

ITEM 2.1
REGULAR MEETING
SEPTEMBER 19, 2013

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

June 20, 2013 – 7:00 p.m.
Board Room

RECEIVED

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CITY CLERK'S OFFICE
ST. CATHARINES, ONTARIO

<u>Present:</u>	A. Carruthers	Councillor B. Phillips
	L. McDonald (Chair)	A. Rosts
	A. Cook	Councillor B. Williamson
<u>Regrets:</u>	M. Sendzik	
<u>Staff:</u>	J. Foster	L. Stripnieks (Secretary)
		D. Muise (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on June 20, 2013 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.
2013-46

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

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2. **Minutes**

2.1 **Regular Meeting, May 16, 2013**

MOTION: THAT the minutes of the Regular Meeting of May 16, 2013-47
2013-47
2013 be approved, a copy having been received by each Trustee.

MOVED BY: Councillor B. Phillips
SECONDED BY: A. Cook
MOTION CARRIED.

3. **Business Arising**

3.1 **Accessibility Updates**

The CEO reported that at the Board meeting in May, staff provided an update on the accessibility upgrades for the Central Library. This included the creation of a ramp to access the stage in the Mills Room.

In June, once the construction got underway the CEO and Business Administrator were able to see the actual footprint of: the proposed ramp (4' wide x 16' long); handrails; and the additional step to be added to the existing steps (3' wide). The size of the ramp and step greatly reduces the useable floor space in the room and would limit the types of programs the Library could offer, the events it could hold, and the types of meetings and meeting room set-ups the room could accommodate.

The stage is currently used about twice a year, once for the Fresh Ink Awards. This being the case, staff recommend removing the stage and making the floor all one level. This would make the room accessible, barrier-free and would increase (not decrease) the useable space. The architect has been consulted and has agreed that the stage can be removed. Some of the material for the ramp has been ordered and that which cannot be restocked will be used wherever possible in the redesign.

MOTION: THAT the Board approve the stage in the Mills Room be 2013-48
2013-48
removed and the floor be one level.

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

3.2 **Board Appointment**

The CEO reported that City Council has deferred the motion for appointments to various City boards and that it will be heard at a future Council meeting.

With the resignation of Shirley Reilly there will be 2 vacancies on the Library Board. Councillor B. Phillips reported that D. Carnegie, Director, Corporate Services at the City has advised that both vacancies will be filled at the same time.

4. **Correspondence**

The Board received correspondence as at June 14, 2013.

A. Rosts requested more information with respect to the correspondence received from M. Stanko. The CEO provided additional information together with an explanation of the Library's policy.

MOTION: THAT the Board supports and reaffirms Library policy
2013-49 regarding selecting, maintaining and deselecting materials from the collection.

MOVED BY: Councillor B. Williamson

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

5. **Reports**

5.1 **Chairs Report** – L. McDonald

The Chair reported that this month he has consulted with a number of Board members in regards to the CEO evaluation. He has met with the CEO to review the impact of the flood at the Central Library and to review the impact of the ramp in the Mills Room. He has also spoken to S. Reilly regarding her resignation from the Board and has been in contact with the CEO regarding the City's process for filling appointments to the Board.

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

The CEO provided a verbal update on the flood. D. Bott was the Manager who was the first responder and he along with Admin staff executed the emergency protocols for this type of incident expeditiously. Library staff whose work areas were affected by the flood were sent home on the first day. Staff and the public were kept informed of any impacts during the clean-up. A report on the flood and on other service initiatives are covered in detail under New Business.

The CEO provided an update on Correspondence Item #4. Of the 7 films requested, 5 have been ordered.

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

J. Foster reported that regular inspections of the Dr. Huq, Merritt and Port Dalhousie Branches, and the second floor of the Central Library were carried out. A few minor deficiencies were found and all have been corrected.

5.4 Branch Reports

The Board received the written reports for May, 2013.

5.5 Facilities – J. Foster / L. Stripnieks

The Board received a written report regarding a flood at the Central Library. In response to A. Cook's question regarding the insurance deductible, J. Foster indicated it was \$2,500. J. Foster reported that clean-up is in the final stage and he will be meeting with the insurance adjuster next week. A final report will be provided at the September meeting.

J. Foster reported that window replacement on the second and third floors of the Central Library will be completed next week.

J. Foster also reported that a new accessible circulation desk will be installed at the Port Dalhousie Branch on June 23 and at the Merritt Branch on July 21.

5.6 Finance

5.6(a) Schedule of Accounts – Report 5

MOTION: THAT the fifth report recommending payment of
2013-50 accounts and salaries in the amount of THREE HUNDRED THIRTY-FIVE THOUSAND, SIX HUNDRED FIFTY-ONE & ELEVEN CENTS (\$335,651.11) be received and approved.

MOVED BY: Councillor B. Williamson

SECONDED BY: Councillor B. Phillips

MOTION CARRIED.

5.6(b) Statement of Operating Accounts – as at May 31, 2013

With 42% of the year elapsed the statement shows: revenue received – \$1,922,210; expenditures – \$2,119,958.

5.6(c) Endowment and Trust Fund Statement – as at May 31, 2013

The statement shows a balance of \$848,775 made up as follows: opening balance – \$820,215; donations – \$20,685; interest income – \$7,875; current assets – \$848,775; YTD encumbered – \$261,450; YTD unencumbered – \$587,325.

5.6(d) Report on Short-Term Investments – as at May 31, 2013

The report shows a balance of \$1,069,713 made up as follows: \$456,858 due June 21, 2014 invested with Ontario Savings Bonds; \$338,276 due June 13, 2013, invested with a TD Bank GIC; \$222,579 due June 13, 2013, invested with a TD Bank GIC; and \$52,000 due June 13, 2013, invested with a TD Bank GIC.

5.6(e) Report on Reserve Accounts – as at May 31, 2013

The report shows a balance of \$7,395 in the Visual Materials Insurance account.

5.7 St. Catharines City Council

Councillor B. Williamson reported that the Laura Secord Commemorative Walk will take place on June 22nd, the Tall Ships will visit Port Dalhousie Harbour during the Canada Day long weekend and a fireworks display will take place at Lakeside Park on July 1st.

A. Cook asked the Councillors if they had an update regarding the pylon to be erected at the Kiwanis Aquatic Centre/Dr. Huq Family Library Branch. L. Stripnieks noted that she had spoken with Stewart Green (City of St. Catharines) and he indicated that the pylon is being redesigned and nothing has been submitted to Council. Councillor Phillips will ask the City to provide the Library Board with the new design.

Councillor B. Phillips reported that Bird Construction has been awarded the construction contract for the Performing Arts Centre.

A. Cook asked if there was an update on the acoustic problems in the program room at the Dr. Huq Branch. The CEO noted that Councillor Phillips had met with H. Ensslen and H. Ensslen had forwarded the Acoustic Report of December 21, 2012 to V. Covatta at the City. The CEO will contact V. Covatta to discuss the proposed solutions mentioned in the report and the course of action the city is going to take.

6. **New Business**

6.1 Zinio Downloadable Magazines – L. Stripnieks

The Board received a written report on the Zinio downloadable digital magazine collection to be launched in July, 2013.

6.2 Online Non-Fiction Book Club – L. Stripnieks

The Board received a written report on the Online Non-fiction Book Club launched in May, 2013.

6.3 Radio Announcements – L. Stripnieks

The Board received a written report regarding announcements to be run by Astral Media on a local radio station (EZ Rock). The announcements will highlight Library services and collections for children, teens and adults. The Library would receive 30 advertisements for the price of 15 at the not-for-profit rate. A. Cook enquired about the funding and CEO indicated the Operating Budget had a public relations account.

- 6.4 Business For Next Meeting
No business for next meeting.

- 6.5 Informational Items
Informational materials were included in the Board package.

7. **In-Camera Business**

The meeting moved In-Camera at 8:02 p.m.

- 7.1 Motion to Move In-Camera.
- 7.2 Adoption of In-Camera Agenda
 - 7.2(a) Additions/Deletions to the Agenda.
 - 7.2(b) Adoption of In-Camera Agenda.
- 7.3 Minutes (attachment)
 - 7.3(a) In-Camera Meeting – May 16, 2013.
- 7.4 Business Arising.
- 7.5 Correspondence.
- 7.6 New Business.
- 7.7 Return to Open Session.

The meeting returned to Open Session at 9:10 p.m.

8. **Business Arising From In-Camera Meeting**
No business arising from the In-Camera meeting.

9. **Motion to Adjourn**

MOTION: THAT the meeting be adjourned.
2013-57

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

The meeting adjourned at 9:12 p.m.

10. **Date and Time of Next Meeting**
September 19, 2012 at 7:00 p.m.