

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 6:30 p.m. on Wednesday, December 11, 2019, by the Chair, Ms. Stephanie Soulis, in the Administration Boardroom at the Central Library.

TRUSTEES PRESENT

Ms. Katherine Andrews, Ms. Michelle Dow, Councillor Kelly Galloway-Sealock, Councillor Sarah Marsh, Ms. Shannon Nicholson, Ms. Dana Ristic, Ms. Erin Rudland, 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

Mr. Cory Ernst.

2. AGENDA REVIEW

Strike Nominating Committee was added to the Agenda under Report of the Chair.

19-66... On motion by Ms. Michelle Dow and seconded by Ms. Katherine Andrews, it was RESOLVED that the Agenda be adopted, as amended.

CARRIED

There were no pecuniary / conflict of interest declarations.

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

19-67...

On motion by Ms. Clare Wagner and seconded by Ms. Dana Ristic, it was RESOLVED that the Minutes of the Board Meeting of November 20, 2019, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Ms. Dana Ristic will be attending the Boot Camp session on February 1, 2020, at the Ontario Library Association Super Conference. Mr. Derek Vollebregt will confirm in January if also able to attend.

Strike Nominating Committee

Councillor Sarah Marsh volunteered to Chair the Nominating Committee and provide a Slate of Officers running for election at the January Library Board meeting.

(b) Facilities Planning and Building Committee

Pioneer Park Community Library Updates

In the absence of Mr. Cory Ernst, Chair of the Facilities Planning and Building Committee, Ms. Mary Chevreau confirmed that January 2, 2020, is the proposed opening date for the Doon Pioneer Park Community Centre.

Councillor Kelly Galloway-Sealock notified the Board that updates are pending from the City of Kitchener regarding the Southwest Community Library.

(c) Public Service and Policy Committee

Updates

Ms. Katherine Andrews reported that a new Library Board Self-Evaluation form will be provided for the Board's review and final approval at the January Board meeting.

Ms. Clare Wagner confirmed that Governance Policy GOV 06 – Committees of the Board is under review by the Public Service and Policy Committee and deferred to the January meeting for the Board's final review and approval.

(d) Finance Committee

November 2019 Financial Statement

19-68... On motion by Ms. Michelle Dow and seconded by Ms. Erin Rudland, it was RESOLVED to accept the November 2019 Financial Statements, as printed.

CARRIED

2020 Budget Update

During the CEO's presentation at the City's Operating Budget review session, Ms. Mary Chevreau was directed to complete an issue paper in support of the library's funding request to add two new staff positions, starting in September 2020 and continuing through 2021 forward. Ms. Mary Chevreau thanked the Councillors for their continued support.

A copy of the 2020 Budget Issue Paper to be provided to the City of Kitchener was reviewed with the Library Board. Councillor Kelly Galloway-Sealock recommended a minor revision to the document to further clarify the municipal appropriation.

(e) Report of the Secretary-Treasurer and CEO

Updates

Using a Power Point presentation, Ms. Mary Chevreau presented the 2019 Business Plan – December Progress updates.

As part of the Development Manager's fundraising initiatives, a special recognition library card has been issued to donors or those who donate in-kind. Each Trustee was presented with a limited edition library card.

[Mr. Derek Vollebregt joined the meeting.]

Some highlights from the review of the 2019 Business Plan included:

- 1) completion of a business continuity plan
- 2) cyber security assessment conducted by Public Safety Canada
- 3) successful installation of software for a Library Board portal
- 4) launch of a new podcast series in Heffner Studio beginning tomorrow in partnership with the Kitchener Waterloo Community Foundation and Sexual Assault Support Centre. The CEO will send the link to the Library Board. Indigenous local history and culture podcasts are also under development.
- 5) implementation of a restorative justice program in 2020
- 6) launch of Heffner Audio studios for public use
- 7) completion of our community engagement surveys, pop-ups, and stakeholder labs to support the development of the 2021 - 2024 Strategic Plan.
- 8) development of a framework to measure the social impact of library services
- 9) after school nutrition and food literacy programming
- 10) painting, lighting, furniture and space/collection layout completed at the Pioneer Park Community Library
- 11) offering of basic level computer skills programs and services.

Ten pounds of honey were collected from the bee hives on the green roof at Central. The honey was jarred and labelled *85 Bee*. A small jar of honey was provided to each Board member.

The CEO also shared photos of the stained-glass windows which were moved and re-installed in their new location at the Pioneer Park Community Library as a result of construction of the Doon Pioneer Park Community Centre.

Ms. Mary Chevreau wished the Board *Seasons Greetings* and a safe and happy holiday.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS(a) Report of Councillors

Councillor Sarah Marsh reported that the City of Kitchener launched its initiative to offer free menstrual products at five of its public washrooms as at December 1.

Kitchener Council is updating its zoning definitions as part of the City's official plan which could mean a different look for some neighbourhoods. Several public delegations registered to speak at Monday's public Council meeting to ask questions and voice their concerns as the City intensifies and increases residential density. Council plans to hold another session before any changes are made official.

Councillor Kelly Galloway-Sealock noted that the City is now offering free community space at three of its community centres which include Country Hills, Victoria Hills and Forest Heights.

Overnight parking exemptions may be requested from the City to park overnight in a legal parking spot between 2:30 a.m. and 6:00 a.m., provided there is no Snow Event.

Celebrate the New Year with the Mayor, Council members and your neighbours at the New Year's Levee on Sunday, January 5, 2020, between 1:30 pm and 4:00 pm at City Hall. Free carnival games, musical entertainment and light refreshments are provided.

8. ADJOURNMENT

19-69... There being no further business, on motion by Ms. Michelle Dow and seconded by Ms. Katherine Andrews, it was RESOLVED to adjourn the meeting at 7:15 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying December 11, 2019 Board Meeting]

- (a) November 20, 2019 Library Board Minutes
- (b) November 2019 Financial Statement (distributed at the meeting)
- (c) 2019 Business Plan - December Progress Updates
- (d) 2020 Budget Update