

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 19, 2020, by the Chair, Stephanie Soulis, in the Administration Boardroom at Central.

TRUSTEES PRESENT

Katherine Andrews; Michelle Dow; Cory Ernst; Councillor Sarah Marsh; Shannon Nicholson; Dana Ristic; Erin Rudland; Stephanie Soulis; Clare Wagner.

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

REGRETS

Lesa Balch; Councillor Kelly Galloway-Sealock; Derek Vollebregt.

2. AGENDA REVIEW

An *In-Camera Session* was added under the Report of the Secretary-Treasurer and CEO.

20-09... On motion by Michelle Dow and seconded by Erin Rudland, 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 15, 2020

20-10... On motion by Dana Ristic and seconded by Katherine Andrews, it was RESOLVED that the Minutes of the Board Meeting of January 15, 2020, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESSREPORT OF OFFICERS(a) Report of the ChairUpdatesCommittee 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 2020 include the following:

Facilities Planning and Building Committee

Derek Vollbregt, Chair
Erin Rudland
Shannon Nicholson
Dana Ristic

Finance Committee

Michelle Dow, Chair
Cory Ernst

Public Service and Policy Committee

Katherine Andrews, Chair
Shannon Nicholson
Clare Wagner

Ontario Library Association (OLA) Boot Camp Update

Dana Ristic provided the highlights of the OLA Boot Camp that she attended on Saturday, February 1, 2020.

Some of the panel discussions throughout the day included a Government Relations Update with Counsel Public Affairs; discussions providing a more in depth understanding to help Board members and CEOs build better Municipality / Library Relationships; the importance of Community Engagement and a final session presented by the keynote speaker, Leslie Weir, Librarian and Archivist of Canada.

Strategic Planning Retreat

The Chair reminded the Board to update their calendars with the dates for the Strategic Planning retreat with Overlap Associates on Friday evening, April 17 and Saturday, April 18, 2020, at the Central Library.

The CEO confirmed that the Calendar on Igloo has been updated with the dates for the retreat as well as the Finance Committee meeting on March 9 and the March Board meeting on March 18.

(b) Finance CommitteeUpdates

Ms. Michelle Dow reviewed the December 2019 Financial Statement.

[Councillor Sarah Marsh joined the meeting.]

20-11...

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

CARRIED

(c) Facilities Planning & Building CommitteeUpdates

No updates were reported.

(d) Public Service & Policy CommitteeGovernance Policy GOV 12 & 13

Ms. Shannon Nicholson reviewed Governance Policy GOV 12 – Board Evaluation and Governance Policy GOV 13 – Succession Planning, using a Power Point presentation.

No changes were made to either policy. The *Board Policies Timetable Review* chart posted on Igloo will be updated.

Library Board's Annual Self-Evaluation Form

The link to the Library Board's Self-Evaluation form using Survey Monkey will be emailed to the Library Board Trustees when the Public Service & Policy Committee confirm. As noted at the meeting, a deadline of one week will be provided to complete the survey.

The results will be emailed to the Chair and a report provided at the March Library Board meeting.

(e) Report of the Secretary-Treasurer and CEO

Updates

Print copies of the Library's 2019 Annual Report were distributed to the Board at the meeting.

Mary Chevreau thanked Penny-Lynn Fielding and her team for the many hours they put into producing the Annual Report.

Mary will follow up with the Public Service and Policy Committee to finalize a meeting date for the pre-strategy-retreat meeting with Overlap Associates.

Staff are aware of concerns regarding customers who smoke at the front of the library. Staff, as well as the Community Engagement Team, continue to be vigilant in asking smokers near the front entrance to please move away from the area. Mary noted that the Smoke-Free Ontario Act does not regulate smoking outside libraries. There is currently no municipal smoking bylaw.

Plans are in the works to move the smoking bench closer to the bus shelter. Installing a canopy over the bench was suggested.

In-Camera Session

20-12... On motion by Michelle Dow and seconded by Erin Rudland, it was RESOLVED to move in-camera to discuss a confidential personnel issue with no staff present.

CARRIED

20-13... On motion by Michelle Dow and seconded by Clare Wagner, it was RESOLVED to conclude the in-camera session.

CARRIED

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Sarah Marsh reported that the City of Kitchener has released the results of its new Workforce Census survey.

The survey had an 80% response rate by City employees which found that the City of Kitchener's workforce is not reflective of the community they serve.

This survey is the first of its kind for the City, and is one of the initiatives of a new task force on equity, diversity and inclusion.

The City's Diversity Task Force will help guide the City in coming up with recommendations to address the discrepancies and barriers to make the City's workplace more inclusive and representative of the population. It plans to return to Council with recommendations later this year.

8. ADJOURNMENT

20-15 ... There being no further business, on motion by Katherine Andrews and seconded by Dana Ristic, it was RESOLVED to adjourn the meeting at 7:42 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying February 19, 2020 Board Meeting]

- (a) January 15, 2020 Library Board Minutes
- (b) December 2019 Financial Statement
- (c) Summary of Committee Choices for 2020
- (d) 2019 Annual Report (distributed at the meeting)