

MINUTES 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 Board was called to order at 7:05 p.m. on Wednesday, September 20, 2023, by the Chair, Katherine Andrews, in the Meeting Room at the Forest Heights Community Library.

TRUSTEES PRESENT

Katherine Andrews; Laura Blythe; Jason Hammond; Councillor Margaret Johnston; Margaret Lam; Anjali Misra; Shannon Nicholson; Brandon Van Dam; Clare Wagner.

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Penny-Lynn Fielding; Gloria Grigas; Lorie Lee; Angela Riddell.

REGRETS

Bonita Hansra; Councillor Christine Michaud.

SPECIAL GUEST

Chris Schnarr, Division Manager, Forest Heights Community Library.

*Welcome, Jason Hammond*

Katherine Andrews welcomed Jason Hammond to his first Library Board meeting. Jason was appointed as an alternate Library Board Trustee by the City of Kitchener to replace Dan Deeth. Jason Hammond will be joining the Facilities Planning and Building Committee.

After Jason Hammond introduced himself to the group, a round table of introductions followed with each Board and staff member.

2. Presentation by Chris Schnarr, Division Manager, Forest Heights Community Library

Using a series of PowerPoint slides to complement her presentation, Chris Schnarr, Division Manager, provided highlights of the Forest Heights Community Library. The library team at this location is made up of 6 full-time staff, 5 part-time and 3 shelvers.

The Forest Heights Community Library opened in 1976. A new service desk was added in 2017 and in 2021 the branch underwent a more recent renovation with new flooring, paint and some lower shelving.

The library's immediate neighbor is the Forest Heights Pool and Forest Heights Collegiate with a high school enrollment of approximately 1,200 students.

This location saw a monthly circulation of 19,500 from January 1 to June 30, 2023. Aside from Central, the Forest Heights location is the busiest branch circulation wise.

The English Conversation Circle welcomes newcomers to the program which is well attended every Saturday morning. 230 customers have participated in the program this year. Forest Heights welcomes customers from all over the world, as well as many new Canadians. The Library Settlement workers are available on site 5 days a week.

A Level Up drop-in gaming program was introduced to attract teens to use the library with 214 teens attending the program from January 1 to June 30.

The Active Adults program for adults ages 50+ started in 2010 at the Forest Heights location. Different guest speakers are invited to the weekly sessions and after the program, participants are welcome to attend a free aqua fit class in partnership with the Forest Heights Pool. Between January 1 and July 31, 2023, 570 active adults attended this popular program which has now been rolled out to all locations.

Some additional adult programs included Bad Art Night, Braids & Buns, and Telescope Time with 963 participants attending between January and July.

Digital literacy tools include a 3D printer; cricut maker; Epson FastFoto; iMac plus Adobe Creative Suite and an interactive play table for children.

Children's programming saw 2,663 children between January 1 and July 31, 2023, some of which were DIY Ramadan Décor and Island Princess Storytime.

Meaningful opportunities for library volunteers at Forest Heights include English Conversation Circle; outdoor gardeners; program assistants; Reading Buddies; shelf readers and youth performers.

As noted by Chris Schnarr, KPL continues to develop its partnerships and community engagement.

After the Library Board thanked Chris Schnarr for her detailed presentation, the Library Board was provided a tour of the branch library.

[Chris Schnarr exited the meeting.]

3. AGENDA REVIEW

23-49... On motion by Laura Blythe and seconded by Brandon Van Dam, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

4. MINUTES of the Board Meeting of August 16, 2023

23-50... On motion by Clare Wagner and seconded by Anjali Misra, it was RESOLVED that the Minutes of the Library Board Meeting of August 16, 2023, be approved.

CARRIED

5. BUSINESS ARISING

None.

6. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

23-51... On motion by Laura Blythe and seconded by Brandon Van Dam, it was RESOLVED that the meeting move in-camera to discuss a confidential personnel matter, with no staff present.

CARRIED

23-52... On motion by Katherine Andrews and seconded by Clare Wagner, it was RESOLVED that the meeting conclude its in-camera session.

CARRIED

(b) Finance Committee

No updates were noted.

(c) Facilities Planning & Building Committee

Grand River Stanley Park Community Library

As noted by Clare Wagner, construction is back on track with an expected opening date of the Grand River Stanley Park Community Library on Monday, October 2, 2023.

Southwest Community Library

The name of the General Contractor for the Southwest location will be released once the City of Kitchener has signed a contractual agreement with them. Look for confirmation to follow soon.

KPL has hired a project Manager which started on September 1<sup>st</sup>. The site and building permits remain outstanding at this time.

Construction is expected to begin October 2, 2023, with an anticipated completion date of Q1 2025.

On September 18, 2023, the City of Kitchener Planning & Strategic Initiatives Committee unanimously approved the commission and installation of the new artwork, *Wintertime Stories*, by Isaac Murdoch and Nyle Miigizi Johnston for the Southwest Community Library. The public art proposal will be brought to City of Kitchener Council for their final approval later this month.

As a follow up to the August Library Board meeting, Mary Chevreau presented a "*Report on Current Naming Conventions for New Libraries*".

Although neighbourhood names are still appropriate, there is a movement by libraries to use Indigenous names which have been successful and meaningful for libraries that have used them.

The decision to select names for the Southwest Community Library will continue to be discussed at upcoming Library Board meetings.

The Library Board discussed the option of engaging the public to vote for their preferred choice from a list of 3 possible names.

Planning is underway for a ground breaking ceremony with the Mayor in mid October to officially kick off construction of the Southwest Community Library.

(d) Public Service & Policy Committee

Foundation Policy Review

The Public Service & Policy Committee met in June to review the 2 Foundation Policies: FN-01 Foundation Policy – Mission, Vision & Values and FN-02 Foundation Policy – Intellectual Freedom. The Board’s Core Position Statement was also reviewed.

FN-02 Intellectual Freedom

Brandon Van Dam, Chair of the Public Service & Policy Committee recommended that a third sentence be added to FN-02 to read as follows:

*“The CEO shall provide an annual report to the Board on the challenges surrounding intellectual freedom, including but not limited to collections, programs and room rentals.”*

Following a discussion of the change, the CEO offered to have staff assist the Committee with this revision for further discussion and final approval at the October Board meeting.

FN-01 Mission, Vision & Values

No updates to FN-01 were noted by the Public Service & Policy Committee.

Board’s Core Position Statement

As no changes were made to the Board’s Core Position Statement, the Board suggested that the Public Service & Policy Committee bring back its review of the Board’s Statement on Race and Social Equity for a further discussion at the October Board meeting.

The Chair reminded the Board that documentation updates need to be included with the Board package in order for the full Board to be able to review them prior to their Board meeting.

Brandon Van Dam noted that he will be attending the Ontario Library Service’s Fall Board Assembly meeting in November.

(e) Report of the Secretary-Treasurer and CEO

Updates

As noted by Mary Chevreau, Kitchener Public Library leadership and staff were saddened to learn that Kitchener Waterloo Symphony (KWS) was forced to cancel their 2023/24 season. As an arts and culture institution,

Kitchener Public Library has enjoyed a strong connection to KWS throughout the past few years by supporting their programs and musicians through KPL’s Music in the Lounge and other events.

To provide immediate support to the KWS, Kitchener Public Library has accepted KWS’s rich archive of materials into its Local History Archives.

In-Camera Session

No in-camera session was noted here.

7. II. NEW BUSINESS

None.

8. III. PRESENTATIONS

Report of Councillors

Councillor Margaret Johnston noted that Council are busy with the approval of several developments within the City.

The Active Transportation & Trails Advisory Committee submitted a progress report for the Cycling & Trails Master Plan recommending a transportation and trail initiative to pave some of the City paths, thereby extending their usage by the public year round.

Councillor Margaret Johnston was pleased to note that both Library Board Councillors made a joint motion together to approve the artwork for the Southwest Community Library.

9. ADJOURNMENT

23-53 ... There being no further business, on motion by Brandon Van Dam and seconded by Anjali Misra, it was RESOLVED to adjourn the meeting at 8:55 p.m.

CARRIED

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Chair

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Secretary-Treasurer

[Attachments Accompanying September 20, 2023 Board Meeting]

- (a) August 16, 2023 Board Minutes
- (b) CEO Report on Current Naming Conventions for New Libraries
- (c)