

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 17, 2021, by the Chair, Stephanie Soulis, using the online platform, Zoom, as a result of the pandemic.

TRUSTEES PRESENT

Katherine Andrews; Michelle Dow; Cory Ernst; Councillor Kelly Galloway-Sealock; Colleen James; Dana Ristic; Erin Rudland; Stephanie Soulis; Clare Wagner.

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Lesa Balch; Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

REGRETS

Councillor Sarah Marsh; Shannon Nicholson.

2. AGENDA REVIEW

An In-Camera Session was added under the Report of the Facilities Planning and Building Committee.

21-07... On motion by Colleen James and seconded by 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 January 20, 2021.

21-08... On motion by Cory Ernst and seconded by Erin Rudland, it was RESOLVED that the Minutes of the Board Meeting of January 20, 2021, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Stephanie Soulis confirmed the Committee selections made by the Board members, as outlined below, and thanked the group for their submissions and work with each Committee.

Committee Membership Update

The Chair, Stephanie Soulis, is an ex officio member of all committees and the CEO or designate is a member of all committees.

The Committees for 2021 include the following:

Facilities Planning and Building Committee

Erin Rudland, Chair
Dana Ristic

Finance Committee

Michelle Dow, Chair
Cory Ernst
Shannon Nicholson

Public Service and Policy Committee

Clare Wagner, Chair
Katherine Andrews
Colleen James

ad hoc Diversity & Inclusion Committee

Shannon Nicholson, Chair

Clare Wagner

Katherine Andrews

Colleen James

Councillor Sarah Marsh

Ontario Library Association (OLA) Virtual Super Conference Update

Dana Ristic attended presentations by KPL staff, an Overdrive update and some Diversity and Inclusion sessions.

Clare Wagner enjoyed listening to one of the keynote speakers.

Tallied Results of Library Board's Annual Self-Evaluation

Stephanie Soulis reviewed the tallied results from the Board's online self-evaluation forms.

Comments included with each question were shared with the Board. The responses were positive overall.

It was suggested that the Public Service & Policy Committee review the wording of Question #9 which refers to "*compliance with the Duties & Responsibilities of Individual Board Members*", to ensure a better understanding of its meaning.

Although the Board has supported advocacy at the municipal level, there will be opportunities for Board members to advocate at the provincial and federal levels, as the Board has done in the past.

The addition of our new ad hoc Diversity and Inclusion Committee will help to ensure that new perspectives and differing opinions are shared during our meetings.

Expertise in the areas of diversity; regulatory affairs; legal; information technology and communications were identified for future consideration when beginning the Board's succession planning.

Clare Wagner suggested that it would be helpful to receive the tallied results in advance of the meeting.

Please provide Clare Wagner with feedback regarding the self-evaluation questionnaire for the Public Service and Policy Committee to review and update.

(b) Finance Committee

December 2020 Financial Statement

Ms. Michelle Dow reviewed the December 2020 Financial Statement.

21-09... On motion by Michelle Dow and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED to accept the December 2020 Financial Statement, as printed.

CARRIED

Michelle Dow confirmed that the Finance Committee will meet online with the auditors on Tuesday, March 16 between noon and 1 pm. It is anticipated that the audited Year-End 2020 Financial Statements will be available for the March Board meeting.

(c) Facilities Planning & Building Committee

In-Camera Session

21-10 ... On motion by Kaherine Andrews and seconded by Colleen James, it was RESOLVED to move in-camera to discuss a confidential financial matter.

CARRIED

21-11 ... On motion by Colleen James and seconded by Michelle Dow, it was RESOLVED to conclude the in-camera session.

CARRIED

Southwest Community Library Architect Selection

21-12 ... On motion by Dana Ristic and seconded by Katherine Andrews, it was RESOLVED that the contract for consulting services for architectural and engineering services for the Southwest Community Library be awarded to McCallum Sather Architects Inc., subject to a satisfactory contract being negotiated; and further,

That \$658,681.52 for the consultant fee, including disbursements and HST, be charged to the Southwest Community Library project capital budget.

CARRIED

(d) Public Service & Policy Committee

Clare Wagner confirmed the dates of the library's three strategic planning sessions as follows:

Friday, April 23 4 pm to 7 pm
Saturday, April 24 9 am to noon
Saturday, May 1 9 am to noon

The library's strategic planning consultant confirmed that the following agencies were invited to attend stakeholder labs: Laurier Indigenous Initiatives; the Waterloo Indigenous Student Centre; Reception House; Kitchener Waterloo Multicultural Centre and the Coalition of Muslim Women.

Mary Chevreau noted that a review of the library's Vision/Mission statements were not identified as part of the scope of work for the strategic planning consultant.

Mary Chevreau will arrange to have a Vision/Mission survey emailed to the Board with a deadline date to respond. The consultant will be invited to join the March Board meeting to further discuss this item.

Katherine Andrews reminded the Board that the Vision/Mission statements were not included last time but the Board realized they were needed to be reviewed after working on the Strategic Plan.

Clare Wagner requested feedback from the Board as to whether there is value in continuing to present and review our Library Board policies as was started by the Public Service & Policy Committee last year.

Colleen James agreed that revisiting the governance policies to ensure they are current and enacted properly would be beneficial.

The Public Service & Policy Committee will discuss moving forward with this item and welcomed the Board's suggestions regarding any additional policies for their consideration this year.

(e) ad hoc Diversity & Inclusion Committee

In the absence of Shannon Nicholson, Chair of the ad hoc Diversity & Inclusion Committee, the CEO confirmed that Shannon will poll the Committee members to arrange a meeting prior to the March Board meeting.

Clare Wagner requested an update of feedback collected by the City from the candidates that applied to fill the vacancy on the Library Board in the Fall of 2020.

(f) Report of the Secretary-Treasurer and CEO

Updates

Reopening

Staff are prepared for the reopening of all branch locations tomorrow, Thursday, February 18, with the exception of the Pioneer Park Community Library, which reopens on Monday, February 22, 2021. The Heffner Studio will not reopen at Central at this time.

We are looking forward to having people back in our spaces.

All of the area libraries are reducing their quarantine period for returned materials from 72 hours to 24 hours. This will help customer service by freeing up materials and removing items from customer accounts in a shorter time frame.

Hockey Skates Lending Program

The new lending program of hockey skates at Central has been a great hit with a high turnover rate of 1.8.

This partnership was initiated with the help of the local community which organized volunteers to build and maintain the ice rink adjacent the Central library.

Zoom Court Support Program

With the reopening of the library, the Zoom Court Support program in partnership with Youth in Conflict will resume at Central which offers a physical space and access to technology for individuals to attend their mandatory virtual court experience.

The secondment of a staff member from the Central Library to the Working Centre to help during the lockdown is now wrapping up.

In-Camera Session

21-13 On motion by Erin Rudland and seconded by Cory Ernst, it was RESOLVED to move the meeting in-camera to discuss a confidential personnel issue with the Executive staff present.

CARRIED

21-14 ... On motion by Katherine Andrews and seconded by Michelle Dow, it was RESOLVED to conclude the in-camera session.

CARRIED

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Kelly Galloway-Sealock noted that Council passed a motion outlining the City's ongoing efforts to support businesses impacted by Provincial restrictions due to the COVID-19 pandemic.

The City of Kitchener is now accepting nominations for this year's Senior of the Year Award, which honours one outstanding citizen over the age of 65 who has enriched the social, cultural, or civic life of their community. Visit the City's website to complete a nomination form by Wednesday, March 31.

8. ADJOURNMENT

21-15... There being no further business, on motion by Michelle Dow and seconded by Colleen James, it was RESOLVED to adjourn the meeting at 8:12 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying February 17, 2021 Board Meeting]

- (a) January 20, 2021 Library Board Minutes
- (b) Summary of Library Board Committees
- (c) December 2020 Financial Statement
- (d)