

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, January 15, 2020, 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; Ms. Shannon Nicholson; Ms. Dana Ristic; Ms. Erin Rudland; Ms. Stephanie Soulis; Mr. Derek Vollebregt.

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. Clare Wagner.

2. AGENDA REVIEW

20-01... On motion by Councillor Kelly Galloway-Sealock and seconded by Ms. Erin Rudland, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of December 11, 2019

20-02... On motion by Ms. Michelle Dow and seconded by Ms. Dana Ristic, it was RESOLVED that the Minutes of the Board Meeting of December 11, 2019, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Ms. Stephanie Soulis reported that teachers with the Waterloo Catholic District School Board (WCDSB) will be holding a one-day withdrawal of service on Tuesday, January 21. This job action will result in the closure of all WCDSB elementary and secondary schools – including St. Mary’s High School.

Although St. Mary’s High School will be closed to students on January 21, the Country Hills Community Library (shared library facility with St. Mary’s High School) will remain open to the public.

The Library has contracted with Overlap Associates to consult with the Board and key staff on developing our new strategic plan for 2021 – 2024. Overlap provided 2 sets of dates in which to host a Board retreat to work on the overall vision during a Friday night and Saturday session as follows:

- 1) Friday, April 3 and Saturday, April 4 OR
- 2) Friday, April 17 and Saturday, April 18

Overlap will be notified that the Library Board selected the Friday, April 17 and Saturday, April 18 as the preferred dates to attend the Strategic Planning Retreat at Central.

Ms. Stephanie Soulis reminded the Board that Final Budget Day at the City of Kitchener is Monday, January 20, 2020, starting at 9:30 am. Please join Ms. Mary Chevreau and Ms. Angela Riddell if available to attend the meeting.

(b) Finance Committee

Updates

Ms. Michelle Dow noted that the financials will now be reported on a quarterly basis.

The library’s auditors will be at the library during the first week of February. A meeting with the auditor, staff and the Finance Committee

will be scheduled in early March to review the draft statements which will be available for the Library Board's review at their March meeting.

Ms. Mary Chevreau will confirm the March date of the Finance Committee meeting with the auditor and staff.

(c) Facilities Planning & Building Committee

Updates

Mr. Cory Ernst provided the following updates regarding the Pioneer Park Community Library:

- ✚ The new library entrance opened for the public to use on January 2, 2020, although there is still some work to be done on the glass doors and permanent locking mechanism.
- ✚ The library's temporary entrance remains open, pending final inspection of the glass entrance doors.
- ✚ The new exterior 'book return' at the front entrance is now open.
- ✚ A lighting retrofit is currently underway in the library - expected completion within the next 2 weeks.
- ✚ Final work to reinstate the staff entrance and library loading is in progress.
- ✚ A new exterior digital sign has been installed.
- ✚ The shared Meeting Room will be painted sometime in February / March.
- ✚ The revised operating agreements (capital and operating expenses, shared meeting room) have been drafted.

(d) Public Service & Policy Committee

Updated Governance Policy GOV 06 – Committees of the Library Board

Ms. Kathryn Andrews asked for questions regarding the additions made to Governance Policy GOV-06 which were highlighted in yellow.

As discussed by the Board, further updates to the policy presented will include the following:

- 1) On Page 1, under the side heading Executive Committee, the first sentence will be revised to include the words listed in italics below:
"An executive committee shall consist of the chairs of any or all committees, *as well as the Vice-Chairs*, and may:"
- 2) On Page 2 the sentence which reads, "*The CEO will then return the position of Chair to the newly elected Trustee*" will be moved to the end of the document.
- 3) Two sentences extending congratulations to the elected Officers of the Board on pages 2 and 3 will be deleted.

20-03... On motion by Ms. Katherine Andrews and seconded by Ms. Shannon Nicholson, it was RESOLVED to accept the updated Governance Policy GOV 06 – Committees of the Library Board, as amended.

CARRIED

Library Board’s Annual Self-Evaluation Form

Print copies of a draft Library Board Self-Evaluation form were distributed at the meeting for presentation by Ms. Shannon Nicholson of the Public Service & Policy Committee. Feedback was requested.

At the end of the document, Mr. Derek Vollebregt suggested that “Education” also be included in the list of areas of experience/expertise.

No further changes will be made to the document. An online form will be provided to the Board using Survey Monkey. Once available, the deadline to complete the evaluation will be one week as noted by the Public Service and Policy Committee at the Board meeting.

The results will be compiled and reported at the March Library Board meeting.

(e) Report of the Secretary-Treasurer and CEO

Updates

Yesterday, Ms. Mary Chevreau spoke with Mr. Dan Chapman, the CAO of the City, regarding the proposed Southwest Community Library.

Although a lot of work needs to be done before the site will be ready for development (culverts, trunk lines and sewers that cross over 3 jurisdictions), the Library is central to the subdivision.

The developer proposes a more traditional, mixed family site to be built on the Rosenberg site and very much supports the idea of having a library.

City planners will be contacting the library regarding a slight change in the site size, based on road allotments, etc. which the CEO will share with the Library Board.

A business case for the Southwest Community Library will be developed this year, projecting possible construction in the years 2021/2022.

The library is still waiting to hear more about Bill 108 and the D.C. study. A decision on how to implement CBC’s was extended to January 2021.

Quarterly Incident Report Sept - Dec 2019

Central Library's 2018 to 2019 comparative numbers for reported incidents have not increased and are attributed to our outreach efforts and outreach workers.

Heffner Studio - the First 60 Days

The CEO was pleased to report that 576 hours of audio have been recorded in the Heffner Studio space.

Some bookings, to date, have included:

- ✚ A professional drummer who recorded tracks on our electronic drum kit and sent them to NYC for inclusion on a jazz record.
- ✚ A local poet who recorded her poems and an author who recorded the audiobook version of his novel.
- ✚ A community radio station who is recording broadcasts on an ongoing basis and a local theatre company that is producing and recording a grant-supported old-timey radio drama.
- ✚ A podcast produced by a visiting citizen for followers overseas.

The Heffner Studio, along with the Reading Lounge, Theatre and Courtyard will be offered as premium rental spaces for after-hour events starting this year. Staff are currently working on a list of preferred caterers and staging companies. A report with an update of the project will be provided by Ms. Mary Chevreau at the March meeting.

2020 Business Plan

The CEO presented the 2020 Business Plan provided in the Board package, highlighting each initiative.

20-04... On motion by Councillor Sarah Marsh and seconded by Ms. Katherine Andrews, it was RESOLVED to accept the 2020 Business Plan, as presented.

CARRIED

The Chair requested a quarterly calendar be provided to the Board with projected activities.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Kelly Galloway-Sealock reported that the Housing Needs Assessment prepared by staff with contributions from the Affordable Housing Strategy Advisory Committee was presented to the Community & Infrastructure Services Committee on January 13, 2020.

This Housing Needs Assessment provides the foundation for developing an Affordable Housing Strategy as part of implementing the City's 2019 – 2022 Strategic Plan. The challenge addressed in the Housing Assessment is the impact on housing affordability for existing and future residents to ensure an adequate supply of housing to meet the full range of incomes and needs in Kitchener.

Development of the Affordable Housing Strategy will have significant engagement components.

Councillor Sarah Marsh reported that the City's New Year's Levee hosted at City Hall on Sunday, January 5 was well attended.

8. REPORT OF THE NOMINATING COMMITTEE

Ms. Stephanie Soulis called upon the Nominating Committee, Councillor Sarah Marsh, for her report.

On behalf of the Nominating Committee, Councillor Sarah Marsh submitted the following slate of officers:

Chair – Ms. Stephanie Soulis

Facilities Planning & Building Committee Chair – Mr. Derek Vollebregt

Finance Committee Chair – Ms. Michelle Dow

Public Service & Policy Committee Chair – Ms. Katherine Andrews

20-05... On motion by Ms. Erin Rudland and seconded by Ms. Katherine Andrews, it was RESOLVED to accept the report from the Nominating Committee.

CARRIED

Ms. Stephanie Soulis relinquished the Chair to the CEO who presided pro tem for the election of the officers.

9. ELECTION OF OFFICERS

Ms. Mary Chevreau identified Ms. Stephanie Soulis as nominated for the position of Chair and called for further nominations from the floor.

No further nominations were received and Ms. Stephanie Soulis was acclaimed as Chair of the Kitchener Public Library Board.

Ms. Mary Chevreau identified Mr. Derek Vollebregt as nominated for the position of Chair of the Facilities Planning & Building Committee and called for further nominations from the floor.

No further nominations were received and Mr. Vollebregt was elected as Chair of the Facilities Planning & Building Committee.

Ms. Mary Chevreau identified Ms. Michelle Dow as nominated for the position of Chair of the Finance Committee and called for further nominations from the floor.

No further nominations were received and Ms. Michelle Dow was acclaimed as Chair of the Finance Committee.

Ms. Mary Chevreau identified Ms. Katherine Andrews as nominated for the position of Chair of the Public Service & Policy Committee and called for further nominations from the floor.

No further nominations were received and Ms. Katherine Andrews elected as Chair of the Public Service & Policy Committee.

Election of the 1st and 2nd Vice-Chairs

Ms. Erin Rudland was nominated for the position of 1st Vice-Chair of the Library Board. No further nominations were received from the floor.

20-06... On motion by Councillor Kelly Galloway-Sealock and seconded by Councillor Sarah Marsh, it was RESOLVED to approve Ms. Erin Rudland as the 1st Vice-Chair of the Library Board.

CARRIED

Ms. Katherine Andrews was nominated for the position of 2nd Vice-Chair of the Library Board. No further nominations were received from the floor.

20-07... On motion by Councillor Kelly Galloway-Sealock and seconded by Ms. Erin Rudland, it was RESOLVED to approve Ms. Katherine Andrews as the 2nd Vice-Chair of the Library Board.

CARRIED

The Chair thanked Councillor Sarah Marsh for her help to Chair the Nominating Committee.

Congratulations were extended to the elected officers.

10. REMARKS OF THE CHAIR

Ms. Stephanie Soulis thanked everyone for their continued support and welcomed the opportunity of working with the Board as Chair again.

Committee Selection Form

The Chair asked that all Board members complete the form provided at the meeting to sign up for participation in a committee of their choice.

11. ADJOURNMENT

20-08 ... There being no further business, on motion by Ms. Michelle Dow and seconded by Mr. Derek Vollebregt, it was RESOLVED to adjourn the meeting at 8:37 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying January 15, 2020 Board Meeting]

- (a) December 11, 2019 Library Board Minutes
- (b) Governance Policy GOV 06 - Committees of the Board
- (c) Board Annual Self-Evaluation Form (distributed at the meeting)
- (d) 2020 Business Plan
- (e) Committee Selection Form