

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.

MINUTES OF THE REGULAR MEETING

Thursday, November 17, 2016
Board Room

<u>Present:</u>	A. Carruthers A. Cook (Vice-Chair) J. Cotton	L. McDonald (Chair) A. Rosts Councillor B. Williamson
<u>Regrets:</u>	L. Bramble	Councillor B. Phillips S. Tromanhauser
<u>Staff:</u>	N. Bryans (Recording Secretary) D. Bott	J. Foster J. Spera L. Stripnieks (Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, November 17, 2016 at the Central Library. The Chair called the meeting to order at 7:13 pm.

1. Adoption of Agenda

- 1.1 Additions/Deletions to the Agenda
Add Item 7.6 (b) Property Matter – L. McDonald
- 1.2 Adoption of the Agenda

MOTION: 2016-94 THAT the Library Board adopt the Agenda as amended.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

2. Minutes

- 2.1 Regular Meeting, October 20, 2016

MOTION: 2016-95 THAT the Minutes of the Regular Meeting of October 20, 2016 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: A. Cook
MOTION CARRIED.

3. **Business Arising**

3.1 RFID Project Implementation Schedule – L. Stripnieks/D. Bott

The Board received the RFID Project Implementation Schedule.

3.2 Furniture / Equipment / Software Acquisitions Update – L. Stripnieks

The Board received a written report on the status of Furniture / Equipment / Software acquisitions. The only remaining items are periodical and CD shelving.

MOTION: 2016-96 THAT the Library Board approve the acquisition of periodical shelving and CD shelving for the Central Library for an estimated cost not to exceed \$40,000 (including HST, installation and delivery), and that the funding come from the Endowment and Trust Fund.

MOVED BY: A. Rosts

SECONDED BY: A. Cook

MOTION CARRIED.

4. **Correspondence**

The Board received the correspondence as of November 10, 2016.

5. **Reports**

5.1 Chairs Report – L. McDonald

L. McDonald reported that he had discussions with Councillor B. Phillips about the possibility of a Library in West St. Catharines. He also reported that the CEO Evaluation Committee met with the CEO in November.

5.2 Chief Executive Officer's Report – L. Stripnieks

The CEO provided written reports for the following: Item 3.1 RFID Project Implementation Schedule; Item 3.2 Furniture / Equipment / Software Acquisitions Update; Item 6.1 Library Board 2017 Meeting Schedule; and Item 6.2 Niagara-on-the-Lake Request.

5.3 Health and Safety Report – J. Foster

J. Foster reported that Health & Safety inspections of the Dr. Huq Family Library Branch and the Port Dalhousie Library Branch were done and there were no deficiencies. The Joint Health and Safety Committee and Labour Management Committee are scheduled to meet in December. A call for Agenda Items has gone out.

5.4 Branch Reports

The Board received the written Branch Reports for October 2016.

5.5 Facilities Report – J. Foster

J. Foster reported the following:

- SaveONenergy conservation program has access to a program that would fund an energy audit of the Library's HVAC and Electrical systems to determine their life-cycles and to maximize efficiency. Staff will investigate this program in 2017.
- Library signage is being updated and has been approved by the City's Accessibility Coordinator.
- Replacement of basement flooring is waiting for City approval.
- Plumbing repairs were completed in the Board Room ceiling and in the basement.

- Exterior clean-up was completed at Port Dalhousie Library Branch
- Christmas decorations were installed at the Central Library.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for October was reviewed. A. Rosts inquired about cheques: #12722 to Eaton Industries (Canada) Co. for UPS replacement batteries; #12752 to Rochester Midland Canada Corp. for water treatment; and #103451 to 7724969 Canada Inc. for rent.

MOTION: 2016-97 THAT the tenth report recommending payment of accounts and salaries in the amount of TWO HUNDRED SEVENTY-NINE THOUSAND ONE HUNDRED AND SEVENTY-TWO DOLLARS AND EIGHTY-ONE CENTS (\$279,172.81) be received and approved.

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

5.6(b) Statement of Operating Accounts

As at October 31, 2016: With 83% of the year elapsed the statement shows: revenue received - \$3,730,713; expenditures - \$4,611,186.

5.6(c) Endowment and Trust Fund Statements

As at October 31, 2016: The statement shows a balance of \$1,101,315 made up as follows: opening balance – \$1,095,133; donations – \$27,288; interest income – \$11,878; less expenditures – \$32,984; current assets – \$1,130,276; less current liabilities – \$28,961; YTD encumbered – \$268,307; YTD unencumbered – \$833,008. J. Foster provided an Executive Summary of proposed capital expenditures for 2017-2019.

5.6(d) Report on Short-Term Investments

As at October 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.

5.7 St. Catharines City Council

Councillor B. Williamson reported that Brock University does not appear to wish to continue to manage Rodman Hall and its art collection. The CEO stated that Mayor Sendzik has scheduled a meeting for November 28 with Rosemary Hale, Councillor Phillips, L. McDonald and the CEO to discuss the twinning of art galleries and libraries.

5.8 SOLS

No report.

6. New Business

6.1 Library Board 2017 Meeting Schedule – L. Stripnieks

The Board received the schedule for Board meetings in 2017.

- 6.2 Niagara-on-the-Lake Request – L. Stripnieks
The Board received a written report and L. Stripnieks provided a verbal overview. Discussion ensued.

MOTION: 2016-98 THAT the Library Board offer Niagara-on-the-Lake Public Library patrons a Temporary Non-Resident Membership for the four (4) month period from December 1, 2016 to March 31, 2017 for a fee of \$35.00.
MOVED BY: Councillor B. Williamson
SECONDED BY: A. Cook
MOTION CARRIED.

- 6.3 Business for Next Meeting
None

- 6.4 Informational Materials
Informational materials were included in the Board package.

7. **In-Camera Business**

- 7.1 Motion to Move In-Camera

MOTION: 2016-99 THAT the meeting move In-Camera.
MOVED BY: A. Rosts
SECONDED BY: J. Cotton
MOTION CARRIED.

The meeting moved In-Camera at 8:33 pm.

- 7.2 Adoption of In-Camera Agenda

7.2(a) Additions/Deletions to In-Camera Agenda
Add Item 7.6 (b) Property Matter – L. McDonald

- 7.2(b) Adoption of In-Camera Agenda

MOTION: 2016-100 THAT the In-Camera Agenda be adopted as amended.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

- 7.3 In-Camera Minutes

- 7.3(a) In-Camera Meeting, October 20, 2016

MOTION: 2016-101 THAT the Minutes of the In-Camera Meeting of October 20, 2016 be approved, a copy having been received by each Trustee.
MOVED BY: A. Rosts
SECONDED BY: A. Carruthers
MOTION CARRIED.

7.4 Business Arising

7.4(a) Central Library Café – J. Foster

The Board received a written report.

MOTION: 2016-102 THAT the Library Board approve that staff enter into a Lease Agreement with Kristina Kovac, SWEET STREET, subject to the terms and conditions outlined in the report.

MOVED BY: A. Rosts

SECONDED BY: A. Carruthers

MOTION CARRIED.

7.4(b) Proposed 2017 Operating Budget – J. Foster

The Board received a written report.

MOTION: 2016-103 THAT the Board approve the Proposed 2017 Operating Budget of \$6,113,000 and that \$80,000 from the 2016 Operating Budget be brought forward to support the 2017 Operating Budget and that anything over and above be allocated to the Reserve Fund.

MOVED BY: A. Rosts

SECONDED BY: Councillor B. Williamson

MOTION CARRIED.

7.4(c) CEO Evaluation – L. McDonald

L. McDonald provided a verbal report at the end of the meeting.

7.5 In-Camera Correspondence

The Board received the In-Camera correspondence as of November 14, 2016.

7.6 New Business

7.6(a) Personnel Matter – L. Stripnieks

L. Stripnieks provided a verbal report.

7.6(b) Property Matter – L. McDonald

L. McDonald provided a verbal report.

7.7 Return to Open Session

MOTION: 2016-104 THAT the meeting return to Open Session.

MOVED BY: A. Cook

SECONDED BY: A. Carruthers

MOTION CARRIED.

The meeting returned to Open Session at 9:20 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

MOTION: 2016-105 THAT the meeting be adjourned.
MOVED BY: A. Cook
SECONDED BY: A. Carruthers
MOTION CARRIED.

The meeting adjourned at 9:20 pm.

10. Date and Time of Next Meeting

Thursday, December 18, 2016, 7:00 pm in the Board Room (at the call of the Chair).
Thursday, January 26, 2017, 7:00 pm in the Board Room.