camera

MOTION: 2025-85 THAT the Regular Meeting move to In-Camera Session to discuss labour relations matters.

MOVED BY: G. Riihimaki
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

The meeting moved to In-Camera Session at 6:37pm.

7.7 Return to Open Session

MOTION: 2025-87 THAT the In-Camera Session return to Open Session.
MOVED BY: S. Dimick
SECONDED BY: Councillor J. Lindal
MOTION CARRIED.

The Meeting returned to Open Session at 6:54pm.

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

MOTION: 2025-88 THAT the Board approve the Staff recommendation related to the closed session report.
MOVED BY: L. Littleton
SECONDED BY: G. Riihimaki
MOTION CARRIED.

10. Motion to Adjourn

MOTION: 2025-89 THAT the Regular Meeting be adjourned.
MOVED BY: P. Clausi
SECONDED BY: N/A
MOTION CARRIED.

Meeting adjourned at 6:55pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, October 16, 2025 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

Janice Coles
Chair

Secretary