

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 12, 2018, 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. 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. Sabina Franzen, Ms. Gloria Grigas.

REGRETS

Mr. Robin Mazumder, Ms. Erin Rudland.

2. WELCOME / Roundtable Introductions

At its inaugural meeting held December 3, 2018, Kitchener City Council appointed Councillors Kelly Galloway-Sealock and Sarah Marsh; Ms. Stephanie Soulis; Ms. Katherine Andrews; Ms. Michelle Dow; Mr. Cory Ernst; Ms. Erin Rudland; Mr. Robin Mazumder; Ms. Shannon Nicholson; Mr. Derek Vollebregt and Ms. Clare Wagner to the Library Board for a four-year term ending November 30, 2022.

A roundtable of introductions followed.

3. AGENDA REVIEW

18-71... On motion by Councillor Sarah Marsh and seconded by Ms. Michelle Dow, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

4. MINUTES of the Board Meeting of November 21, 2018

18-72... On motion by Councillor Kelly Galloway-Sealock and seconded by Ms. Katherine Andrews, it was RESOLVED that the Minutes of the November 21, 2018, Library Board meeting be approved.

CARRIED

5. BUSINESS ARISING

None.

6. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Ontario Library Association (OLA) Boot Camp

Ms. Stephanie Soulis referred to the OLA Super Conference handout provided at the Board meeting. Please notify Gloria if interested in attending the OLAB Boot Camp on Saturday, February 2, 2019 during the OLA Super Conference at the Metro Toronto Convention Centre.

Budget Presentations at the City

The Library's Operating Budget will be presented to City Council on Monday, January 7. The presentation of the Library's Capital Budget follows on Monday, January 14. The Library Board Trustees were invited to attend these Council meetings which start at approximately 9:00 am.

Strike Nominating Committee

Councillor Sarah Marsh, with the help of Councillor Kelly Galloway-Sealock, agreed to Chair the Nominating Committee. Board members will be polled regarding their interest to be nominated for Board Chair or Chair of one of the Standing Committees which include the Facilities Planning and Building Committee; Finance Committee and Public Service and Policy Committee. Elections will be held at the January Board meeting. The position of 1st and 2nd Vice-Chair of the Board will also be filled at that time.

New Board Member Orientation

The new Library Board Trustees will be polled for a date and time to meet for an orientation session in January with the CEO. An orientation binder will be provided at that time.

2019 Library Board Meeting Schedule

The Chair reviewed a preliminary schedule of the 2019 Library Board Meeting Schedule, noting that location changes will be confirmed to visit three different branches as part of our Board meetings in 2019.

18-73... On motion by Mr. Derek Vollebregt and seconded by Ms. Clare Wagner, it was RESOLVED to accept the 2019 Library Board Meeting Schedule, as printed.

CARRIED

(b) Facilities Planning & Building Committee

Updates

In the absence of Ms. Erin Rudland, Chair of the Facilities Planning & Building Committee, Ms. Mary Chevreau shared a photo of the demolition currently underway at the Doon Pioneer Park Community Centre.

No further updates were reported.

(c) Finance Committee

November 2018 Financial Statement

Ms. Michelle Dow presented the November 2018 Balance Sheet and Statement of Revenue and Expenses.

18-74... On motion by Ms. Michelle Dow and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED to accept the November 2018 Financial Statement, as printed.

CARRIED

(d) Public Service & Policy Committee

No updates were reported.

(e) Report of the Secretary-Treasurer and CEO

Updates

The CEO highlighted the library's 2017 – 2020 Strategic Plan, identifying our goals and values.

The library launched a new customer service model at Central in January 2018 which has provided new opportunities for staff and made enhanced changes in public service areas.

Our partnerships continue to grow and evolve as we explore new ideas and offer compelling and meaningful services, spaces, and information to our community.

The December Progress Update to the 2018 Business Plan was distributed at the meeting.

The CEO presented the action items with the help of a PowerPoint presentation.

Construction of the current Heffner Studio is anticipated in early February 2019 with a launch to follow in the Spring. In the interim, the Heffner Studio will relocate to the Teen area on the upper level. Studio CANOO is the architect for the project and SG Cunningham has been hired as the construction manager. Thanks to the generous donations received from the community, the Central Library is now able to build out its digital media studio.

Heffner Studio programming is focused to support awareness and demand for the renovated space which includes plans for a broadcast booth.

The 85 Queen event series hosted many high caliber events in 2018 which included an Evening with James Frey, Songs and Stories with Tom Wilson and Choir! Choir! Choir! to name a few. These events are in collaboration with community and event partners in publishing, theatre, academia, which help to support 85 Queen and Music in the Lounge.

The block diagram of the proposed new Southwest Community Library and its site location were identified. A detailed business case will be developed in 2019.

Stories That Move You (STMY) content is under development for the library's upcoming ION Reads campaign.

The library is a safe, inclusive, and vibrant space where everyone is welcome. In 2018, the library hired Ms. Candace Pitvor and Mr. Caleb Redekop who both bring work experience to assist with some of our more vulnerable customers.

The Public Service & Policy Committee met several times in 2017 to review and prepare the Board's Foundation and Governance policies, as well as revise the current Library Board Bylaws. A new Library Board Policy Manual was completed in May 2017.

The library's Operational Policy Manual also underwent a complete review and the updates completed by the end of 2018.

7. 11. NEW BUSINESS

None

8. 111. PRESENTATIONS

Report of Councillors

Councillor Kelly Galloway-Sealock acknowledged that Kitchener's City Council solidified all appointments at its inauguration meeting on Monday, December 3, 2018.

The new Council has started its budget process.

Councillor Sarah Marsh reminded everyone to come out to celebrate the New Year with the Mayor, Councillors and the community at the New Year's Levee on Sunday, January 6, 2019, at City Hall.

The Mayor and seven incumbent Councillors won re-election in October and are joined by three new Councillors. For the first time, municipal Council has equal gender representation with five women and five men.

Mayor Berry Vrbanovic delivered an inaugural address on December 3 which highlighted areas of focus for the coming term, some of which included developing a new strategic plan for the next four years, continued support for the city's Neighbourhood Strategy, Love My Hood, and improvements to traffic safety. The mayor's full inaugural address can be found on the City's website.

9. ADJOURNMENT

18-75... On motion by Ms. Katherine Andrews, it was RESOLVED to adjourn the Board meeting at 7:40 p.m.

CARRIED

Chair

Secretary-Treasurer

After the meeting ended, a farewell presentation was made to the former Board members, Mr. Wayne Buchholtz, Mr. Tim Blundon, Ms. Jacqueline McLaren and Ms. Jessica Kropf whose term ended November 30, 2018.

Attachments Accompanying December 12, 2018 Board Meeting]

- (a) November 21, 2018 Library Board Minutes
- (b) November 2018 Financial Statement
- (c) 2019 Schedule of Library Board Meetings
- (d) 10 Things You Need to Know as a New Library Board Member
- (e) 2018 Business Plan
- (f) Trustee Information Form for Kitchener Public Library Website
- (g) OLA Super Conference Handout