

MINUTES OF BOARD OF TRUSTEES MEETING FOR
KITCHENER PUBLIC LIBRARY BOARD

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library Board was called to order at 7:00 p.m. on Wednesday, June 20, 2018, by the Chair, Ms. Stephanie Soulis, in the Administration Boardroom at Central.

TRUSTEES PRESENT

Ms. Katherine Andrews, Mr. Tim Blundon, Ms. Michelle Dow, Mr. Cory Ernst, Councillor Kelly Galloway-Sealock, Ms. Jessica Kropf, Councillor Sarah Marsh, Ms. Jacqueline McLaren, Ms. Erin Rudland, Ms. Stephanie Soulis.

Ms. Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Ms. Lesa Balch, Ms. Penny-Lynn Fielding, Ms. Sabina Franzen, Ms. Gloria Grigas.

REGRETS

Mr. Wayne Buchholtz.

2. AGENDA REVIEW

No additions were made to the Agenda.

18-35... On motion by Mr. Tim Blundon and seconded by Ms. Michelle Dow, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of May 16, 2018

18-36... On motion by Mr. Cory Ernst and seconded by Ms. Katherine Andrews, it was RESOLVED that the Minutes of the May 16, 2018, Library Board meeting be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Ms. Stephanie Soulis reported that she participated on a community panel about arts and culture at Communitech's True North Waterloo Conference on May 29, 2018. Kitchener Public Library was acknowledged several times, receiving great coverage and community support. Library staff attending the three-day event included Mary Chevreau, Bob Egan, Lesa Balch and Charlotte Prong. Workshops were offered by a variety of speakers. Ms. Stephanie Soulis attended presentations by Charlie Brooker and Sarah Lacy.

[Ms. Jacqueline McLaren joined the meeting.]

Ms. Michelle Dow reported that approximately 2500 people attended Communitech's 2018 True North Waterloo Conference. Tickets are currently being sold for Communitech's 2019 True North Waterloo Conference.

The Chair reported that a draft copy of the Library Board's Legacy Document will soon be available.

In preparation for Board members to assist in the recruitment process of new Board members for the upcoming 4-year term, Ms. Stephanie Soulis asked the Trustees to identify some of the skills that are required for positions on the Board.

The Board suggested it would be beneficial for new Library Board members to be culturally diverse, represent various areas of the City of Kitchener and have backgrounds in areas of finance; policy-making; the legal profession; or education.

The Library Board will host an open house in early September for interested candidates to drop in and inquire about applying for a position on the Library Board. Once posted on the City's website, applicants will be able to apply online with the City of Kitchener for various Board and Committee positions. Print copies of the application form will also be made available at the library's various branch locations.

- 18-37 On motion by Ms. Jessica Kropf and seconded by Ms. Erin Rudland, it was RESOLVED that the Board Executive be empowered to act on behalf of the Library Board as required until the August Library Board meeting.

CARRIED

(b) Facilities Planning & Building Committee

Updates

Doon Pioneer Park Community Centre Expansion

Ms. Erin Rudland, Chair of the Facilities Planning & Building Committee, reported that the Community & Infrastructure Services Committee approved an additional \$550,000.00 be added to the Doon Pioneer Park expansion budget to address the project over-expenditure, allowing City staff to move forward with the community centre renovation.

City of Kitchener staff have had to make adjustments to the original design plans to keep it within budget, including a decision to run the community centre during the identical opening hours as the library.

By following the library's hours, staff were able to eliminate the need for another exterior entrance for the library.

The main library entrance will be returned to its current location, providing a clear sight-line to and from the main door and eliminating the need to relocate the stained glass windows.

The original cinder block exterior wall will be clad with drywall, and lighting will be provided to illuminate the now-interior stained glass windows.

The location of the book-drop remains outstanding at this time.

City staff believe the project completion date remains “on time”, with a projected opening some time in August 2019. Library staff will have full access to the program room until August 2019.

City staff are working on the final project timelines and will notify staff regarding hoarding and temporary access to the library via the back door. A temporary book drop has been created for the back entrance.

18-38... On motion by Ms. Jacqueline McLaren and seconded by Mr. Cory Ernst, it was RESOLVED that the meeting move in-camera to discuss a confidential financial matter.

CARRIED

18-39... On motion by Ms. Jacqueline McLaren and seconded by Ms. Michelle Dow, It was RESOLVED that the in-camera session be concluded.

CARRIED

18-40... On motion by Ms. Michelle Dow and seconded by Ms. Katherine Andrews, It was RESOLVED to approve the in-camera minutes, as amended.

CARRIED

(c) Finance Committee

May 2018 Financial Statement

18-41... On motion by Ms. Michelle Dow and seconded by Ms. Erin Rudland, it was RESOLVED to accept the May 2018 Financial Statement, as printed.

CARRIED

(d) Report of the Secretary-Treasurer and CEO

Updates

Ms. Mary Chevreau noted that the timing of the budget process approval at the City of Kitchener this year will be impacted due to the upcoming municipal election in October.

Two job openings have been posted to replace two staff that are leaving the Information Services (IS) department. Their job descriptions have been revised and the job postings identified as Community Outreach Assistant IS and Community Outreach Librarian IS.

The Record recently contacted the CEO regarding the two new job postings. These positions will assist in the development of programs and services for library customers from all socio-economic backgrounds and in particular those living with complex needs such as mental illness, addiction and/or experiencing homelessness.

Library staff continue to deal with incidents on a daily basis although the weather has made a difference with the number of incidents.

Penny-Lynn Fielding has made several connections at her weekly meetings with other downtown agencies and found them to be very helpful. They have been very complimentary of the way the library has handled its issues.

2018 Business Plan June Updates

The 2018 Business Plan June progress updates were provided in the Library's Board package.

The staff team involved in the ION Reads project has revised its campaign concept based on new information from the Region regarding WiFi and ad space on the ION trains. Unfortunately the trains have very little ad space and not WiFi enabled.

Marketing staff have reviewed the library's print program. Effective this Fall, an eight-page colour centre insert of the library's programs will be included in the *Active Kitchener* magazine of which 72,000 copies are distributed to every household in Kitchener.

Library programs will now be published every quarter in *Active Kitchener*. The *InTouch* magazine will be repurposed and only a Spring (March) and Fall (September) edition published.

Copies of the eight-page colour insert will be available inhouse for pickup by customers at all branch locations.

In response to Councillor Sarah Marsh's inquiry regarding the designated library parking spots in the parking garage, the CEO was pleased to report that customers are very appreciative of the parking spaces and have provided complimentary feedback to our staff.

6. 11. NEW BUSINESS

None.

7. 111. PRESENTATIONS

Report of Councillors

Councillor Kelly Galloway-Sealock reported that the Planning & Strategic Initiatives Committee approved an Official Plan Amendment Application and Zone Change Application from Schlegel Urban Developments Corporation for a proposed subdivision in the area of Fischer Hallman Road, Plains Road, and Huron Road.

During the brief overview, the Committee was informed that the Becker House, Plains Road and the proposed privately-owned and maintained publicly accessible park will be preserved.

The Planning & Strategic Initiatives Committee also approved a pilot of various proposed initiatives for a sidewalk winter maintenance program. City staff will monitor and evaluate the pilot programs throughout the winter of 2018/2019 and report back by June 2019 with recommendations on the preferred sidewalk maintenance program.

Councillor Sarah Marsh reminded the Library Board to check the City's Calendar of Events so not to miss out in several upcoming festivals.

A new pilot project is also underway in the downtown core. A team of paid helpers will pick up garbage put out early by businesses in the core. A long term waste diversion program is being considered for more garbage pickups, recycling and composting measures in the downtown core.

8. ADJOURNMENT

18-42... On motion by Ms. Jessica Kropf, it was RESOLVED to adjourn the Board meeting at 8:25 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying June 20, 2018 Board Meeting]

- (a) May 16, 2018 Library Board Minutes
- (b) May 2018 Financial Statement
- (c) 2018 Business Plan June Updates
- (d) Forest Heights Community Library Usage Map by Postal Code
- (e) July & August 2018 Library Calendar of Events