



MINUTES OF BOARD OF TRUSTEES MEETING FOR
KITCHENER PUBLIC LIBRARY BOARD

COMMENCEMENT

The meeting commenced with a Land Acknowledgement given by Katherine Andrews.

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library was called to order at 7:05 p.m. on Wednesday, January 18, 2023, by the Acting Chair, Katherine Andrews, in the Administration Boardroom at the Central Library.

TRUSTEES PRESENT

Katherine Andrews; Laura Blythe; Dan Deeth; Councillor Margaret Johnston; Margaret Lam; Councillor Christine Michaud; Anjali Misra; Shannon Nicholson; Brandon Van Dam (remote).

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

REGRETS

Bonita Hansra; Clare Wagner.

Katherine Andrews welcomed everyone to the first meeting of the 2023 – 2026 Library Board.

2. AGENDA REVIEW

23-01 ... On motion by Shannon Nicholson and seconded by Anjali Misra, 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 14, 2022

Katherine Andrews relinquished her position as Acting Chair to the CEO, who presided over the approval of the December minutes. The CEO asked for a motion to accept the minutes from Trustees that were present at the December Board meeting.

23-02... On motion by Shannon Nicholson and seconded by Katherine Andrews, it was RESOLVED that the Minutes of the Library Board Meeting of December 14, 2022, be approved.

CARRIED

Katherine Andrews resumed her role as Acting Chair.

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

After the Acting Chair, Katherine Andrews, introduced her background and tenure with the Library Board, a roundtable of introductions followed.

Strike Nominating Committee

Both Dan Deeth and Maggie Lam volunteered to join the Nominating Committee to contact all Trustees and confirm the names of those who will run for a position on the Library Board for the year 2023. The Slate of Officers to be elected for a position on the Library Board must be presented to the CEO by the Library Board meeting of February 15, 2023.

Katherine Andrews outlined the positions for Officers of the Board that will be elected at the February meeting.

OLA Super Conference (Virtual Bootcamp)

Please let Gloria know if wanting to attend the virtual Bootcamp session on Saturday, February 4, 2023.

Katherine Andrews recommended attending the sessions which she found to be very beneficial when joining the Library Board and again later in her tenure.

Committee Selection Form

A copy of the Committee Selection Form was provided in the Library Board package for completion and submission by Friday, January 27.

Print copies were made available at the meeting for those who selected their choice of Committee for the year 2023. A Word document will be emailed to the Board for completion and submission electronically.

Katherine Andrews reviewed the duties of the Public Service and Policy Committee for those interested in joining that Committee.

As noted by the Acting Chair, a Territorial Land Acknowledgement is read by a Board member at the commencement of each Library Board meeting. Please notify the Chair if interested in doing so prior to a Board meeting.

(b) Finance Committee

KPL's 2023 Operating & Capital Budgets

The CEO provided an overview of the library's 2023 Operating and Capital Budgets. KPL's Operating Budget was presented to City Council on Monday, January 16 with Mary Chevreau and Angela Riddell present.

Councillors Margaret Johnston and Christine Michaud thanked Mary Chevreau for her great presentation to Council on Monday.

City Council's budget date to review KPL's draft Capital Budget is Monday, January 23. Final Budget Day at the City is Thursday, February 2, 2023.

Introduction of Executive Team with Brief Presentations

Angela Riddell, KPL's Director, Business Services and Infrastructure, introduced her employment background prior to joining Kitchener Public Library. Her responsibilities at KPL include overseeing the Facilities, Information Technology and Business Services of the library.

The Pioneer Park Community Library is co-located with the City of Kitchener's Doon Pioneer Park Community Centre and the Forest Heights Community Library with the City of Kitchener's Forest Heights Pool.

The Grand River Stanley Park Community Library is co-located with the Waterloo Region District School Board whereas the Country Hills Community Library is co-located with the Waterloo Catholic District School Board.

The Central Library is the only stand-alone location at this time.

Kitchener Public Library's overall budget was highlighted, along with an overview of the library's sources of revenue and list of major operating expenses.

(c) Facilities Planning & Building Committee

Penny-Lynn Fielding, Deputy CEO of Kitchener Public Library, introduced her background and the several positions that she has held during her tenure at KPL. The Division Managers in Information Services, Children's Services, and Community Libraries report to the Deputy CEO.

Penny-Lynn gave a shout out to her Division Managers who helped spearhead the 11 service model changes that KPL underwent during the pandemic.

Penny-Lynn Fielding was also responsible to oversee the renovation and new construction of the Central Library project and continues to do so with all new library construction and renovations of the community libraries.

An architect was hired in 2021 for the Southwest Community Library which will be KPL's 6th library location. The previous Library Board approved its net-zero design. The site plan approval and permit process are underway. A 12 - 18 month construction period is expected.

Penny-Lynn Fielding identified the location of the Southwest Community Library which will be a free-standing building with a Catholic Elementary School and Community Centre located on an adjacent site.

The public art process for the Southwest Community Library closes this Friday, January 20, 2023.

Both the Forest Heights and Pioneer Park Community Libraries have undergone construction upgrades to date.

Grand River Collegiate will be undergoing renovation work during the summer of 2023 and the Grand River Stanley Park Community Library will undergo a refresh at the same time.

The project includes a new service desk; replacement flooring throughout; fresh paint; new shelving for the adult collection and a redesign of the staff work area.

The work will require the library to be closed for approximately three months and will correspond with the school closure during the summer months of 2023.

Staff are investigating the option to provide hold pickups and returns during the construction period.

Mary Chevreau thanked her Executive Team, Angela Riddell and Penny-Lynn Fielding, for their overviews.

(d) Public Service & Policy Committee

No updates were noted.

(e) Report of the Secretary-Treasurer and CEO

Updates

KPL's 2023 Operating Budget Updates

The CEO confirmed that City Councillors did not have any issues to address with KPL's Operating Budget at their meeting on Monday, January 23.

Mary Chevreau thanked the Councillors for their support at the meeting and for their many remarks commending Kitchener Public Library for such great work.

2022 Business Plan Progress Updates

Using a PowerPoint presentation, Mary introduced the 12 strategic initiatives in KPL's 2022 Business Plan that staff have undertaken.

A presentation of the strategic initiatives in the 2023 Business Plan will be provided at the February Library Board meeting.

In-Camera Session

No In-Camera Session was required.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Both Councillor Margaret Johnston and Councillor Christine Michaud look forward to their experience on the Library Board and contribution to the great work of the Kitchener Public Library.

8. ADJOURNMENT

23-03... There being no further business, on motion by Laura Blythe and seconded by Maggie Lam, it was RESOLVED to adjourn the meeting at 8:25 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying January 18, 2023 Board Meeting]

- (a) December 14, 2022 Library Board Minutes
- (b) Draft 2023 Operating & Capital Budgets
- (c) Committee Selection Form