

ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2
(905) 688-6103 ~ Fax (905) 688-6292

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.

MINUTES OF THE REGULAR MEETING

Thursday, January 22, 2015
Board Room

Present: A. Carruthers (Vice Chair) A. Rosts
A. Cook Councillor B. Williamson
L. McDonald (Chair)

Regrets: L. Bramble M. Sendzik
Councillor B. Phillips S. Tromanhauser

Staff: N. Bryans J. Foster
D. Bott A. McKenzie (Recording Secretary)

Staff Regrets L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, January 22, 2015 at the Central Library. The Chair called the meeting to order at 7:00 p.m.

1. Adoption of Agenda

1.1 Additions/Deletions to the Agenda

There were no additions or deletions to the Agenda.

1.2 Adoption of the Agenda

MOTION: THAT the Library Board adopt the agenda.

2015-01

MOVED BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

2. Minutes

2.1 Regular Meeting, November 20, 2014

MOTION: THAT the minutes of the Regular Meeting of November 20, 2014 be approved, a copy having been received by each Trustee.

MOVED BY: A. Carruthers

SECONDED BY: A. Rosts

MOTION CARRIED.

3. Business Arising

3.1 Report on Budget Presentation – J. Foster (verbal)

The Board received a verbal report from J. Foster who stated that the Proposed 2015 Operating Budget will be presented to Council on February 9, 2015. The Council meeting will begin at 6:30 pm and the Board Members are invited to attend.

4. Correspondence

The Board received correspondence as of Friday, January 16, 2015. Councillor B. Williamson commented on the letter from the Historical Society. A. Rosts enquired about the Board appointments and application forms. Councillor Williamson explained that City Council has appointed a committee to review the mandates of existing Boards and Committees with a report to go to Council. A. Carruthers asked if the Library would be involved in the Citizenship Engagement Fair to be held at the Museum. No date has been set. Councillor B. Williamson felt that current Board members may not need to attend.

5. Reports

5.1 Chairs Report

The Chair thanked staff for organizing the Christmas celebration. The Chair reported that the CEO was on annual leave. He reported that he had discussions with the CEO about the Board package, OLA Super Conference, Board appointments and a personnel matter.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO has prepared written reports for the Board which are in this package and include: Items 6.1, 6.2, 6.3, 6.4, and 6.5

5.3 Health and Safety Report – J. Foster

J. Foster reported that several inspections were carried out in November/December-Central 1st Floor, Huq, Merritt and Port Dalhousie. The Central Library's annual inspection was done in November by certified members from Management and CUPE. All minor deficiencies have been dealt with by Maintenance Staff.

5.4 Branch Reports

The Board received the written Branch reports for November and December 2014. Anne Carruthers enquired whether HOOPLA and One Click were part of Overdrive or separate products. D. Bott stated they were separate products. A. Cook enquired about the new digital signs at the Central Library and Dr. Huq Family Branch. J. Foster stated that the signs were included in the meeting room upgrade project approved in 2014. A. Cook enquired if staff at Dr. Huq had noted improvements now that the acoustic panels had been installed. J. Foster reported that staff have found the panels to be very effective.

5.5 Facilities Report – J. Foster

J. Foster reported that on January 1, 2015, there was a minor flood in the basement at the Central Library (near J. Dunn's office). Minor damage occurred to the ceiling and floor tiles. An insurance claim was not issued. Maintenance staff did the repairs. J. Foster stated that the pipes are 40 years old and problems could arise more often. Flooding also occurred in the Plaza which was reported to the contractors who will do the repairs in the spring. The accessibility upgrades to: the 2nd Floor washroom; doors to the Story Hour and Kiwanis & Trust rooms were inspected and approved by the architects and city inspectors.

5.6 **Finance** – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for November and December were reviewed. A. Rosts inquired about cheques 11690, 11664, 20141060, and 20141057 in November and cheque 11706 in December.

MOTION: THAT the eleventh report recommending payment of accounts and salaries in the amount of FOUR HUNDRED FORTY SIX THOUSAND, SEVEN HUNDRED NINETY EIGHT DOLLARS & FORTY EIGHT CENTS (\$446,798.48) be received and approved.

MOVED BY: Councillor B. Williamson

SECONDED BY: A. Rosts

MOTION CARRIED.

MOTION: THAT the twelfth report recommending payment of accounts and salaries in the amount of THREE HUNDRED FORTY SIX THOUSAND, FORTY DOLLARS & EIGHTY SEVEN CENTS (\$346,040.87) be received and approved.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

5.6(b) Statement of Operating Accounts

The Statements for November and December were reviewed. J. Foster reported that fine revenue is down for the year.

November 30, 2014: With 92% of the year elapsed the statement shows: revenue received - \$4,347,306; expenditures - \$4,828,327.

December 31, 2014: With 100% of the year elapsed the statement shows: revenue received - \$5,929,737; expenditures - \$5,385,289.

5.6(c) Endowment and Trust Fund Statements

The Statements for November and December were reviewed. J. Foster reported the Library has received the 2015 Huq Family donation of \$20,000. A. Cook asked for an update on the pylon at the Aquatic Center. D. Bott reported that a vendor has been selected. Construction should begin in April 2015 and will take 8-10 weeks to complete.

November 30, 2014:

The statement shows a balance of \$894,394 made up as follows: opening balance - \$860,885, donations – \$26,735, interest income - \$11,718, less expenses - \$4,944; current assets - \$895,338 less current liabilities - \$944 for net assets - \$894,394; YTD encumbered - \$263,540; YTD unencumbered - \$630,854.

December 31, 2014:

The statement shows a balance of \$894,997 made up as follows: opening balance - \$860,885, donations - \$27,327, interest income - \$11,729, less expenses - \$4,944; current assets - \$895,941 less current liabilities - \$944 for net assets - \$894,997; YTD encumbered - \$263,540; YTD unencumbered - \$631,457.

5.6(d) Report on Short-Term Investments

The reports for November and December were reviewed.

November 30, 2014:

The report shows a balance of \$1,098,111 made up as follows: \$452,367 due June 21, 2015 invested with Ontario Savings Bonds; \$345,316 due February 9, 2015 invested with TD Bank GIC; \$227,211 due February 9, 2015 invested with TD Bank GIC; \$73,217 due February 9, 2015 invested with TD Bank GIC.

December 31, 2014:

The report shows a balance of \$1,098,111 made up as follows: \$452,367 due June 21, 2015 invested with Ontario Savings Bonds; \$345,316 due February 9, 2015 invested with TD Bank GIC; \$227,211 due February 9, 2015 invested with TD Bank GIC; \$73,217 due February 9, 2015 invested with TD Bank GIC.

5.6(e) Report on Reserve Accounts

The reports for November and December were reviewed. Both reports show the balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council – B. Williamson

Councillor B. Williamson reported that 2015 Budget deliberations have started and that a Budget Committee has been struck.

5.8 SOLS Report

No report.

6. New Business

6.1 Library Board 2015 Meeting Schedule - L. Stripnieks

The meeting schedule was provided in the Board package.

6.2 Accessibility Upgrades Annual Report - L. Stripnieks

The Board received the written report prepared by the CEO. J. Foster reported that the improvements at the Central Library have been well received by the public.

6.3 Accessibility Goals 2015 – L. Stripnieks

The Board received a written report prepared by the CEO. J. Foster reported that the goals for 2015 include looking at replacing the elevator and dumb waiter (\$300,000 - \$500,000 to replace). A. Cook and L. McDonald asked about read easy equipment. D. Bott suggested a demonstration at the next Board meeting.

6.4 United Way & Community Care – L. Stripnieks

The Board received a written report prepared by the CEO.

6.5 Review of Activities and Annual Statistics 2014 – L. Stripnieks

The Board received a detailed written report including annual statistics prepared by the CEO. Councillor B. Williamson suggested using photographs in the Library Board's budget presentation, stressing digital resources and technology and the need to upgrade technology to remain current.

6.6 Business for Next Meeting

None

6.7 Informational Materials

Informational materials were included in the delivered Board package and available at the meeting to Board members who received the digital package.

7. In-Camera Business

7.1 Motion to Move In-Camera

The meeting moved In-Camera at 8:00 pm.

MOTION: THAT the Library Board move In-Camera.

2015-05

MOVED BY: A. Cook

SECONDED BY: A. Rosts

MOTION CARRIED.

7.2 Adoption of In-Camera Agenda

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

None

7.2(b) Adoption of In-Camera Agenda

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

2015-06

MOVED BY: A. Rosts

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

7.3 In-Camera Minutes - (attachment)

7.3(a) Included in the Regular Meeting Minutes November 20, 2014

MOTION: THAT the Minutes of the In-Camera Meeting of November 20, 2014 be approved, a copy having been received by each Trustee.

MOVED BY: A. Cook

SECONDED BY: A. Rosts

MOTION CARRIED.

7.4 Business Arising

7.4(a) Personnel Update – J. Foster

J. Foster updated the Board on a personnel matter.

7.5 Correspondence

None

7.6 **New Business**
None

7.7 **Return to Open Session**

MOTION: THAT the Library Board return to Open Session.
2015-08
MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.

8. **Business Arising from In-Camera Session**
None

9. **Motion to Adjourn**

MOTION: THAT the meeting be adjourned.
2015-09
MOVED BY: A. Carruthers
SECONDED BY: A. Cook
MOTION CARRIED.

The meeting adjourned at 8:15 pm.

10. **Date and Time of Next Meeting**

Thursday, February 19, 2015, 7:00 pm in the Board Room.