

# 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, May 18, 2017  
Board Room

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

Regrets: L. Bramble S. Tromanhauser

Staff: D. Andrusko A. McKenzie  
D. Bott J. Spera  
N. Bryans (Recording Secretary) L. Stripnieks (Secretary)

Staff Regrets: J. Foster

The Regular Meeting of the St. Catharines Public Library Board was held on Thursday, May 18, 2017 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  
None

1.2 Adoption of the Agenda

**MOTION: 2017-42** THAT the Library Board adopt the Agenda.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Carruthers

**MOTION CARRIED.**

### 2. Minutes

2.1 Regular Meeting – April 20, 2017  
The Minutes were approved.

**MOTION: 2017-43** THAT the Minutes of the Regular Meeting of April 20, 2017 be approved, a copy having been received by each Trustee.

**MOVED BY:** Councillor B. Phillips

**SECONDED BY:** A. Rosts

**MOTION CARRIED.**

**3. Business Arising**

None

**4. Correspondence**

The Board received the Correspondence as of May 12, 2017.

**5. Reports**

**5.1 Chairs Report – L. McDonald**

L. McDonald reported that he had discussions with the CEO in preparation for the meeting.

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

L. Stripnieks provided a written report for Item 5.2 CEO Report which updated the Board on the following:

- Seminar on How to Deal with Difficult People
- VHS to DVD Converter Launch
- Shelving 1<sup>st</sup> Floor Central
- Fresh Ink Teen Writing Contest
- Ontario Libraries Fund Capacity Grant - \$13, 869

She also verbally updated the Board about the following:

- Carr McLean has provided a design and quote for a new Circulation desk at the Central Library. The Library will need to get 3 quotes.
- The Library was a venue for several *In The Soil* programs on May 13
- Filming of a documentary for CBC will take place in Special Collections May 25
- The federal government is developing a Smart City initiative with 300 million dollars of funding over an 11 year period. Details not known at this time.

**5.3 Health and Safety Report – L. Stripnieks**

L. Stripnieks reported that inspections were completed at Central Library 1<sup>st</sup> floor and Dr. Huq Family Library Branch in April. No deficiencies.

**5.4 Branch Reports**

The Board received the written Branch Reports for April 2017.

**5.5 Facilities Report – L. Stripnieks**

L. Stripnieks reported that:

- E.S. Fox & Siemens have performed the regular maintenance on the HVAC system in April
- A window in the exit door to Church St was broken on May 13<sup>th</sup> and repaired the same day
- Bed bug inspections were completed on Monday May 15 at all facilities and 8 hot spots were identified: 1 at Port; 1 at Dr. Huq; 2 at Central in the Basement – at the book chute and at the book drop; 2 at Central on the 1<sup>st</sup> floor – in the Fiction collection and at the book drop; and 2 at Central on the 2<sup>nd</sup> floor – in the computer book collection and in a club chair.
- There was a minor break-in at the Café on May 17<sup>th</sup> as the building was being closed. Staff has secured the area.

5.6 Finance – J. Foster

5.6(a) Schedule of Accounts

The Schedule of Accounts for April was reviewed. A. Rosts inquired about cheques # 12985 to E.S. Fox Limited for HVAC maintenance, and # 13006 to Niagara Regional Police Services for responding to an alarm on April 1, 2017.

**MOTION: 2017-44** THAT the fourth report recommending payment of accounts and salaries in the amount of TWO HUNDRED FIFTY-THREE THOUSAND, NINE HUNDRED SIXTY DOLLARS & NINETY CENTS (\$253,960.90) be received and approved.

**MOVED BY:** A. Rosts

**SECONDED BY:** Councillor B. Williamson

**MOTION CARRIED.**

5.6(b) Statement of Operating Accounts

The Statement of Operating Accounts for April was reviewed.

As at April 30, 2017: with 33% of the year elapsed the statement shows: Revenue received – \$1,537,584; Expenditures – \$1,936,898.

5.6(c) Endowment and Trust Fund Statements

The Statement for April was reviewed.

As at April 30, 2017: The statement shows a balance of \$1,284,273 made up as follows: opening balance – \$1,270,222; donations – \$20,319; interest – \$43; less expenditures – \$6,311: current assets – \$1,286,584; less current liabilities – \$2,311: YTD encumbered – \$268,502; YTD unencumbered – \$1,015,771.

5.6(d) Report on Short-Term Investments

The report for April was reviewed.

As at April 30, 2017: The report shows a balance of \$1,487,932 made up as follows: \$484,023 due June 21, 2017 invested with Ontario Savings Bonds; \$164,600 due December 23, 2017 invested with ScotiaMcLeod GIC; \$354,780 due June 13, 2017 invested with TD Bank GIC; \$251,077 due June 13, 2017, invested with TD Bank GIC; \$233,452 due June 13, 2017 invested with TD Bank GIC.

5.7 St. Catharines City Council

Councillor B. Williamson reported that high water levels in Lake Ontario have delayed the revitalization of Lakeside Park in Port Dalhousie. The construction on the band shell, pavilion, and washrooms is continuing. The Carousel is protected by sand bags and its opening has been delayed to June 3. The City has purchased the parking lot behind the Folk Arts Council of St. Catharines Multicultural Centre (formerly Robertson School).

Councillor B. Phillips reported that the Folk Arts Festival is underway and this year's turn out is the highest ever. The City's CAO is retiring effective June 31<sup>st</sup>. The City is engaging a head-hunter firm to begin the recruitment process and hope to have the position filled by year end.

5.8 SOLS

No report.

**6. New Business**

6.1 Business for Next Meeting

L. Stripnieks reported that 2 responses have been received for the RFID Request for Proposal. Staff will review the proposals and prepare a report and recommendation to the Board in June.

6.2 Informational Materials

Informational materials were included in the Board package.

**7. In-Camera Business**

7.1 Motion to Move In-Camera

**MOTION: 2017-45** THAT the meeting move In-Camera.

**MOVED BY:** J. Cotton

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

The meeting moved In-Camera at 7:25 pm.

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: 2017-46** THAT the In-Camera Agenda be adopted.

**MOVED BY:** A. Rosts

**SECONDED BY:** A. Cook

**MOTION CARRIED.**

7.3 In-Camera Minutes

7.3(a) In-Camera Meeting – April 20, 2017

**MOTION: 2017-47** THAT the In-Camera Minutes of April 20, 2017 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) Service Point in Seymour Hannah Arena – L. Stripnieks

The Board received a written report.

7.5 In-Camera Correspondence

None

7.6 New Business

7.6(a) Personnel Update – L. Stripnieks

L. Stripnieks updated the Board about personnel.

7.7 Return to Open Session

**MOTION: 2017-48**      THAT the meeting return to Open Session.  
**MOVED BY:**            A. Cook  
**SECONDED BY:**        A. Rosts  
**MOTION CARRIED.**

The meeting returned to Open Session at 7:42 pm.

8. Business Arising from In-Camera Session

None

9. Motion to Adjourn

**MOTION: 2017-49**      THAT the meeting be adjourned.  
**MOVED BY:**            J. Cotton  
**SECONDED BY:**        A. Rosts  
**MOTION CARRIED.**

The meeting adjourned at 7:42 pm.

10. Date and Time of Next Meeting

Thursday, June 15, 2017, 7:00 pm in the Board Room.