

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, March 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, Ms. Shannon Nicholson, Ms. Erin Rudland, Ms. Stephanie Soulis, 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

Councillor Kelly Galloway-Sealock; Councillor Sarah Marsh; Mr. Robin Mazumder; Mr. Derek Vollebregt.

2. AGENDA REVIEW

19-17... On motion by Ms. Michelle Dow and seconded by Ms. Shannon Nicholson, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of February 20, 2019.

19-18... On motion by Ms. Michelle Dow and seconded by Ms. Katherine Andrews, it was RESOLVED that the Minutes of the Board Meeting of February 20, 2019, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

The tallied results from the Library Board's 2018 Self-Evaluation Questionnaires that were completed by the returning Trustees were distributed at the Board meeting for the full Board to discuss.

All members of the Board provided feedback of Sections A through D. The Board members were in agreement that some questions were confusing and difficult to evaluate. The Public Service and Policy Committee will include a review of the Library Board's current Self-Evaluation Questionnaire as a future agenda item, along with a review of the Board's Bylaws and policies when planning their meetings this year.

The CEO will provide the Committee with samples of evaluation questionnaires in use by various Boards.

Receiving as many reports or updates with the Board package and arranging information presentations at Board meetings would be very beneficial not only to strengthen a Board member's contribution at each meeting but also enhance the decision-making process. Having access to a long-term work plan was also suggested.

March Chevreau noted that a recommendation will be presented at the April Board meeting regarding the implementation of a Library Board portal as a solution to help with these suggestions.

Positive feedback was received from the newly appointed Board members regarding their orientation. Supplementary information outlining the structure of the various Committees and the responsibilities of Committee Chairs would also be helpful.

Ms. Stephanie Soulis reported that a Board calendar is being prepared which will list meetings, presentations, and key milestones of the Kitchener Public Library. This calendar will “live” on the Board portal and be updated regularly, once activated. In the interim it will be included with the Board package.

In recognition of International Day for the Elimination of Racial Discrimination on Thursday, March 21, the Central Library will host the first event in a series called “*Speak Up – A Forum on Anti-Racism*”. A great roster of panelists will talk about important issues around discrimination in our region.

(b) Facilities Planning & Building Committee

Updates

Mr. Cory Ernst, Chair of the Facilities Planning & Building Committee reported that library staff met with city staff this week to review the new signage for the Doon Pioneer Park Community Centre and Pioneer Park Community Library.

The graphic layout of the sign was displayed for the Library Board to view. Staff confirmed that the sign will be illuminated.

According to city staff, construction remains on schedule with a soft opening planned for the fall.

No further planning or building items were reported.

(c) Finance Committee

February 2019 Financial Statement

Ms. Michelle Dow, Chair of the Finance Committee, reviewed the February 2019 Financial Statements.

19-19...

On motion by Ms. Michelle Dow and seconded by Ms. Clare Wagner, it was RESOLVED to accept the February 2019 Financial Statements, as printed.

CARRIED

Draft Financial Statements for the Year Ended 2018

Ms. Michelle Dow reviewed the draft financial statements for the year ended 2018.

A question and answer session followed.

19-20... On motion by Ms. Michelle Dow and seconded by Ms. Erin Rudland, it was RESOLVED to approve the draft Financial Statements for the Year Ended 2018, as printed.

CARRIED

(d) Report of the Secretary-Treasurer and CEO

Updates

A copy of the new *In Touch* magazine was provided to each Board member. The CEO complimented the library staff involved with this project. The magazine will be prepared in house by staff twice a year.

The program guide continues to be printed as an insert in the *Active Kitchener* magazine with print copies available in the library.

In response to a request from a group of customers without computers, a supplementary handout is now available in the library with details of our 85 Queen series, a list of the movie titles being shown in the Theatre and the music to be scheduled in the Lounge from March through May 2019.

Ms. Mary Chevreau was pleased to announce that Party in the Stacks 2 is confirmed for the evening of Thursday, September 19 at the Central Library which will close by 5:00 pm that day.

Staff continue to work out the details. Several dignitaries will be invited to attend.

Kitchener Public Library has been notified that we are the recipients of the Government of Canada Cultural Fund. This grant money will be used for capital expenditures in the Heffner Studio.

7. II. NEW BUSINESS

None.

8. III. PRESENTATIONS

(a) Report of Councillors

Councillor Kelly Galloway-Sealock and Councillor Sarah Marsh sent their regrets.

Other

19-21... On motion by Ms. Katherine Andrews and seconded by Ms. Michelle Dow, it was RESOLVED to move the meeting in-camera to discuss a confidential personnel issue with no staff present.

CARRIED

19-22... On motion by Ms. Katherine Andrews and seconded by Ms. Michelle Dow, it was RESOLVED to conclude the in-camera session.

CARRIED

9. ADJOURNMENT

19-23... There being no further business, on motion by Ms. Erin Rudland, it was RESOLVED to adjourn the meeting at 8:30 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying March 20, 2019 Board Meeting]

- (a) February 20, 2019 Library Board Minutes
- (b) February 2019 Financial Statement
- (c) Audited Financial Statements for the Year Ended 2018
- (d) Talled Results from Board's Self-Evaluation (distributed at the meeting)
- (e) Calendar of Events for the Month of April 2019
- (f) New *In Touch* Magazine