

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 7:04 p.m. on Wednesday, October 17, 2018, by the Chair, Ms. Stephanie Soulis, in the Administration Boardroom at Central.

TRUSTEES PRESENT

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

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

STAFF PRESENT

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

REGRETS

Ms. Lesa Balch, Councillor Sarah Marsh.

SPECIAL GUESTS

Ms. Sherry Erb, Manager, Volunteer Services.

2. AGENDA REVIEW

18-57... On motion by Mr. Tim Blundon and seconded by Mr. Wayne Buchholtz, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

## VOLUNTEER SERVICES - presentation by Sherry Erb

Ms. Sherry Erb was pleased to share with the Library Board that Kitchener Public Library won the *Best Place to Volunteer* award in Best of Waterloo Region 2018.

Winning this nomination is a testament of our volunteers and staff that work with them. Together they can help make a difference in our community.

The library's volunteer program aligns with our mission statement. Volunteers touch many lives and make Kitchener Public Library an engaging space where people connect, ideas flourish and lives are transformed.

The volunteer program at Kitchener Public Library has grown significantly. We currently have 329 active volunteers during the school year and another 125 youth volunteers involved in the summer plus another 100 volunteers who assist us with special events.

In 2017, 10,705 hours were contributed by library volunteers. In 2018, the total volunteer hours contributed to date has increased by 11%.

Sherry listed the many meaningful volunteer opportunities available that enhance library services. The various recruitment methods used by Volunteer Services as well as their intake, orientation, training process and recognition were also highlighted.

Some inspiring stories were shared from volunteers involved with the resume rescue program, SHEROES, English Conversation Circle as well as others. One of the library's volunteer placements was honoured with the ChangeMaker Award from Extend-A-Family Waterloo Region for her contribution with them and her commitment to volunteering with Kitchener Public Library and the Literacy Group.

On behalf of the volunteer team, Sherry Erb thanked the Library Board Trustees for their continued support and time and is looking forward to seeing them at the Volunteer Celebration at the Central Library on Friday, October 26 from 6:30 pm to 9:00 pm. A number of activities are planned for the volunteers during the evening's event.

[Ms. Sherry Erb exited the meeting.]

3. MINUTES of the Board Meeting of September 19, 2018

18-58... On motion by Ms. Jessica Kropf and seconded by Mr. Wayne Buchholtz, it was RESOLVED that the Minutes of the September 19, 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 the Central Library is hosting its popular DIY festival on Saturday, October 20 from 10:00 am to 4:00 pm. This year's theme is "*The Art of Imperfection*".

The Chair reminded the Board members to let Gloria know if planning to attend the Volunteer Celebration event on Friday, October 26. Invitations to the event were mailed to the Library Board earlier in the month.

The library's 2<sup>nd</sup> annual Giller Gala will be hosted in the Theatre during the evening of Monday, November 19. Vote for your favourite book and take part in an evening of great dialogue and fun as our library panelists pitch one of the 5 shortlisted book titles, culminating in the livestream of the peoples' choice winner.

18-59... On motion by Ms. Tim Blundon and seconded by Mr. Wayne Buchholtz, it was RESOLVED that the meeting move in-camera to discuss a confidential personal matter.

CARRIED

18-60... On motion by Ms. Jacqueline McLaren and seconded by Ms. Michelle Dow, it was RESOLVED that the in-camera session be concluded.

CARRIED

18-61... On motion by Mr. Wayne Buchholtz and seconded by Ms. Katherine Andrews, it was RESOLVED to accept the Kitchener Public Library Board's Legacy Document 2014 - 2018, as amended.

CARRIED

(b) Finance Committee

September 2018 Financial Statement

18-62... On motion by Ms. Michelle Dow and seconded by Ms. Erin Rudland, it was RESOLVED to accept the September 2018 Financial Statement, as printed.

CARRIED

(c) Facilities Planning & Building Committee

Updates

No updates were reported by Ms. Erin Rudland.

(d) Report of the Secretary-Treasurer and CEO

Updates

The renovations at the Forest Heights Community Library are complete with a new service desk and some new flooring and lighting. The changes have made the public space more spacious, fresh and open.

The CEO noted that she will be meeting with City staff to discuss the outcome of the library's Development Charge assessment review.

An update will be provided at the November Library Board meeting.

As of November, Ms. Mary Chevreau reported that she will Chair the Alliance for a Grand Community meeting which represents the arts and cultural sectors in Waterloo Region.

6. 11. NEW BUSINESS

None

7. 111. PRESENTATIONS

Report of Councillors

No Council updates were reported by Councillor Kelly Galloway-Sealock.

8. ADJOURNMENT

18-63... On motion by Ms. Jacqueline McLaren, it was RESOLVED to adjourn the Board meeting at 7:45 p.m.

CARRIED

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Chair

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Secretary-Treasurer

Attachments Accompanying October 17, 2018 Board Meeting]

- (a) September 19, 2018 Library Board Minutes
- (b) September 2018 Financial Statement
- (c) November 2018 Calendar of Events
- (d) Best of Waterloo Region 2018 Winners
- (e) Draft Kitchener Public Library Board Legacy Document 2014 - 2018  
(distributed at the meeting)