

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 officially called to order in the Meeting Room at the Forest Heights Community Library at 7:31 p.m. on Wednesday, August 15, 2018, by the Chair, Ms. Stephanie Soulis.

TRUSTEES PRESENT

Ms. Katherine Andrews, Mr. Tim Blundon, Mr. Wayne Buchholtz, 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. Sabina Franzen, Ms. Gloria Grigas.

REGRETS

Ms. Lesa Balch, Ms. Penny-Lynn Fielding.

2. AGENDA REVIEW

No additions were made to the Agenda.

18-43... On motion by Mr. Wayne Buchholtz and seconded by Mr. Cory Ernst, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of June 20, 2018

18-44... On motion by Ms. Erin Rudland and seconded by Ms. Jacqueline McLaren, it was RESOLVED that the Minutes of the June 20, 2018, Library Board meeting be approved.

CARRIED

4. BUSINESS ARISING

The following motion confirms the change in time and location of this Board meeting which was unanimously preapproved online by the Library Board in July.

18-45... On motion by Ms. Erin Rudland and seconded by Ms. Jaqueline McLaren, it was RESOLVED that the August 15, 2018, Kitchener Public Library Board meet at 6:30 pm instead of 7:00 pm for a tour at the Williamsburg Town Centre to be followed by its Board meeting in the Meeting Room at the Forest Heights Community Library at 7:30 p.m.

CARRIED

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

On August 13, the City Clerk's office contacted Ms. Mary Chevreau to discuss a possible change in the Library Board's recruitment process by having the Library Board take on a more active role. The Board's responsibility would include running its own ad, interviewing prospective candidates and providing a slate of Library Board candidates with 2 alternates for Council's Striking Committee to review and approve on November 19, 2018.

A link to the library's recruitment page would be added to the City's website. If agreeable by the Library Board to manage all aspects of the recruitment of new Board members beginning in September, the City Clerk's Office will then develop a briefing paper to present to the City's Corporate Leadership Team on Tuesday, August 21, 2018.

If approved by the City, the Library Board ads must be ready for advertising on September 4, 2018.

The deadline for candidates to apply will be confirmed with the Clerk's office.

18-46... On motion by Mr. Wayne Buchholtz and seconded by Ms. Jacqueline McLaren, it was RESOLVED that the Kitchener Public Library Board manage the recruitment process of new Library Board members for the 2018 appointments and provide a list of candidates for Council's Nominating Committee to approve.

CARRIED

As part of the recruitment process, Ms. Stephanie Soulis reminded the Library Board that a *Meet and Greet* will be hosted in September for interested candidates to drop in and inquire about applying for a position on the Library Board.

Kitchener Public Library will be participating in the ever-popular KidsPark to be held this Sunday, August 19 in Victoria Park from 11:00 am to 5:00 pm.

Copies of the Fall edition of *Active Kitchener* were distributed at the meeting.

The library's new marketing format includes an eight-page colour centre insert of the library's programs in this magazine which is delivered to over 60,000 households. Copies of the eight-page colour insert available for pickup at all locations was also distributed at the meeting.

Library programs will now be published every quarter in *Active Kitchener*.

The Chair reminded the Board members to save the following dates:

- 1) Thursday, September 27 at 7:00 pm for the One Book One Community (OBOC) author visit. Linwood Barclay will be at Central to talk about his book, *Broken Promise*.
- 2) Sunday, December 2 at 10:00 am for the Library's Staff Brunch.
- 3) Sunday, December 9 at 9:30 am at Central for the Children's Fairyland Christmas Party.

Facilities Planning & Building Committee

Updates

Copies of three draft schematics of the proposed new Southwest Community Library at the Rosenberg site were distributed at the Board meeting.

[Ms. Katherine Andrews and Ms. Jacqueline McLaren exited the meeting.]

(b) Finance Committee

June 2018 Financial Statement

18-47... On motion by Ms. Michelle Dow and seconded by Mr. Wayne Buchholtz, it was RESOLVED to accept the June 2018 Financial Statement, as printed.

CARRIED

July 2018 Financial Statement

18-48... On motion by Ms. Michelle Dow and seconded by Councillor Sarah Marsh, it was RESOLVED to accept the July 2018 Financial Statement, as printed.

CARRIED

2018 Year End Projections

Ms. Michelle Dow reviewed the 2018 Year End Projections.

2019 Draft Capital Budget

Ms. Michelle Dow presented the draft 2019 Capital Budget in detail.

18-49... On motion by Ms. Michelle Dow and seconded by Ms. Jessica Kropf, it was RESOLVED to approve the draft Capital Forecast 2019 - 2028.

CARRIED

Approval of 2019 Draft Operating Budget

Ms. Michelle Dow presented the highlights of the draft 2019 Operating Budget.

18-50... On motion by Ms. Michelle Dow and seconded by Mr. Wayne Buchholtz, it was RESOLVED to approve the draft 2019 Operating Budget as printed.

CARRIED

2019 Budget Timelines

Ms. Michelle Dow referred to the Finance Committee report which outlined the 2019 budget timelines.

Report of the Secretary-Treasurer and CEO

Updates

A thank you card from a recent retiree, Karen Thomas, was circulated.

The CEO provided highlights of the Mid-Year Report to the Board that was distributed at the meeting.

As recommended by Councillor Kelly Galloway-Sealock, a copy of the Mid-Year Report will be provided to each Councillor.

Ms. Michelle Dow asked Ms. Mary Chevreau to pass along her thanks to staff involved with preparing the Mid-Year Report which was well presented and enjoyable to read.

An economic impact study was recently conducted by the library to identify the economic impact that the library has on our community. Every \$1.00 invested in Kitchener Public Library generates \$5.63 in economic value for the City of Kitchener and Kitchener residents. The full report will be shared with the Board at the September meeting.

A new circulation desk will be installed at the Forest Heights Community Library in the very near future.

[Councillor Sarah Marsh exited the meeting.]

6. 11. NEW BUSINESS

None.

7. 111. PRESENTATIONS

Report of Councillors

Councillor Kelly Galloway-Sealock reminded the Library Board that Kitchener residents who are eligible to vote in the 2018 Municipal Election can check if their name is on the Voters' List and electronically add themselves to the list, if necessary, using the City of Kitchener's online service.

8. ADJOURNMENT

18-51... On motion by Ms. Michelle Dow, it was RESOLVED to adjourn the Board meeting at 9:06 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying August 15, 2018 Board Meeting]

- (a) June 20, 2018 Library Board Minutes
- (b) June 2018 Financial Statement
- (c) July 2018 Financial Statement
- (d) 2018 Year End Projections
- (e) 2019 Draft Operating Budget
- (f) 2019 Draft Capital Budget
- (g) 2019 Budget Timelines
- (h) Mid-Year Report to the Library Board
- (i) Invitation to KPL's Staff 2018 Christmas Brunch
- (j) Invitation to Children's Christmas Party
- (k) *Connections* Volunteer Newsletter Summer 2018
- (l) Three Draft Schematics of Rosenberg Site (distributed at meeting)