St. Catharines Public Library Board

Regular Meeting Minutes

Thursday, November 20, 2025, 6:00 pm
Mills Room, Central Library & Microsoft Teams

Present:	P. Clausi	Councillor G. Miller (joined at 6:02pm, left at 8:06pm)
	J. Coles (Chair)	N. Olmstead
	K. Diiorio	G. Riihimaki
	L. Littleton	
Regrets:	S. Dimick (Vice-Chair)	Councillor J. Lindal
Staff:	D. Bott (left at 7:26pm)	H. Jones (left at 7:45pm)
	L. DiDonato (left at 8:20pm)	A. Maciukas (left at 8:20pm)
	M. Haanstra (left at 7:26pm)	J. Spera (left at 7:45pm)
	L. Jenter (Recording Secretary) (left at 8:20pm)	K. Su (Secretary) (left at 8:20pm, rejoined at 8:29pm)

Chair calls Regular Meeting to order at 6:00pm.

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
Move 5.2(d) Facilities to 6.1.

1.2 Adoption of Agenda

MOTION: 2025-103 THAT the Agenda be adopted as amended.
MOVED BY: P. Clausi
SECONDED BY: K. Diiorio

MOTION CARRIED.

Councillor G. Miller joined the meeting at 6:02pm

2. Chair's Remarks & Declarations of Interest
The Chair shared a positive comment from a customer about SCPL and thanked staff for their work on Niagara Public Library Boards Retreat. There were no Declarations of Interest.

3. Adoption of Minutes (attachment)

3.1 Regular Meeting – October 16, 2025

MOTION: 2025-104	THAT the Regular Meeting Minutes of October 16, 2025 be adopted.
MOVED BY:	N. Olmstead
SECONDED BY:	G. Riihimaki
MOTION CARRIED.	

4. Monthly Updates (verbal)

4.1 St. Catharines City Council – Councillor G. Miller
Councillor G. Miller provided an update on the City Council budget. The Library will receive the requested budget.

4.2 OLS Update – J. Coles
The Chair provided an update about the virtual conference on November 20. Board Members can register at LearnHQ to receive a recording of the conference.

4.3 CEO Update – K. Su
The CEO updated the Board about the following:

- **Staff Development Day** - A great day of learning and opportunity for staff to connect was held on November 17.
- **Union Negotiations** - Held negotiations on November 18-20. Progress is ongoing. Additional days scheduled for January.

4.4 Department Update – Board Sync Folders – L. Jenter
The Board received a presentation on the Board document migration to Sync.

5. Consent Agenda
5.1 CEO Report – K. Su
5.2 Department Reports – October 2025
5.2(a) Customer Service – J. Spera & M. Haanstra
5.2(b) Innovation, Collections, and Technology – D. Bott
5.2(c) Programming & Promotions – H. Jones
5.2(d) Facilities – S. Mannella

5.3 Financial Reports – L. DiDonato
- 5.3(a) 2025 Financial Results and Forecast at September 30, 2025
- 5.3(b) Endowment & Trust Statement at September 30, 2025
- 5.3(c) Short-Term Investments Statement at September 30, 2025

5.4 Risk Management Semi Annual Reporting – L. DiDonato

5.5 SCPL Programming and Partnership Plan – H. Jones

5.6 Employee Assistant Program Update – A. Maciukas

MOTION: 2025-105	THAT the Consent Agenda be received as circulated except for Item 5.2(d) pulled for discussion.
MOVED BY:	L. Littleton
SECONDED BY:	Councillor G. Miller
MOTION CARRIED.	

6. Discussion Reports

6.1 Facilities – L. DiDonato

The Chair requested information about the sidewalk curb at the Merritt branch. Staff are monitoring customer comments, and recommending customers contact Citizen's First about accessibility issues.

6.2 Policy (GOV-01) Succession Planning – J. Coles

The Chair updated the Board about progress on succession planning. G. Riihimaki and J. Coles will report back in early 2026 with progress made.

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

The Board received Policy (G-03) Borrowing with amendments. The Board reviewed the proposed increase to children's borrowing limits and requested that staff monitor for any corresponding rise in lost items. The Board discussed the continued use of the collection agency, emphasizing the need for accommodating customers to prevent barriers.

MOTION: 2025-106	THAT the Board approve Policy (G-03) Borrowing as amended.
MOVED BY:	Councillor G. Miller
SECONDED BY:	N. Olmstead
MOTION CARRIED.	

6.4 Policy (G-04) Collection Management – D. Bott

The Board received Policy (G-04) Collection Management with amendments. The Board discussed the potential for AI authored works in the collection. The Board voted for AI authored books be marked with an AI spine label for transparency (6 in favour and 1 against). The Board recommended additional amendments to the language.

MOTION: 2025-107 THAT the Board refer Policy (G-04) Collection Management back to staff.
MOVED BY: L. Littleton
SECONDED BY: G. Riihimaki
MOTION CARRIED.

7. In-Camera Session

7.1 In-Camera Agenda

7.1(a) Additions/Deletions to In-Camera Agenda
None

7.1(b) Adoption of In-Camera Agenda

MOTION: 2025-108 THAT the In-Camera Agenda be adopted.
MOVED BY: K. Diiorio
SECONDED BY: P. Clausi
MOTION CARRIED.

D. Bott and M. Haanstra left the meeting at 7:26pm.

7.2 Motion to Move In-Camera

MOTION: 2025-109 THAT the Regular Meeting move to In-Camera Session to discuss planning, property and personnel matters.
MOVED BY: N. Olmstead
SECONDED BY: Councillor G. Miller
MOTION CARRIED.

The meeting moved to In-Camera Session at 7:26pm.

H. Jones and J. Spera left the meeting at 7:45pm

Councillor G. Miller left the meeting at 8:06pm

L. DiDonato, L. Jenter, A. Maciukas and K. Su left the meeting at 8:20pm

K. Su rejoined to the meeting at 8:29pm

7.6 Return to Open Session

MOTION: 2025-111 THAT the In-Camera Session return to Open Session.
MOVED BY: L. Littleton
SECONDED BY: G. Riihimaki

MOTION CARRIED.

The Meeting returned to Open Session at 8:32pm.

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

MOTION: 2025-112	THAT the Chair and Board proceed as directed during the closed session.
MOVED BY:	N. Olmstead
SECONDED BY:	K. Diiorio
MOTION CARRIED.	

9. Motion to Adjourn

MOTION: 2025-113	THAT the Regular Meeting be adjourned.
MOVED BY:	P. Clausi
SECONDED BY:	N/A
MOTION CARRIED.	

Meeting adjourned at 8:34pm.

10. Next Meeting / Upcoming Events

Board Meeting – Thursday, January 15, 2026 at 6:00 pm, Mills Room, Central Library & Microsoft Teams

Janice Coles
Chair

Secretary