



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

TRUSTEES PRESENT

Ms. Katherine Andrews, Ms. Michelle Dow, Mr. Cory Ernst, Councillor Kelly Galloway-Sealock, Councillor Sarah Marsh, Ms. Shannon Nicholson, Ms. Dana Ristic, 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. Gloria Grigas, Ms. Angela Riddell.

REGRETS

Ms. Erin Rudland.

A Library Board group photo was taken at the beginning of the meeting.

The Chair welcomed Ms. Dana Ristic to her first Library Board meeting. Mr. Robin Mazumder resigned from the Library Board at the end of October. Ms. Dana Ristic was appointed by Kitchener City Council at its Inaugural Meeting on December 3, 2018, as a Library Board alternate to the Board with her term beginning November 20, 2019 and ending November 30, 2022. Ms. Dana Ristic introduced herself to the Board.

2. AGENDA REVIEW

No changes were made to the Agenda.

19-61... On motion by Councillor Kelly Galloway-Sealock and seconded by Ms. Katherine Andrews, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of October 16, 2019.

19-62... On motion by Ms. Katherine Andrews and seconded by Councillor Sarah Marsh, it was RESOLVED that the Minutes of the Board Meeting of October 16, 2019, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Ms. Stephanie Soulis reminded the Library Board to confirm by November 25 if planning to attend the library staff's Christmas social on Saturday, December 14, 2019 at the Conrad Centre. The invitation was emailed to the Board at the end of October.

2020 Library Board Meeting Schedule

Please update your calendars with the Board meeting dates, times and locations for 2020 as provided in your Board package. Visits to the Forest Heights and Pioneer Park Community Libraries have been scheduled.

December 11, 2019 Library Board Meeting

The Chair also noted that the December Library Board meeting is scheduled earlier during the month of December; that is, Wednesday, December 11 with the meeting to start at 6:30 pm.

Ontario Library Association's (OLA) Super Conference

The link to the Ontario Library Association's (OLA) Super Conference will be forwarded to Mr. Derek Vollebregt and Ms. Dana Ristic to preview the Boot Camp activities offered in Toronto on Saturday, February 1, 2020. If interested in registering for the session, please confirm with Gloria.

The Library Board extended congratulations on the official opening of the Heffner Studio today.

(b) Facilities Planning and Building Committee

Pioneer Park Community Library Updates

Mr. Cory Ernst reported that no new occupancy date has been announced for the opening of the Doon Pioneer Park Community Centre.

Due to construction there has been no barrier-free access available for the last few weeks to the Pioneer Park Community Library. The public has been directed to use the Country Hills Community Library, as an option, if necessary.

The hoarding has been removed from the stain glass windows, the branch has been painted, and new furniture and equipment have been installed.

(c) Public Service and Policy Committee

Updates

The Public Service and Policy Committee, along with the Library Board Chair and CEO, met on November 6, 2019.

The CEO provided the Committee with examples of new Board Self-Evaluations to be reviewed by Ms. Katherine Andrews and Ms. Shannon Nicholson. At the Committee's January meeting, a new Self-Evaluation tool will be recommended for presentation to the full Board for final approval at the January Board meeting. If approved, the new Self-Evaluation form will be emailed to the Board and the results collated and reported at the March Board meeting.

Governance Policy GOV-11 – Evaluation of the Chief Executive Officer was reviewed and amended at the Public Service and Policy Committee meeting.

The Public Service and Policy Committee provided a copy of the revised Governance Policy GOV-11 in the Board package with the addition of "*1(d) Support training and/or mentoring opportunities.*"

19-63... On motion by Ms. Clare Wagner and seconded by Ms. Shannon Nicholson, it was RESOLVED to accept the amendment to Governance Policy GOV-11 – Evaluation of the Chief Executive Officer, as presented.

CARRIED

The Public Service and Policy Committee recommended that the Executive Committee explore how performance/feedback and training (HR support) can be incorporated into the CEO Evaluation policy to be more proactive when necessary.

Ms. Clare Wagner also reported that a Board Policy frequency chart was provided at the Public Service and Policy Committee meeting that will be used to track when Board policies are reviewed or amended. This document will be posted on the Board Portal with the Governance policies.

The Public Service and Policy Committee plan to review the Bylaws and incorporate suggested updates at an upcoming meeting. Although a review of the Board's policies is not mandatory, the Public Service and Policy Committee will review all and ask for a motion to approve them by the full Board during their four-year term.

Ms. Katherine Andrews will Chair the Public Service and Policy Committee in the absence of Ms. Clare Wagner during her leave of absence.

How to create/review policies with an equity lens was deferred for discussion to a future Committee meeting.

Using a Power Point presentation, Ms. Clare Wagner reviewed GOV Policies 6, 7 and 9 with the full Board.

Governance Policy GOV 06 – Committees of the Board was presented. A review is in progress with the inclusion of a procedural section outlining how to elect Trustees into positions on Committees with the revisions to be presented at the December Board meeting for final approval.

In place of each Committee setting goals or a work plan, Councillor Sarah Marsh suggested the Library Board consider setting a work plan as we prepare to help in the discussion of the Library's next strategic plan.

Governance Policy GOV 07 – Policy Development was reviewed with no changes recommended.

As discussed at the meeting, the Library Board's Governance Policies will be posted on the Library's Board's webpage on KPL's website.

Governance Policy GOV 09 Financial Control/Oversight was reviewed next with no changes noted.

(d) Finance Committee

October 2019 Financial Statement

19-64... On motion by Ms. Michelle Dow and seconded by Ms. Katherine Andrews, it was RESOLVED to accept the October 2019 Financial Statements, as printed.

CARRIED

Ms. Michelle Dow will report on the November 2019 Financial Statement at the December Board meeting and the December Year-End Financial Statements in February. In April 2020 the financial statements will be reported on a quarterly basis from therein.

(e) Report of the Secretary-Treasurer and CEO

Updates

Ms. Mary Chevreau reported that the Central Library is currently experiencing problems with its lighting. The software component is very expensive to renew with a subscription that will end shortly. Alternative lighting options are being investigated.

Operating & Capital Budget Meetings with Council

Ms. Mary Chevreau will be presenting to City Council at its Operating Budget meeting on Monday, November 25. The CEO will say a few words regarding the need for increased staffing with digital literacy skills.

Councillor Kelly Galloway-Sealock advised that an Issue Paper will be requested by Council to support an increase in operating expenses.

The City of Kitchener's Capital Budget meeting is scheduled for December 2, 2019. The Capital Budget will be presented as printed.

The CEO will send the dates and start times that KPL will be discussed on Council's Agenda should any Board members be available to attend.

Heffner Studio

As of Monday, November 25, 2019, the Heffner Studio is open and in full swing. The positive feedback and continuing support from the community has been greatly appreciated.

Period Project

Very positive media coverage has been received of our initiative to offer free menstrual products in the washrooms at Central. An unsolicited community donation of product was generously made. The library is in discussion with its community partners about the feasibility of providing menstrual products in our community library locations.

Amalgamation Update

In October 2019 Steve Clark, Minister of Municipal Affairs and Housing, announced the Government of Ontario's decision around Regional review. The Government has decided to leave governance at a local level, so no restructuring (amalgamation) at this time. The Government has also established a 2020 Municipal Partnership Fund to help municipalities find efficiencies.

Freedom of Information & Library Room Rentals

The CEO shared information of a rental incident at which a controversial speaker was invited to speak at Toronto Public Library. Although protests were planned and protest emails were received, the CEO cited the library's obligation to protect free speech and did not cancel the rental as it was neither hate speech nor was it illegal.

Ms. Mary Chevreau provided 3 policy handouts posted on the library's website as a reminder of the library's core values – Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries, the Ontario Library Association Statement on Intellectual Rights and KPL's Meeting Room Rentals Policy.

Bill 132 Update

Ms. Mary Chevreau thanked the Library Board members for responding to the FOPL survey she emailed regarding proposed amendments to Bill 132.

The two proposed amendments to the *Public Libraries Act* impacting public library boards, if passed, include:

- 1) the first amendment would give permanent residents, in addition to Canadian citizens, the opportunity to serve as public library board members and,
- 2) The second amendment would reduce the minimum number of meetings a public library board is required to hold each year. Bill 132 proposes to reduce the minimum number of meetings to 4 per year (from the current minimum of 10). Public library boards will still be able to hold regular meetings more frequently than the mandatory minimum, and can declare special and emergency meetings accordingly as set out under the *Public Libraries Act*.

The poll results from the CEO and Library Board responses to the Federation of Public Libraries and Ontario Library Association Bill 132 survey, welcome the Ontario government's proposal to open the door for permanent residents to serve on Ontario's public library boards. This change will enable local public libraries across Ontario to welcome new voices, increase diversity and inclusion in our community leadership.

According to the survey results, most libraries prefer a minimum of 7 to 8 Board meetings per year for effective governance. Mr. Stephen Abram, Executive Director, Federation of Ontario Public Libraries, will be representing Ontario libraries.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

As the City of Kitchener begins its budget process, the public is invited to submit City budget requests and comments using the City of Kitchener’s online website.

As at December 1, the City of Kitchener will pilot its initiative to provide free menstrual products at 5 of their public washroom locations.

The Christkindl Market will be setup at City Hall from December 5 to 8, 2019. Don’t forget to take in the model railway display located inside the Conestoga Room at City Hall. The skating rink will also be open.

On December 9, 2019, Councillors and City staff will be attending a meeting to review the secondary plan of the proposed ION stations and zoning update throughout the City.

8. ADJOURNMENT

19-65... There being no further business, on motion by Ms. Katherine Andrews and seconded by Councillor Sarah Marsh, it was RESOLVED to adjourn the meeting at 8:40 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying November 20, 2019 Board Meeting]

- (a) October 16, 2019 Library Board Minutes
- (b) October 2019 Financial Statement
- (c) Library Board Meeting Schedule 2020
- (d) FOPL & OLA Bill 132 Survey of Minimum Number of Library Board Meetings in Public Libraries Act
- (e) Updated Governance Policy GOV-11 – Evaluation of the CEO
- (f) PowerPoint Slides for Governance Policies 6 – 9 Review
- (g) Meeting Room Rentals
- (h) Ontario Library Association Statement on Intellectual Rights
- (i) Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries