

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, April 15, 2021

Microsoft Teams

<u>Board:</u>	V. De Luca S. Dimick H. Findlay (Chair) Councillor L. Littleton	L. McDonald F. Sheikh Councillor B. Williamson
<u>Staff:</u>	D. Andrusko D. Bott (Teams moderator) N. Bryans (Recording Secretary) R. Di Marcantonio J. Dunn	S. Mannella A. McKenzie K. Smith Curtis J. Spera K. Su (Secretary)
<u>Guests:</u>	L. Dobson	

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, April 15, 2021 on Microsoft Teams. The Chair called the Meeting to order at 6:00 pm.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda

None

1.2 Adoption of Agenda

MOTION: 2021-48 THAT the Agenda be adopted.

MOVED BY: F. Sheikh

SECONDED BY: L. McDonald

MOTION CARRIED.

2. Chair's Remarks and Declarations of Interest

H. Findlay shared an email she received in which past Board member Ruth Unrau congratulated the Library on some great initiatives. There were no declarations of interest.

3. Board Membership

3.1 Accept Resignation – H. Findlay

The Board received a letter of resignation from Susan Tromanhauser.

MOTION: 2021-49 THAT the Board accept the resignation of Susan Tromanhauser.
MOVED BY: F. Sheikh
SECONDED BY: V. De Luca
MOTION CARRIED.

3.2 Election of Committee Members – H. Findlay
H. Findlay called for nominations to the CEO Evaluation Committee. The Board decided to defer this Item to the next meeting.

3.3 Appointment to OLS Board Assembly – H. Findlay
H. Findlay called for nominations for OLS Board Assembly representative. The Board decided to defer this Item to the next meeting. On behalf of the Board, H. Findlay will attend the upcoming OLS meeting in May.

4. Adoption of Minutes

4.1 Regular Meeting – March 18, 2021

Councillor L. Littleton requested a correction to Item 5.1 in the Minutes to read; the City has *approved the hiring of an Equity person.*

MOTION: 2021-50 THAT the Regular Meeting Minutes of March 18, 2021 be adopted as amended.
MOVED BY: F. Sheikh
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

5. Monthly Updates

5.1 St. Catharines City Council

Councillor L. Littleton reported that Council has approved a Transportation Master Plan for the City. Councillor B. Williamson reported on an amendment that will prevent a road being put through a park. He also expressed the City's concern about the YMCA's announcement of the closing of their St. Catharines facility – they have been a community anchor for many years. A report will be coming to City Council.

5.2 SOLS Update

None

5.3 CEO Update – K. Su

K. Su reported that the Library's presentation to City Council is scheduled for Monday, April 26, 2021.

5.4 Department Updates – J. Dunn

J. Dunn updated the Board about two new collections the Library will be piloting this spring and summer:

- Sports and Leisure Collection (to launch in May)
 - Purchasing an assortment of sports and leisure equipment including: Golf disc, croquet, bocce ball, badminton, walking poles, pickleball, soccer ball & basketball to *provide our community an opportunity to experience a variety of physical, outdoor activities.*
- Astronomy Kits Collection (to launch in June)
 - Partnering with Royal Astronomical Society of Canada: Niagara Centre to purchase four astronomy kits, each containing a customized, beginner-friendly telescope, a field guide to the night sky, a lens cleaning pen, and

a carrying case to provide our community with a unique, non-traditional collection that is both educational and recreational. Provide barrier-free, equitable access to equipment which can be cost-prohibitive.

6. Consent Reports

6.1 Correspondence
None

6.2 CEO Report – K. Su
The Board received the CEO Report.

6.3 Department Reports – February 2021
The Board received the Department Reports – March 2021.

6.4 Finance Reports – K. Smith Curtis
The Board received the following finance reports:
6.4(a) Operating Budget Statement – March 31, 2021
6.4(b) Endowment and Trust Statement – March 31, 2021
6.4(c) Short Term Investments – March 31, 2021

6.5 Response to COVID-19 Pandemic (March Update) – K. Su
The Board received the Response to COVID-19 Pandemic (March Update).

6.6 Central Library Security Perimeter – K. Smith Curtis
The Board received the Central Library Security Perimeter report.

MOTION: 2021-51 THAT the Consent Reports be received as circulated.
MOVED BY: L. McDonald
SECONDED BY: S. Dimick
MOTION CARRIED.

7. Discussion Reports

7.1 (P1) Workplace Violence Prevention Policy and Program – L. Dobson
L. Dobson reported on the proposed amendments to the policy. Discussion ensued.

MOTION: 2021-52 THAT the Board approve amended Policy (P01) Workplace
Violence Prevention Policy and Program.
MOVED BY: L. McDonald
SECONDED BY: V. De Luca
MOTION CARRIED.

7.2 (P2) Workplace Harassment Prevention Policy and Program – L. Dobson
L. Dobson reported on the proposed amendments to the policy. Discussion ensued.

MOTION: 2021-53 THAT the Board approve amended Policy (P02) Workplace
Harassment Prevention Policy and Program.
MOVED BY: Councillor L. Littleton
SECONDED BY: L. McDonald
MOTION CARRIED.

7.3 (P3) Sexual Harassment Prevention Policy and Program – L. Dobson
L. Dobson reported on the proposed amendments to the policy. Discussion ensued.

MOTION: 2021-54 THAT the Board approve amended Policy (P03) Sexual Harassment Prevention Policy and Program.

MOVED BY: L. McDonald

SECONDED BY: S. Dimick

MOTION CARRIED.

7.4 (G24) Social Media Policy – D. Andrusko

D. Andrusko introduced the new Social Media Policy. Discussion ensued.

MOTION: 2021-55 THAT the Board approve Policy (G24) Social Media Use.

MOVED BY: F. Sheikh

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

7.5 SCPL Board By-Law Number 1 – K. Su

K. Su reported on the proposed amendments to SCPL Board By-Law Number 1.

MOTION: 2021-56 THAT the Board approve the amended St. Catharines Public Library Board By-Law Number 1.

MOVED BY: F. Sheikh

SECONDED BY: V. De Luca

MOTION CARRIED.

7.6 Strategic Plan 2019-2022 – H. Findlay

H. Findlay reported that the current Strategic Plan 2019-2022 was finalized in October 2019 and implementation began in January 2020. It finishes at the end of 2022 which coincides with the end of the Board's term. She inquired whether a review or an extension would be beneficial. Discussion ensued. The Board requested a review of the Strategic Plan with help from an OLS consultant and suggested that a one year extension may allow the new Board to work with the Strategic Plan before developing the next one.

As the Board prepared to move In-Camera, Councillor L. Littleton declared of Conflict of Interest due to a direct pecuniary interest regarding the Board Member applications to be discussed in In-Camera Item 8.5(b).

8. In-Camera Session

8.1 Motion to Move In-Camera

MOTION: 2021-57 THAT the Regular Meeting move In-Camera.

MOVED BY: Councillor L. Littleton

SECONDED BY: L. McDonald

MOTION CARRIED.

The Regular Meeting moved In-Camera at 6:52 pm.

8.2 In-Camera Agenda

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

None

8.2(b) Adoption of In-Camera Agenda

MOTION: 2021-58 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 – March 18, 2021

Councillor L. Littleton and F. Sheikh requested a correction to Item 8.5(c) in the In-Camera Minutes to read; *The Board deferred this Item to the next meeting.*

MOTION: 2021-59 THAT the In-Camera Minutes of March 18, 2021 be adopted as amended.
MOVED BY: F. Sheikh
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

8.4 In-Camera Consent Reports

8.4(a) Staffing (March Update) – K. Su

The Board received a written update on Staffing.

8.4(b) New Management Structure – L. Dobson

The Board received a written report on the new management structure.

MOTION: 2021-60 THAT the In-Camera Consent Reports be received as circulated.
MOVED BY: Councillor L. Littleton
SECONDED BY: F. Sheikh
MOTION CARRIED.

K. Su, K. Smith Curtis, L. Dobson, and N. Bryans left the meeting at 7:00 pm.

8.5 In-Camera Discussion Reports

8.5(a) CEO Evaluation – H. Findlay

The Board reviewed the CEO Evaluation.

MOTION: 2021-61 THAT the CEO Evaluation report and attachment be accepted.
MOVED BY: Councillor L. Littleton
SECONDED BY: L. McDonald
MOTION CARRIED.

8.5(b) Board Member Selection – H. Findlay

The Board reviewed the Board member applications and selected 2 applicants.

MOTION: 2021-62 THAT the top two applicants be recommended to City Council to serve as members of the St. Catharines Public Library Board.
MOVED BY: L. McDonald
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

8.6 Return to Open Session

MOTION: 2021-63 THAT the In-Camera Session return to Open Session.
MOVED BY: Councillor L. Littleton
SECONDED BY: Councillor B. Williamson
MOTION CARRIED.

The In-Camera Session returned to Open Session at 7:49 pm.

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

MOTION: 2021-64 THAT the Board adopt any Motions arising from the In-Camera
Session.
MOVED BY: F. Sheikh
SECONDED BY: S. Dimick
MOTION CARRIED.

10. Motion to Adjourn

MOTION: 2021-65 THAT the Regular Meeting be adjourned.
MOVED BY: F. Sheikh
SECONDED BY: Councillor L. Littleton
MOTION CARRIED.

The Regular Meeting adjourned at 7:49 pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, May 20 2021, at 6:00 pm, by Microsoft Teams



Chair



Secretary