

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, February 20, 2019, by the Chair, Ms. Stephanie Soulis, in the Administration Boardroom at Central.

TRUSTEES PRESENT

Ms. Katherine Andrews, Ms. Michelle Dow, Mr. Cory Ernst, Councillor Kelly Galloway-Sealock, Councillor Sarah Marsh, Mr. Robin Mazumder, Ms. Shannon Nicholson, Ms. Stephanie Soulis, Mr. Derek Vollebregt, Ms. Clare Wagner.

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

Ms. Erin Rudland.

SPECIAL GUEST

Mr. Bob Egan, Manager, Community Development, Kitchener Public Library.

2. AGENDA REVIEW

19-10... On motion by Ms. Michelle Dow and seconded by Ms. Katherine Andrews, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. Special Update on Fund Development with Bob Egan

Mr. Bob Egan, Kitchener Public Library's Manager, Community Development, started his presentation with a brief video made by an intern from Conestoga College featuring one of our donors, Robert Carli. While growing up in Kitchener, Robert Carli frequently used our library to access musical scores. Today he is a well-known composer of the Murdoch Mysteries series and a great supporter of our library.

A series of donor videos are planned to capture these kinds of stories.

Bob Egan is responsible for community development, for raising funds for the library and for overseeing a Team that organizes special events.

The library completed a large campaign to raise funds for its media lab, the Heffner Studio, which is now under construction. Providing access and resources to help address the digital divide resonated with the community who supported the library's vision with their donations.

In 2019 the library will focus on more conventional fundraising methods with the use of some new software. We will begin by increasing awareness of what the library has to offer. Some grant applications to help with new initiatives are in the works, the After School initiative being one of the largest ones at this time.

It is essential as a fundraiser that we are able to communicate our vision and strategy, build relationships and steward our donors.

A question and answer session followed.

4. MINUTES of the Board Meeting of January 16, 2019.

19-11... On motion by Councillor Sarah Marsh and seconded by Mr. Derek Vollbregt, it was RESOLVED that the Minutes of the Board Meeting of January 16, 2019, be approved.

CARRIED

5. BUSINESS ARISING

None.

6. 1. BUSINESSREPORT OF OFFICERS(a) Report of the ChairUpdatesCommittee Membership

The Chair, Ms. Stephanie Soulis, is an ex officio member of all committees and the CEO or designate is a member of all committees. Mr. Robin Mazumder agreed to volunteer with the Finance Committee this year.

The Committees for 2019 include the following:

Facilities Planning and Building Committee

Mr. Cory Ernst, Chair  
Ms. Erin Rudland  
Mr. Derek Vollbregt  
Ms. Katherine Andrews

Finance Committee

Ms. Michelle Dow, Chair  
Ms. Clare Wagner  
Mr. Robin Mazumder

Public Service and Policy Committee

Ms. Clare Wagner, Chair  
Ms. Katherine Andrews  
Ms. Shannon Nicholson

The Heffner Studio renovations are well under way. Staff anticipate holding a private event for the donors and Library Board to attend sometime in May. A public launch of the space is planned in September.

As part of this launch a celebration called Party in the Stacks 2.0 is being planned for the evening of Thursday, September 19 or Thursday, September 26. Our musical head liner for the evening will confirm availability on one of these two dates. The launch will be free but ticketed, due to restricted capacity, and require that the Central Library close early that evening.

- 19-12... On motion by Councillor Kelly Galloway-Sealock and seconded by Ms. Michelle Dow, it was RESOLVED to approve the closure of the Kitchener Public Central Library at 5:00 pm on either Thursday, September 19 or Thursday, September 26, 2019, as required.

CARRIED

PD Closure

The library's annual PD Day is scheduled on Thursday, October 24, 2019, requiring the closure of all locations of Kitchener Public Library that day.

- 19-13... On motion by Ms. Katherine Andrews and seconded by Mr. Derek Vollebregt, it was RESOLVED to approve the closure of all Kitchener Public Library locations on Thursday, October 24, 2019, for the library's PD Day with all staff.

CARRIED

Library Board Meeting Schedule Updates

The revised 2019 Library Board Meeting Schedule was updated with two changes in location. The May 15 meeting will be held at the Country Hills Community Library and the October 16 meeting will be held at the Grand River Stanley Park Community Library.

Library Board Self-Evaluation Form

The Chair requested that the Library Board's Self-Evaluation form for the year 2018 be emailed to the returning Trustees. Please return the completed evaluations to Gloria no later than Monday, March 18. The results will be tallied and shared with the full Board at the March Library Board meeting.

Ontario Library Association (OLA) Super Conference Update

Ms. Shannon Nicholson and Ms. Clare Wagner attended the Library Board Trustee Boot Camp at the OLA Super Conference on Saturday, February 2.

Ms. Shannon Nicholson reported on the economic impact information that was presented at OLA which is a valuable tool to demonstrate the library's value.

Ms. Mary Chevreau confirmed that Kitchener Public Library's Economic Impact Report has been completed and was presented to the Library Board in September 2018. Arrangements will be made to share this information with the new Board members as well.

The Economic Impact Report is a great foundational piece that will be shared with City Council in the future and will be beneficial for the library to use when applying for funding and when preparing the strategic plan.

Sessions attended by Ms. Clare Wagner provided an overview of what new Board members need to know. Trustees were encouraged to build and foster a culture of trust and support with each other and their CEO to effectively strengthen Board deliberations and decision-making.

(b) Facilities Planning & Building Committee

Updates

Ms. Penny-Lynn Fielding reported that the construction of the Doon Pioneer Park Community Centre has officially stopped for 2 months. It is business as usual at the Pioneer Park Community Library.

(c) Finance Committee

December 2018 Financial Statement

Ms. Michelle Dow, Chair of the Finance Committee, reviewed the December 2018 Financial Statements.

19-14... On motion by Ms. Michelle Dow and seconded by Ms. Katherine Andrews, it was RESOLVED to accept the December 2018 Financial Statements, as printed.

CARRIED

January 2019 Financial Statement

19-15... On motion by Ms. Michelle Dow and seconded by Mr. Cory Ernst, it was RESOLVED to accept the January 2019 Financial Statements, as printed.

CARRIED

Final Budget Day Update

The CEO confirmed that City Council approved the library's budgets on Final Budget Day at the City on Thursday, January 31, 2019, with no issues. Ms. Mary Chevreau thanked the City Councillors for their support and positive feedback of the library.

(d) Report of the Secretary-Treasurer and CEO

Updates

2018 Annual Report

The CEO referred to the library's 2018 Annual Report which was distributed at the meeting and highlighted by Ms. Mary Chevreau.

The library's 2018 Snapshot which was shared at the January Board meeting is a mini version of the library's full 2018 Annual Report. A digital copy will be posted on the library's website tomorrow.

Our new community outreach staff, Caleb Redekop and Candace Pitvor, are doing a great job helping our marginalized customers and supporting our efforts to ensure the library is a safe, inclusive and vibrant place that welcomes everyone. This approach has received positive feedback from the community and other libraries.

A restorative justice program for customers that have been issued a Notice of Trespass enables them to slowly return to the library.

Mary Chevreau commented that she is pleased and lucky to be working with such a great library team. Library visits continue to steadily increase.

#### Other

The new library program guide which is published in the *Active Kitchener* magazine, requires individuals to access the links to learn more about the movie titles that are being shown, the music that is scheduled in the Lounge and the details about our 85 Queen series. To help those customers without a computer, a separate handout with this information will be made available at the various library locations.

Waterloo Region Libraries have been tagged as important players in the SMART CITIES application.

The hand-drawn/hand-written note left at the children's desk on February 8 which expressed appreciation of library staff was shared with the Library Board.

Details of the incident at the Central Library in January that was featured by Kitchener's CTV News were reviewed.

The library's community outreach workers, Caleb Redekop and Candace Pitvor, have provided several training sessions to help staff when dealing with the public.

Ms. Mary Chevreau confirmed that the library has received its provincial funding for this year.

## 7. II. NEW BUSINESS

None.

8. III. PRESENTATIONS(a) Report of Councillors

Councillor Sarah Marsh reported that the City is trying to acquire more salt. Due to the salt shortage, Priority 1 and 2 roads will be ploughed and salted; Priority 3 roads will be treated once the weather conditions improve.

Free sand is available at the City of Kitchener's Operations Facility at 131 Goodrich Drive.

Councillor Kelly Galloway-Sealock reported that it is business as usual at the City since the finalization of all City budgets on January 31, 2019. In response to a question from the Library Board, Councillor Kelly Galloway-Sealock noted that affordable housing and infrastructure funding are being focused on at the federal level.

9. ADJOURNMENT

19-16 ... There being no further business, on motion by Ms. Michelle Dow, it was RESOLVED to adjourn the meeting at 8:40 p.m.

CARRIED

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Chair

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Secretary-Treasurer

[Attachments Accompanying February 20, 2019 Board Meeting]

- (a) January 26, 2019 Library Board Minutes
- (b) December 2018 Financial Statement
- (c) January 2019 Financial Statement
- (d) 2018 Annual Report (distributed at the meeting)
- (e) Revised 2019 Library Board Meeting Schedule
- (f) Hand-drawn/hand-written Note found at Children's Desk, Feb 8, 2019