

# ST. CATHARINES PUBLIC LIBRARY BOARD

54 Church Street, St. Catharines, Ontario L2R 7K2  
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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.*

## MINUTES OF THE REGULAR MEETING

Thursday, September 15, 2016  
Board Room

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

Regrets: J. Cotton Councillor B. Phillips

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

Staff Regrets: L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, September 15, 2016 at the Central Library. The Chair called the meeting to order at 7:00 pm.

### 1. Adoption of Agenda

#### 1.1 Additions/Deletions to the Agenda

Add Item 7.4 (b) Succession Planning – L. McDonald

#### 1.2 Adoption of the Agenda

**MOTION: 2016-69** THAT the Library Board adopt the Agenda as amended.  
**MOVED BY:** S. Tromanhauser  
**SECONDED BY:** A. Rosts  
**MOTION CARRIED.**

### 2. Minutes

#### 2.1 Regular Meeting, June 16, 2016

**MOTION: 2016-70** THAT the Minutes of the Regular Meeting of June 16, 2016 be approved, a copy having been received by each Trustee.  
**MOVED BY:** A. Rosts  
**SECONDED BY:** S. Tromanhauser  
**MOTION CARRIED.**

**3. Business Arising**

- 3.1 Furniture / Equipment / Software Acquisitions – Final Report – L. Stripnieks  
J. Foster reviewed the written report and spreadsheet that outlined the acquisition of furniture, equipment and software funded by the Endowment and Trust Fund.

**4. Correspondence**

The Board received the correspondence as of September 9, 2016.

**5. Reports**

- 5.1 Chairs Report – L. McDonald

L. McDonald reported that it's been a busy summer with Board related activities.

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

The CEO provided written reports for the following: Item 3.1 Furniture/ Equipment/ Software Acquisition – Final Report; Item 6.1 Annual Report 2015; Item 6.2 Bed Bug Policy; and Item 7.4 (a) Guidelines for Posting on Library Notice Boards. Also provided was her written report Item 5.2 Chief Executive Officer's Report that outlined updates on the following topics:

- Annual Provincial Survey 2015
- User Survey
- 3D Printing Programs
- Literary Festival in October
- Sound Proof Rooms – Accessibility

- 5.3 Health and Safety Report – J. Foster

J. Foster reported that Health & Safety inspections of the 1<sup>st</sup> and 2<sup>nd</sup> floor at Central, Port Dalhousie, Dr. Huq and Merritt Branches were done and the deficiencies corrected. On September 8, the Joint Health & Safety Committee met to discuss the Bed Bug Inspections and Policy (see Item 6.2). The inspection company recommended annual inspections and the acquisition of a "bed bug heat chamber". Other issues included Signage for Patrons with Sight Difficulties and Procedures for Handling Needles & Contaminated Materials. Staff are investigating needle disposal containers for installation in Library washrooms.

- 5.4 Branch Reports

The Board received the written Branch Reports for June, July and August 2016. Updated stats for August were provided to the Board.

- 5.5 Facilities Report – J. Foster

J. Foster reported that repairs were completed to all facilities and a Summer Maintenance Report will be prepared for the October Board meeting. Included in the 2016 Budget were funds set aside for the replacement of the basement flooring. The City has approved this project to go to tender next week. Staff have received complaints from Patrons about the activities of people around the exterior of the Library; an area which is the City's responsibility. People staying overnight on the sidewalks, using drugs and alcohol and leaving garbage and human waste behind is an on-going concern. There is a lack of Police presence and City security. Councillor B. Williamson emailed the Mayor about this issue.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for June was reviewed.

**MOTION: 2016-71** THAT the sixth report recommending payment of accounts and salaries in the amount of TWO HUNDRED NINETY-EIGHT THOUSAND, SIX HUNDRED FIFTY-SIX DOLLARS & EIGHTY-SEVEN CENTS (\$298,656.87) be received and approved.

**MOVED BY:** Councillor B. Williamson

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

The Schedule of Accounts for July was reviewed.

**MOTION: 2016-72** THAT the seventh report recommending payment of accounts and salaries in the amount of TWO HUNDRED SEVENTY-TWO THOUSAND, ONE HUNDRED FORTY-NINE DOLLARS & TWENTY-FOUR CENTS (\$272,149.24) be received and approved.

**MOVED BY:** S. Tromanhauser

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

The Schedule of Accounts for August was reviewed. A. Rosts enquired about cheque # 12634 Great Northern Battery Systems for the floor machine battery.

**MOTION: 2016-73** THAT the eighth report recommending payment of accounts and salaries in the amount of TWO HUNDRED EIGHTY-EIGHT THOUSAND, FOUR HUNDRED THIRTY DOLLARS & NINETY CENTS (\$288,430.90) be received and approved.

**MOVED BY:** L. Bramble

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

As at June 30, 2016: With 50% of the year elapsed the statement shows: revenue received - \$2,274,249; expenditures - \$2,777,505.

As at July 31, 2016: With 58% of the year elapsed the statement shows: revenue received - \$2,639,638; expenditures - \$3,228,528.

As at August 31, 2016: With 67% of the year elapsed the statement shows: revenue received - \$3,001,255; expenditures - \$3,625,721.

5.6(c) Endowment and Trust Fund Statements

As at June 30, 2016: The statement shows a balance of \$1,114,080 made up as follows: opening balance – \$1,095,133; donations – \$21,151; interest income – \$2,436; less expenditures – \$4,640: current assets – \$1,118,720; less current liabilities – \$4,640: YTD encumbered – \$268,207; YTD unencumbered – \$845,873.

As at July 31, 2016: The statement shows a balance of \$1,109,458 made up as follows: opening balance – \$1,095,133; donations – \$29,914; interest income – \$11,638; less expenditures – \$24,227: current assets – \$1,129,684; less current liabilities – \$20,226: YTD encumbered – \$268,207; YTD unencumbered – \$841,251.

As at August 31, 2016: The statement shows a balance of \$1,101,712 made up as follows: opening balance – \$1,095,133; donations – \$27,034; interest income – \$11,710; less expenditures – \$32,165: current assets – \$1,129,877; less current liabilities – \$28,165: YTD encumbered – \$268,257; YTD unencumbered – \$833,455.

5.6(d) Report on Short-Term Investments

J. Foster provided copies of the June Report on Short-Term Investments.

As at June 30, 2016: The report shows a balance of \$1,461,803 made up as follows: \$476,703 due June 21, 2017 invested with Ontario Savings Bonds; \$352,899 due December 13, 2016 invested with TD Bank GIC; \$232,201 due December 13, 2016 invested with TD Bank GIC; \$200,000 due December 13, 2016 invested with TD Bank GIC.

As at July 31, 2016: The report shows a balance of \$1,270,927 made up as follows: \$485,827 due June 21, 2017 invested with Ontario Savings Bonds; \$352,899 due December 13, 2016 invested with TD Bank GIC; \$232,201 due December 13, 2016 invested with TD Bank GIC; \$200,000 due December 13, 2016 invested with TD Bank GIC.

As at August 31, 2016: The report shows a balance of \$1,270,927 made up as follows: \$485,827 due June 21, 2017 invested with Ontario Savings Bonds; \$352,899 due December 13, 2016 invested with TD Bank GIC; \$232,201 due December 13, 2016 invested with TD Bank GIC; \$200,000 due December 13, 2016 invested with TD Bank GIC.

The Board discussed investments and spending plans to enhance the Library.

**MOTION: 2016-74** THAT the Board direct staff to develop a wish list for the use of the Endowment and Trust Funds by the February Board meeting.

**MOVED BY:** S. Tromanhauser

**SECONDED BY:** L. Bramble

**MOTION CARRIED.**

5.7 St. Catharines City Council

Councillor B. Williamson reported that the City has passed legislation allowing for new severances and infill land developments. He outlined some of the City's planned departmental moves and the developments in Port Dalhousie. The dry summer has resulted in many dead trees and a replanting of vegetation is planned for Rennie Island for Saturday, September 17, 2016.

5.8 SOLS

No report.

**6. New Business**

6.1 Annual Report 2015 – L. Stripnieks

The Board received a written report. Discussion ensued.

6.2 Bed Bug Policy – L. Stripnieks

The Board received a written report and recommendation to approve a Bed Bug Policy.

**MOTION: 2016-75**      THAT the Board approve the Bed Bug Policy.  
**MOVED BY:**            S. Tromanhauser  
**SECONDED BY:**        A. Rosts  
**MOTION CARRIED.**

6.3 Summer Programs Report – A. McKenzie

The Board received a written report that outlined the Summer 2016 Programs. A. McKenzie provided a verbal overview of the report.

6.4 Business for Next Meeting

None

6.5 Informational Materials

Informational materials were included in the Board package.

**7. In-Camera Business**

7.1 Motion to Move In-Camera

**MOTION: 2016-76**      THAT the meeting move In-Camera.  
**MOVED BY:**            A. Carruthers  
**SECONDED BY:**        A. Cook  
**MOTION CARRIED.**

The meeting moved In-Camera at 8:10 pm.

7.2 Adoption of In-Camera Agenda

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

Add Item 7.4 (b)      Succession Planning – L. McDonald

7.2(b) Adoption of In-Camera Agenda

**MOTION: 2016-77**      THAT the In-Camera Agenda be adopted as amended.  
**MOVED BY:**            A. Carruthers  
**SECONDED BY:**        L. Bramble  
**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting, June 16, 2016

**MOTION: 2016-78**      THAT the Minutes of the In-Camera Meeting of June  
16, 2016 be approved, a copy having been received by  
each Trustee.  
**MOVED BY:**            S. Tromanhauser  
**SECONDED BY:**        A. Cook  
**MOTION CARRIED.**

- 7.3(b) Special In-Camera Meeting, June 28, 2016  
The Board requested this Item be brought forward to the October meeting.

7.4 Business Arising

- 7.4(a) Guidelines for Posting on Library Notice Boards – L. Stripnieks  
The CEO provided a written report.

**MOTION: 2016-79** THAT the Board approve the changes recommended by Mr. Troup, Partner Sullivan Mahoney LLP to the Guidelines for Posting on Library Notice Boards and Distribution of Bulk Materials – (section on) Types of Notices That Will Not be Posted nor Bulk Material Accepted.

**MOVED BY:** Councillor B. Williamson

**SECONDED BY:** L. Bramble

**MOTION CARRIED.**

- 7.4(b) Succession Planning – L. McDonald  
The Board discussed Succession Planning.

7.5 Correspondence

The Board received the In-Camera correspondence as of September 9, 2016.

7.6 New Business

None

7.7 Return to Open Session

**MOTION: 2016-80** THAT the meeting return to Open Session.

**MOVED BY:** A. Carruthers

**SECONDED BY:** S. Tromanhauser

**MOTION CARRIED.**

The meeting returned to Open Session at 8:55 pm

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

**MOTION: 2016-81** THAT the meeting be adjourned.

**MOVED BY:** L. Bramble

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

The meeting adjourned at 8:55 pm.

10. Date and Time of Next Meeting

Thursday, October 20, 2016, 7:00 pm in the Board Room.