



St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, September 17, 2026, 6:00 pm
Room 115, Central Library & Microsoft Teams

Present:	S. Dimick (Vice-Chair) L. Littleton Councillor G. Miller	N. Olmstead G. Riihimaki
Regrets:	P. Clausi J. Coles (Chair)	K. Diiorio Councillor J. Lindal
Staff:	D. Bott L. DiDonato M. Haanstra (left at 7:43pm) L. Jenter (Recording Secretary) H. Jones (left at 7:43pm)	A. Maciukas S. Mannella (left at 7:43pm) J. Spera (left at 7:43pm) K. Su (Secretary)

Vice-Chair calls Regular Meeting to order at 6:02pm.

Gail Riihimaki reads the following SCPL Land Acknowledgment:

The land on which the Board meets today is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis, and Inuit Peoples. Acknowledging this is a reminder that our great standard of living is directly related to the resources and friendship of Indigenous people.

1. Adoption of Agenda

1.1 Additions/Deletions to Agenda
None

1.2 Adoption of Agenda

MOTION: 2026-80	THAT the Agenda be adopted.
MOVED BY:	N. Olmstead
SECONDED BY:	G. Riihimaki
MOTION CARRIED.	

2. Chair's Remarks & Declarations of Interest

The Vice-Chair welcomed the Board back from summer break. The Vice-Chair thanked Nordicity for the Community Needs Assessment. The Vice-Chair highlighted upcoming events, including SCPL LitFest, and the Grape and Wine parade, and reminded the Board that the October Board meeting will be held at the Merritt Branch. There were no Declarations of Interest.

3. Presentation

- 3.1 Community Needs Assessment – Gaeby Abrahams and Zoe Brown, Nordicity
The Board received a presentation reviewing the recommendations from the Community Needs Assessment. The Board requested clarification for the regional recommendations, and noted that the reports finding strongly validate the strategic direction already taken by the Library.

MOTION: 2026-81 THAT the Board approve the Community Needs Assessment.

MOVED BY: G. Riihimaki

SECONDED BY: Councillor G. Miller

MOTION CARRIED.

4. Adoption of Minutes (attachment)

- 4.1 Regular Meeting – June 18, 2026

MOTION: 2026-82 THAT the Regular Meeting Minutes of June 18, 2026 be adopted.

MOVED BY: L. Littleton

SECONDED BY: N. Olmstead

MOTION CARRIED.

5. Monthly Updates (verbal)

- 5.1 St. Catharines City Council – Councillor G. Miller
Councillor Miller shared that City Council is nearing the end of term and do not want to make decisions for the next council.

- 5.2 CEO Update – K. Su

The CEO updated the Board about the following:

- **Potential Donations** – The Board Chair and CEO are meeting with potential donors for possible contributions to Endowment and Trust.
- **Grant Application** – CEO applied for two grants during the summer to support the Central renovation and accessibility improvement project.

6. Consent Agenda

- 6.1 CEO Report – K. Su
- 6.2 Department Reports – June, July & August 2026
 - 6.2 (a) Customer Service – M. Haanstra & J. Spera
 - 6.2 (b) Innovation, Collections, and Technology – D. Bott
 - 6.2 (c) Programming & Promotions – H. Jones
 - 6.2 (d) Facilities – S. Mannella
 - 6.2 (e) Health & Safety – L. DiDonato
 - 6.2 (f) ILS Migration – D. Bott, J. Spera and H. Jones
 - 6.2 (g) Quarterly Department Reports – Q2 2026
- 6.3 Financial Reports – L. DiDonato
 - 6.3 (a) 2026 Financial Results and Forecast at June 30, 2026
 - 6.3 (b) Endowment & Trust Statement at June 30, 2026
 - 6.3 (c) Short-Term Investment Statement at June 30, 2026
- 6.4 Quarterly Progress Update on 2026 Work Plan (Q3) – K. Su
- 6.5 2027 Board Meeting Dates – K. Su
- 6.6 2027 Library Closure Dates – K. Su

MOTION: 2026-83 THAT the Consent Agenda be received as circulated.
MOVED BY: L. Littleton
SECONDED BY: G. Riihimaki
MOTION CARRIED.

7. Discussion Reports

- 7.1 Policy (P-06) CEO Evaluation – Board Chair
The Board received Policy (P-06) CEO Evaluation with amendments for clarity.
The Board discussion the grading levels, determining to amend the name of one grade.

MOTION: 2026-84 THAT the Board approve the further amended Policy (P-06) CEO Evaluation.

MOVED BY: N. Olmstead
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

- 7.2 Appointing the CEO Evaluation Committee – Vice Chair
The Vice-Chair requested volunteers to form the CEO Evaluation Committee.

MOTION: 2026-85 THAT the Board appoint members Janice Coles, Gail Riihimaki and Sarah Dimick to the CEO Evaluation Committee.
MOVED BY: L. Littleton

SECONDED BY: Councillor G. Miller
MOTION CARRIED.

7.3 Policy (G-03) Borrowing – J. Spera

The Board received Policy (G-03) Borrowing to better refine alignment with the new ILS. Language amendments recommended by the Board Chair will be included into the policy. While the recommended updates to the renewal system, necessitated by the new ILS, may impact overall circulation statistics, they remain fully aligned with broader public library industry standards.

MOTION: 2026-86 THAT the Board approve Policy (G-03) Borrowing as amended and the policy take effect November 18, 2026.

MOVED BY: N. Olmstead

SECONDED BY: G. Riihimaki

MOTION CARRIED.

7.4 Policy (P-17) Volunteer – A. Maciukas

The Board received Policy (P-17) Volunteer, amended to align with the City's volunteer policy. The Board discussed the training requirements to mitigate insurance risk.

MOTION: 2026-87 THAT the Board approve amended Policy (P-17) Volunteer.

MOVED BY: N. Olmstead

SECONDED BY: Councillor G. Miller

MOTION CARRIED.

7.5 Policy (F-01) Investment – L. DiDonato

The Board received Policy (F-01) Investment with amendments to streamline the Policy to align with the City's Policy.

MOTION: 2026-88 THAT the Board approve amended Policy (F-01) Investment.

MOVED BY: G. Riihimaki

SECONDED BY: N. Olmstead

MOTION CARRIED.

7.6 Policy (G-05) Meeting Rooms – L. DiDonato

The Board received Policy (G-05) Meeting Rooms amended to include the third party insurance for rentals.

MOTION: 2026-89 THAT the Board approve amended Policy (G-05) Meeting Rooms.

MOVED BY: L. Littleton

SECONDED BY: N. Olmstead

MOTION CARRIED.

7.7 Central Branch Renovation and Accessibility Improvement Project – L. DiDonato

As City Council approved the funding for the Central Branch Renovation and Accessibility Improvement Project, the Board received the staff report seeking approval to move forward with funding the phased construction project.

MOTION: 2026-90 THAT the St. Catharines Public Library (SCPL) Board approve moving forward with the Central Branch Renovation and Accessibility Improvement Project using the following identified sources of funding:

- i. Up to \$4.85 million from the City of St. Catharines (City);
- ii. Up to \$1.1 million from the SCPL Capital Reserve; and
- iii. Up to \$1.2 million from the Endowment and Trust.

MOVED BY: N. Olmstead
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

7.8 SCPL 2027 to 2030 Operating Budget and Forecasts – L. DiDonato

The Board received the proposed operating budget for 2027 to 2030, with no amendments from the draft approved in June 2026. To aid in municipal budget presentations, the Board suggested staff include tax dollar increase in presentation to Council.

MOTION: 2026-91 THAT the St. Catharines Public Library (SCPL) Board approve the 2027 Operating Budget and adopt, in principle, the 2028 to 2030 Forecasts, for submission to the City of St. Catharines (City).

MOVED BY: G. Riihimaki
SECONDED BY: L. Littleton
MOTION CARRIED.

7.9 SCPL 2027 to 2036 Capital Budget - L. DiDonato

The Board received the proposed capital budget for 2027 to 2036. The City of St. Catharines has historically incorporated Library properties directly within the municipal capital budget. Significant costs identified in both the building assessment plan and the asset management plan, not included in the City's budget, necessitate the submission of a separate SCPL capital budget to ensure identified costs are properly documented by SCPL and the City.

MOTION: 2026-92 THAT the St. Catharines Public Library (SCPL) Board approve the 2027 to 2036 Capital Budget for submission to the City of St. Catharines (City).

MOVED BY: N. Olmstead
SECONDED BY: Councillor G. Miller

MOTION CARRIED.

M. Haanstra, H. Jones, S. Mannella and J. Spera left the meeting at 7:43pm.

Vice-Chair called for break at 7:44pm.

Meeting resumed at 7:47pm

8. In-Camera Session

8.1 In-Camera Agenda

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

Move item 8.4(d) Planning Matter to 8.5(a) for discussion

Add item 8.5(b) Personal Matter – L. Littleton

8.1(b) Adoption of In-Camera Agenda

MOTION: 2026-93	THAT the In-Camera Agenda be adopted as amended.
MOVED BY:	L. Littleton
SECONDED BY:	G. Riihimaki
MOTION CARRIED.	

8.2 Motion to Move In-Camera

MOTION: 2026-94	THAT the Regular Meeting move to In-Camera Session to receive personal and planning information.
MOVED BY:	N. Olmstead
SECONDED BY:	Councillor G. Miller
MOTION CARRIED.	

The meeting moved to In-Camera Session at 7:47pm.

8.6 Return to Open Session

MOTION: 2026-96	THAT the In-Camera Session return to Open Session.
MOVED BY:	G. Riihimaki
SECONDED BY:	N. Olmstead
MOTION CARRIED.	

The Meeting returned to Open Session at 8:13pm.

9. Motion(s) Arising From In-Camera Session

MOTION: 2026-97

THAT the Board receive the information presented during the closed session.

MOVED BY:

N. Olmstead

SECONDED BY:

L. Littleton

MOTION CARRIED.

10. Motion to Adjourn

MOTION: 2026-98

THAT the Regular Meeting be adjourned.

MOVED BY:

Councillor G. Miller

SECONDED BY:

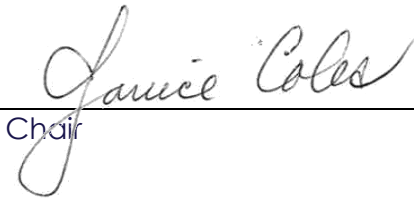
N/A

MOTION CARRIED.

Meeting adjourned at 8:13pm.

11. Next Meeting / Upcoming Events

Board Meeting – Thursday, October 15, 2026 at 6:00 pm, Program Room, Merritt Library & Microsoft Teams


Chair


Secretary