

# ST. CATHARINES PUBLIC LIBRARY BOARD

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*The St. Catharines Public Library Board is committed to providing all the citizens of St. Catharines with the highest level of library services, materials and facilities within the resources available to meet their informational, educational and recreational needs.*

## REGULAR MEETING

January 22, 2009  
Board Room

Present:       A. Carruthers                               A. Rosts  
                  L. McDonald                               M. Sendzik  
                  A. McEwen                                 Councillor B. Williamson  
                  Councillor B. Phillips

Staff:           J. Foster   L. Stripnieks (Secretary)  
                  P. Johnson (Recording Secretary)

Regrets:        A. Cook   S. Reilly

The Regular Meeting of the St. Catharines Public Library Board was held on January 22, 2009 at the Central Library. The Chair called the meeting to order at 6:38 p.m.

### 1. Adoption of the Agenda

#### 1.1 Additions/Deletions

#### 1.2 Adoption of the Agenda

**MOTION:**                THAT the Library Board adopt the agenda.  
**09-01**

**MOVED BY:**             Councillor Phillips

**SECONDED BY:**        A. Rosts

**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Regular Meeting, November 20, 2008

**MOTION:**                THAT the minutes of the Regular Meeting of November 20,  
**09-02**                       2008 be approved, a copy having been received by each trustee.

**MOVED BY:**             M. Sendzik

**SECONDED BY:**        A. Rosts

**MOTION CARRIED.**

3. **Business Arising**

No business arising.

4. **Correspondence**

The Board received correspondence as at January 14, 2009.

5. **Reports**

5.1 **Chair's Report** – L. McDonald

The Chair thanked A. McEwen (Vice-Chair) A. Rosts and A. Carruthers for attending the budget presentation at City Council on December 15, 2008. The Chair stated that the CEO Evaluation Committee will meet in February 2009.

5.2 **Chief Executive Officer's Report** - L. Stripnieks

The Board received a written report of highlights for December 2008. In addition, the CEO distributed a document at the meeting which gave an update on the '15 Million Dollar Investment in Libraries' from the Ministry of Culture. Seven million four hundred and twenty eight thousand (\$7,428,000) of the fifteen million (\$15,000,000) was distributed among three hundred and nineteen (319) libraries as per the formula below:

	<b>TOTAL AMOUNT (\$)</b>
1. Each library system received a base credit of \$12,000	\$3,828,000
2. An increment based on population was allocated to each library as a percentage of population	1,500,000
3. An increment based on number of additional branches	1,000,000
4. An increment based on remoteness – distance from an urban centre of 100,000	1,100,000

Councillor Williamson suggested a letter be sent to the Ministry of Culture and copied to the Honourable Jim Bradley expressing concerns with respect to the perceived inequity of funding allocated to urban libraries.

**MOTION:  
09-03**

THAT a letter be sent to the Ministry of Culture and copied to the Honourable Jim Bradley, MPP. expressing our concerns with respect to the inequity of funds allocated to urban libraries.

**MOVED BY:** Councillor Williamson

**SECONDED BY:** Councillor Phillips

**MOTION CARRIED.**

5.3 **Health and Safety Report** – J. Foster

J. Foster reported that the Joint Health and Safety Committee inspected the 1st Floor at the Central location. Inspections were also performed at all Branch locations. Only a few minor deficiencies were identified which have since been corrected.

5.4 **Branch Reports**

The Board received the written Branch reports for November and December 2008.

5.5 Facilities – J. Foster

J. Foster reported that Steve Durk, Manager of Physical Plant, City of St. Catharines gave a PowerPoint presentation on ‘Asbestos in the Workplace’, how to recognize, deal with and repair asbestos levels 1, 2 and 3. The Library is a level 1. The Library closed on December 19, 2009 at 12:30 p.m. due to a snowstorm. The Library also closed for approximately 1½ hours on January 21, 2009 due to a power failure. J. Foster received positive comments from patrons with respect to the Christmas decorations at the Library. Councillor Williamson enquired if there had been any response from City staff with respect to the inspection of Port Dalhousie and the deficiencies identified. J. Foster had not received any confirmation that the City would address the issues in their 2009 budget. Councillor Phillips will pursue with Transportation & Environmental Services.

5.6 Finance

a) Schedule of Accounts – Report 11

**MOTION:** THAT the eleventh report recommending payment of accounts  
**09-04** and salaries in the amount of FOUR HUNDRED THOUSAND, SEVEN HUNDRED FIVE DOLLARS AND THIRTY-FIVE CENTS (\$400,705.35) be received and approved.

**MOVED BY:** A. Rosts  
**SECONDED BY:** Councillor Williamson  
**MOTION CARRIED.**

Schedule of Accounts – Report 12

**MOTION:** THAT the twelfth report recommending payment of accounts  
**09-05** and salaries in the amount of SIX HUNDRED TWENTY-SIX THOUSAND, TWO HUNDRED EIGHTY-NINE DOLLARS AND SEVENTY-FIVE CENTS (\$626,289.75) be received and approved.

**MOVED BY:** Councillor Phillips  
**SECONDED BY:** A. McEwen  
**MOTION CARRIED.**

b) Statement of Operating Accounts - as at December 31, 2008

With 100% of the year elapsed, the statement shows: revenue received – \$5,253,810; expenditures - \$4,754,712.

c) Endowment and Trust Fund Statement - as at December 31, 2008

The statement shows a balance of \$660,363 made up as follows: opening balance - \$634,366; donations - \$19,718; interest income - \$13,625; current assets - \$667,709; less current liabilities - \$7,346. YTD encumbered - \$223,236; YTD unencumbered - \$437,127.

- d) Report on Short-Term Investments - as at December 31, 2008  
The report shows a balance of \$868,686 made up as follows: \$426,287 due June 21, 2015 invested with Ontario Savings Bonds; \$229,821 due January 8, 2009 invested with a TD Bank GIC; and \$212,578 due January 8, 2009 invested with a TD Bank GIC.
- e) Report on Reserve Accounts - as at December 31, 2008  
The report shows a balance of \$7,394 in the Visual Materials Insurance account.

5.7 St. Catharines City Council  
No report.

6. **New Business**

- 6.1 Meeting Dates 2009 – L. Stripnieks  
The Board received the 2009 Board meeting dates.
- 6.2 United Way/Community Care – L. Stripnieks  
The Board received a written report on the 2008 campaigns. St. Catharines Public Library participates in the United Way and Community Care campaigns annually. In 2008, \$4,518.00 was raised through special events, and \$3,084.00 through payroll pledges, for a total contribution of \$7,602.00 to United Way.  
  
The Labour-Management Co-operation Committee sponsored the Community Care Christmas Campaign. Staff purchased Christmas gifts for 45 children. Additionally, \$595.00 was raised through a number of events, which was used to purchase another 45 toys and 3 boxes of new clothing.
- 6.3 2008 Goals and Objectives Status Report – L. Stripnieks  
The Board received a written status report on the 2008 Goals and Objectives, which were approved by the Board in 2008. Councillor Phillips thanked staff for the update which clearly states which goals were completed and/or deferred and why.
- 6.4 2008 Review of Activities and Annual Statistics – L. Stripnieks  
The Board received a written report on the St. Catharines Public Library 2008 Review of Activities and Annual Statistics.
- 6.5 2009 Goals and Objectives Status Report – L. Stripnieks  
The CEO reported that the Management Team is reviewing goals for 2009 for presentation to the Board at the next meeting.
- 6.6 Works of Art Policy – L. Stripnieks  
The Board received a written and verbal update on a potential donation to the Library of an 1862 Map of Niagara. In light of this donation, staff reviewed the *Works of Art Policy* with the City Solicitor who recommended minor modifications. Discussion ensued with respect to the amended policy. A. Carruthers noted that the *Deed of Gift* form should be state that tax receipts will only be provided if the Library receives an appraisal and that the donor shall bear the cost of the appraisal.

**MOTION:** THAT the Library Board approve the amended *Library Works of Art Policy & Deed of Gift* Form.  
**09-06**

**MOVED BY:** Councillor Williamson  
**SECONDED BY:** M. Sendzik  
**MOTION CARRIED.**

6.7 Other Business  
No other business.

6.8 Business for Next Meeting  
No business for next meeting.

6.9 Information Materials  
Informational materials were included in the Board package.

7. **In Camera Business**

7.1 **Motion to Move In Camera**

**MOTION:** THAT the meeting move In Camera.  
**09-07**

**MOVED BY:** Councillor Phillips  
**SECONDED BY:** A. Carruthers  
**MOTION CARRIED.**

The meeting moved In Camera at 7:35 p.m.

7.2 **Adoption of In Camera Agenda**

7.2(a) Additions/Deletions to the Agenda  
None.

7.2(b) Adoption of In Camera Agenda

**MOTION:** THAT the Library Board adopt the In Camera agenda.  
**09-08**

**MOVED BY:** A. Carruthers  
**SECONDED BY:** Councillor Phillips  
**MOTION CARRIED.**

7.3 **Business Arising**  
No business arising.

7.4 **New Business**

7.4(a) Personnel Matters - Update – L. Stripnieks  
The Board received a verbal update on personnel matters including WSIB.

7.4(b) Patron Matters - Update – L. Stripnieks

The Board received a verbal update on two patron issues.

7.5 Return to Open Session

**MOTION:** THAT the meeting return to Open Session.  
**09-09**

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

The meeting returned to Open Session at 7:45 p.m.

8. Business Arising From In Camera Meeting

No business arising from the In Camera meeting.

9. Date and Time of Next Meeting

February 19, 2009, 6:30 p.m.

10. Motion to Adjourn

**MOTION:**

**09-10**

**MOVED BY:** A. Carruthers

**SECONDED BY:** Councillor Williamson

**MOTION CARRIED.**

The meeting adjourned at 7:45 p.m.