



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 7:02 p.m. on Wednesday, February 15, 2023, by the Acting Chair, Katherine Andrews, in the Administration Boardroom at the Central Library.

TRUSTEES PRESENT

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

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

REGRETS

None.

2. AGENDA REVIEW

23-04... On motion by Maggie Lam and seconded by Clare Wagner, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of January 18, 2023

23-05... On motion by Brandon Van Dam and seconded by Anjali Misra, it was RESOLVED that the Minutes of the Library Board Meeting of January 18, 2023, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESSREPORT OF OFFICERS(a) Report of the ChairUpdatesSummary of Library Board Committees

The Chair of the Library Board is an ex officio member of all committees and the CEO or designate is a member of all committees.

A summary of the Board's Committee membership for 2023 includes the following:

Facilities Planning and Building Committee

Clare Wagner

Anjali Misra

Brandon Van Dam

Katherine Andrews

Finance Committee

Shannon Nicholson

Bonita Hansra

Dan Deeth

Margaret Lam

Public Service and Policy Committee

Brandon Van Dam

Laura Blythe

Katherine Andrews

OLA Super Conference Attendance

Brandon Van Dam attended the OLA Bootcamp on Saturday, February 4. Brandon commended Mary Chevreau for her onboarding of the Trustees at their orientation sessions as many of the topics were discussed at the bootcamp sessions.

Brandon found it very interesting to hear the questions asked by the attendees and found the sessions to be very useful as a new KPL Board member.

Meetup Schedule (Community Libraries)

The Acting Chair, Katherine Andrews, made note of the updated Library Board Meeting schedule with 4 Board meeting dates to be hosted at KPL's Community Libraries as follows:

Wednesday, May 17 – Country Hills Community Library

Wednesday, June 21 – Pioneer Park Community Library

Wednesday, September 20 – Forest Heights Community Library

Wednesday, October 18 – Grand River Stanley Park Community Library.

A copy of the revised schedule was included in the Board package.

(b) Finance Committee

December 2022 Financial Statements

Shannon Nicholson, Acting Chair of the Finance Committee, presented the December 2022 Financial Statements in detail.

As part of the review process, Shannon Nicholson confirmed that the Finance Committee meets online with Angela Riddell and Mary Chevreau prior to the Board meeting to review the quarterly Financial Statements that will be presented to the full Board.

23-06... On motion by Shannon Nicholson and seconded by Maggie Lam, it was RESOLVED to accept the December 2022 Financial Statements, as presented.

The scheduled date for the Finance Committee to meet with the auditors is Wednesday, March 8 at noon. Documentation for the meeting will be forwarded to the Finance Committee.

(c) Facilities Planning & Building Committee

No updates were reported by the CEO regarding the Southwest Community Library.

(d) Public Service & Policy Committee

No updates were noted.

(e) Report of the Secretary-Treasurer and CEO

Updates

City Councillors were very complimentary and supportive of Kitchener Public Library on final budget day, February 2, with no issues to be addressed with our budget.

The approved 2.2% COLA increase has been announced to staff.

2023 Business Plan

KPL's 11 strategic initiatives as outlined in the Board package were highlighted by the CEO.

The Board's help to advocate the library's strategic directions with these initiatives to create shared spaces; reflect the community; remove barriers and help us learn together is always appreciated.

In-Camera Session

23-07... On motion by Maggie Lam and seconded by Anjali Misra, it was RESOLVED to move the meeting in-camera.

CARRIED

23-08... On motion by Brandon Van Dam and seconded by Laura Blythe, it was RESOLVED to conclude the in-camera session.

CARRIED

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

No updates were noted by Councillor Margaret Johnston and Councillor Christine Michaud.

REPORT OF THE NOMINATING COMMITTEE

Katherine Andrews called upon the Nominating Committee, Maggie Lam and Dan Deeth, for their report.

On behalf of the Nominating Committee, Dan Deeth submitted the following slate of officers:

Chair – Katherine Andrews

1st Vice-Chair – Shannon Nicholson

2nd Vice-Chair – Bonita Hansra

Facilities Planning & Building Committee Chair – Clare Wagner

Finance Committee Chair – Shannon Nicholson

Public Service & Policy Committee Chair – Brandon Van Dam

23-09... On motion by Clare Wagner and seconded by Anjali Misra, it was RESOLVED to accept the report from the Nominating Committee.

CARRIED

Katherine Andrews relinquished the Chair to the CEO who presided pro tem for the election of the officers.

9. ELECTION OF OFFICERS

No further nominations for the Slate of Officers, as provided by the Chair of the Nominating Committee, were received and the following Elected Officers of the Library Board were acclaimed as follows:

- 1) Katherine Andrews, as nominated for the position of Chair, was elected as Chair of the Kitchener Public Library Board.
- 2) Clare Wagner, as nominated for the position of Chair of the Facilities Planning & Building Committee, was elected as Chair of the Facilities Planning & Building Committee.
- 3) Shannon Nicholson, as nominated for the position of Chair of the Finance Committee, was elected as Chair of the Finance Committee.
- 4) Brandon Van Dam, as nominated for the position of Chair of the Public Service & Policy Committee, was elected as Chair of the Public Service & Policy Committee.
- 5) Shannon Nicholson, as nominated for the position of 1st Vice-Chair of the Library Board, was elected as 1st Vice-Chair.
- 6) Bonita Hansra, as nominated for the position of 2nd Vice-Chair of the Library Board, was elected as 2nd Vice-Chair.

Mary Chevreau thanked Maggie Lam and Dan Deeth for their help to Chair the Nominating Committee and congratulated the elected Officers of the Library Board.

Katherine Andrews resumed her role as Chair of the Library Board.

10. REMARKS OF THE CHAIR

Katherine Andrews thanked everyone for their support and welcomed the opportunity of learning and working with everyone. Congratulations were extended to the elected Officers.

11. ADJOURNMENT

23-10 ... There being no further business, on motion by Laura Blythe and seconded by Anjali Misra, it was RESOLVED to adjourn the meeting at 8:24 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying February 15, 2023 Board Meeting]

- (a) January 18, 2023 Library Board Minutes
- (b) December 2022 Financial Statements
- (c) Summary of Library Board Committees for the Year 2023
- (d) Revised Library Board Meeting Schedule for the Year 2023
- (e) 2023 Business Plan