

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

March 21, 2013 – 7:00 p.m.
Board Room

Present: A. Carruthers
A. Cook
L. McDonald (Chair)
A. McEwen
Councillor B. Phillips

S. Reilly
A. Rosts
M. Sendzik
Councillor B. Williamson

Staff: A. Chiota
D. Bott
J. Foster

A. Penfold
L. Stripnieks (Secretary)
D. Muise (Recording Secretary)

The Regular Meeting of the St. Catharines Public Library Board was held on March 21, 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:
2013-12

THAT the Library Board adopt the agenda.

MOVED BY:
SECONDED BY:
MOTION CARRIED.

A. Cook
A. McEwen

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5. Reports

5.1 Chairs Report – L. McDonald

The Chair reported that he attended the OLA Super Conference along with A. Cook and A. Carruthers. He noted it was an excellent conference with a number of internationally known speakers. He also attended 2 programs at the Library – Tech Time, a drop-in computer class, and Home Staging, both of which provided valuable information.

The Chair reported that the sub-committee had met to discuss the CEO evaluation. This item will be discussed In-camera.

The Chair also reported that he had discussed the Library Building Awards, donation and donor recognition ceremony with the CEO.

5.2 Chief Executive Officer's Report – L. Stripnieks

L. Stripnieks reported that she and J. Foster had met with the City CAO on February 14th and the Corporate Communications Officer on February 28th to discuss the Donor Recognition Ceremony, Press Release, invitations, reception etc. A roll-out strategy was prepared (see Item 7.4.a).

The Municipal Performance Measurement Statistics were prepared and submitted to the City. The 2012 Annual Survey Statistics have been collated. The stats are a necessary in order to apply for the annual Provincial Grant. Staff are waiting for the Province to provide the online input form.

Circulation desks for the Merritt and Port Dalhousie Branches have been designed and staff are reviewing the plans. The desks will address accessibility customer service standards.

The CEO reported that the Management Committee has reviewed the implementation of an online book club and video gaming collection and information will be presented to the Board at the next meeting. Sunday staffing for Central and Grantham has been reviewed (see Item 6.3) .

5.3 Health and Safety Report – J. Foster

J. Foster reported that management and union agreed to cancel the March 7, 2013 Joint Health & Safety Committee as there were no agenda items.

J. Foster also reported that the Ontario Electrical Safety Authority conducted their annual audit of the Centennial Branch. Two deficiencies were cited: 2 exterior electrical covers had been removed. Both deficiencies have been corrected.

Regular inspections of the Grantham Branch, Merritt Branch, Port Dalhousie Branch and 3rd Floor of the Centennial Library were carried out. A few minor deficiencies were noted and all have been corrected.

MOTION: THAT the second report recommending payment of
2013-16 accounts and salaries in the amount of TWO HUNDRED TWENTY-EIGHT THOUSAND, NINE HUNDRED NINETY DOLLARS & FIFTY-FIVE CENTS (\$228,990.55) be received and approved.

MOVED BY: Councillor B. Williamson
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

5.6(b) Statement of Operating Accounts – J. Foster

As at January 31, 2013: With 8% of the year elapsed the statement shows: revenue received – \$356,781; expenditures – \$148,272.

As at February 28, 2013: With 17% of the year elapsed the statement shows: revenue received – \$762,717; expenditures – \$863,827. J. Foster noted that the 2012 surplus of \$132,001 will be rolled over once the 2012 Audit is complete and adjusting entries will be posted to the General Ledger.

5.6(c) Endowment and Trust Fund Statement –

As at January 31, 2013: The statement shows a balance of \$840,894 made up as follows: opening balance – \$820,215; donations – \$20,248; interest income – \$431; current assets – \$840,894; YTD encumbered – \$241,280; YTD unencumbered – \$599,614.

As at February 28, 2013: The statement shows a balance of \$842,145 made up as follows: opening balance – \$820,215; donations – \$20,454; interest income – \$1,476; current assets – \$842,145; YTD encumbered – \$261,450; YTD unencumbered – \$580,695.

Councillor B. Phillips requested clarification on donations for naming rights. J. Foster explained that this type of donation would roll back into the Endowment & Trust Fund.

A. Rosts noted that interest income was much higher in February and J. Foster reported this was the result of a GIC maturing.

A. Rosts requested clarification of the Encumbered Amount. J. Foster reported these were donations specifying the monies be used for the purchase of books and materials.

5.6(d) Report on Short-Term Investments

As at January 31, 2013: The report shows a balance of \$1,008,767 made up as follows: \$450,482 due June 21, 2014 invested with Ontario Savings Bonds; \$336,726 due February 13, 2013, invested with a TD Bank GIC; and \$221,559 due February 13, 2013, invested with a TD Bank GIC.

6.3 Sunday Openings at Grantham – L. Stripnieks

L. Stripnieks reported that the Library did not have confirmation from the city, but we understand that the 2013 operating budget was approved by Council.

L. Stripnieks reported that the Grantham Branch could potentially open on Sunday, April 7, 2013, but would close after only 5 Sundays of service since it would emulate Sunday openings at Central (October to May). Staff believe that opening for 5 Sundays only would be confusing to the public. The Board agreed. Staff recommend opening on Sundays in the Fall. This would give adequate notice to the public and give the Library time to organize the staffing schedule.

Discussion ensued regarding the start-up date. Councillor B. Williamson questioned how the Library would reconcile funds if Sunday openings did not commence until the Fall. J. Foster indicated that an annual cost was set in the budget and the Library would rollover any funds not used into the City's contribution for Sunday hours this year to the next year.

MOTION: That the Library Board approve opening the Library
2013-17 Branch in the Aquatic Centre on Sundays commencing in the Fall.

Moved BY: Councillor B. Williamson
SECONDED BY: Councillor B. Phillips
MOTION CARRIED.

6.4 Volunteer Recognition – L. Stripnieks

L. Stripnieks reported that the City will be hosting the 25th Annual Volunteer Recognition Night on April 16, 2013. In response to the City's call for nominations, staff recommend 5 Visiting Library Service volunteers who have never been recognized: Ted Bradley, Liz Fast, Nancy Needham, Helen Self and Annette Urlocker; along with any other names the Board wishes to put forward. The CEO noted that all Board members have been previously nominated.

MOTION: THAT the Library Board approve the following
2013-18 nominations for the City of St. Catharines 25th Annual Volunteer Recognition Night: Ted Bradley, Liz Fast, Nancy Needham, Helen Self and Annette Urlocker.

Moved BY: A. McEwen
SECONDED BY: A. Carruthers
MOTION CARRIED.

6.5 Glass Replacement Program – J. Foster

The Board received a written report. Staff recommend that approval be granted by the Library Board to retain the services of Niagara Glass for the completion of the glass replacement on the second and third floors of the Centennial Library, at a cost of \$53,960 (excluding HST).