

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, September 19, 2018, by the Chair, Ms. Stephanie Soulis, in the Administration Boardroom at Central.

TRUSTEES PRESENT

Ms. Katherine Andrews, Mr. Tim Blundon, Mr. Wayne Buchholtz, Ms. Michelle Dow, Mr. Cory Ernst, Councillor Kelly Galloway-Sealock, Ms. Jessica Kropf, Ms. Jacqueline McLaren, Ms. Erin Rudland, Ms. Stephanie Soulis.

Ms. Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Ms. Lesa Balch, Ms. Penny-Lynn Fielding, Ms. Sabina Franzen, Ms. Gloria Grigas.

REGRETS

Councillor Sarah Marsh.

SPECIAL GUESTS

Ms. Megan Clare, Manager Strategic Planning and Projects.

2. AGENDA REVIEW

Two additions were made to the Agenda as follows:

- 1) Megan Clare joins the meeting to present the economic impact report after the approval of the Minutes of the Board Meeting of August 15, 2018 and
- 2) A discussion of a Legacy Document to be presented by the Chair under New Business.

18-52... On motion by Mr. Tim Blundon and seconded by Mr. Wayne Buchholtz, 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 August 15, 2018

As requested by Councillor Kelly Galloway-Sealock, the sentence under Report of the Councillors was corrected as follows:

*“Councillor Kelly Galloway-Sealock reminded the Library Board that Kitchener residents who are eligible to vote in the 2018 Municipal Election can check if their name is on the Voters’ List and electronically add themselves to the list, if necessary, using the City of Kitchener’s online service.”*

18-53... On motion by Mr. Wayne Buchholtz and seconded by Mr. Tim Blundon, it was RESOLVED that the Minutes of the August 15, 2018, Library Board meeting be approved, as amended.

CARRIED

ECONOMIC IMPACT REPORT - presentation by Megan Clare

Using a Power Point presentation, Ms. Megan Clare, Manager Strategic Planning and Projects, presented Kitchener Public Library’s Economic Impact Report that was included with the Board package.

Ms. Mary Chevreau noted that the Economic Impact Report is a great foundational piece that will be shared with City Council and will be beneficial to use when applying for funding and when preparing the strategic plan.

On behalf of the Library Board, the Chair thanked Megan Clare for her detailed presentation and work required to prepare this report.

[Ms. Megan Clare exited the meeting.]

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Please let Gloria know if planning to attend the One Book One Community (OBOC) evening with author, Linwood Barclay in the Theatre at Central on Thursday, September 27, at 7:00 pm.

Ms. Stephanie Soulis suggested the Library Board check the library's Calendar of Events so not to miss out on the many great events this fall.

Strike Nominating Committee

The Library Board hosted its *Meet & Greet* between 5:30 and 7:00 pm this evening, prior to the Board meeting. A mixed group of potential candidates with diverse skills interested in applying to the Library Board came out to meet with Board members.

The Chair reminded the returning Board members that they must reapply to the Library Board by the upcoming deadline of Sunday, September 23.

18-54... On motion by Mr. Wayne Buchholtz and seconded by Ms. Jessica Kropf, it was RESOLVED that the Library Board strike a Nominating Committee to review Library Board applications, interview prospective applicants and provide a slate of candidates to the City of Kitchener by the deadline required.

CARRIED

(b) Facilities Planning & Building Committee

Updates

Ms. Erin Rudland noted as part of the City of Kitchener's development charge review, the library's DC assessment will be considered early in the review process.

(c) Finance Committee

August 2018 Financial Statement

18-55... On motion by Ms. Michelle Dow and seconded by Ms. Katherine Andrews, it was RESOLVED to accept the August 2018 Financial Statement, as printed.

CARRIED

(d) Report of the Secretary-Treasurer and CEO

Updates

Forest Heights Community Library

Ms. Mary Chevreau reported that the local media will be notified of the upcoming closure of the Forest Heights Community Library from Monday, September 24 to Monday, October 8, 2018. Staff are looking forward to the installation of the new service desk. The program room will remain open for the public to return items during the closure.

Doon Pioneer Park Community Centre Expansion

The City of Kitchener has scheduled a ground breaking ceremony at the Doon Pioneer Park Community Centre on Wednesday, September 26 at 11:15 am.

Ms. Penny-Lynn Fielding will be in attendance in support of the event.

The Pioneer Park Community Library will remain open during the construction but customers will need to walk around the hoarding to the back of the library to access the building.

Ms. Mary Chevreau thanked Ms. Penny-Lynn Fielding for dealing with the branch staff and customers and commented that the City is doing as much

as it can to reduce the stress for library staff and customers during construction.

The new reopen date for the Community Centre is anticipated to be the winter of 2020.

The CEO also noted that Kitchener Public Library continues to receive great press. The high caliber events with authors and musicians are getting the attention of the media who are now calling the library for interviews.

The library has partnered with Wilfrid Laurier University's School of Music to offer four *Music in the Lounge* performances this fall. On September 13 the Penderecki String Quartet played in the Reading Lounge to a crowd of 100 plus attendees.

The library also continues to partner with the University of Waterloo and Centre-in-the-Square. The upcoming 85 Queen event on September 20<sup>th</sup>, *An Evening of Songs and Stories with Tom Wilson*, sold out quickly.

A grant was received from Communitel to assist with after-school programming.

## 6. 11. NEW BUSINESS

### Legacy Document

Ms. Stephanie Soulis distributed draft copies of the Kitchener Public Library Board's Legacy Document 2015- 2018 for the Board members to read and discuss. The document will ensure that new Board members have a history of what the Board has done during the past 4 years and provide suggestions of issues to be considered.

Mr. Wayne Buchholtz noted that the contents of the last paragraph on the first page should be incorporated into the suggested list of priority issues on page 2. It was also recommended that priority #3 on page 2 be removed from the list as it is an operational item.

It was agreed that advocacy should also be included in the list on page 2. Relationships with new Councillors at the City of Kitchener will need to be

developed as they may not be familiar with the library and what has been done in the past.

The Chair thanked Ms. Katherine Andrews, Ms. Michelle Dow, Ms. Jessica Kropf and Ms. Erin Rudland for their help to write the Legacy document. Ms. Stephanie Soulis will email the document to the Board for wordsmithing and further changes. Please forward all suggestions to the Chair.

A revised Legacy Document will be provided at the October Library Board meeting for presentation and final approval.

## 7. 111. PRESENTATIONS

### Report of Councillors

No Council updates were reported by Councillor Kelly Galloway-Sealock. The Councillor did remind the Library Board that Grillefest / Oktoberfest are coming up on Friday, October 5, 2018.

Election day is Monday, October 22 with advance polls setting up the week after Thanksgiving.

## 8. ADJOURNMENT

18-56... On motion by Ms. Erin Rudland, it was RESOLVED to adjourn the Board meeting at 7:57 p.m.

CARRIED

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Chair

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Secretary-Treasurer

Attachments Accompanying September 19, 2018 Board Meeting]

- (a) August 15, 2018 Library Board Minutes
- (b) August 2018 Financial Statement
- (c) October 2018 Calendar of Events
- (d) Economic Impact Report
- (e) Draft Kitchener Public Library Board Legacy Document 2015 - 2018