

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, January 17, 2018, by the Chair, Mr. Wayne Buchholtz, in the Administration Boardroom at Central.

TRUSTEES PRESENT

Ms. Katherine Andrews, Mr. Tim Blundon, Mr. Wayne Buchholtz, Ms. Michelle Dow (by phone), Councillor Kelly Galloway-Sealock, Ms. Jessica Kropf, Councillor Sarah Marsh, 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

Mr. Cory Ernst, Ms. Jacqueline McLaren.

2. AGENDA REVIEW

The Chair deleted the “2017 Business Plan Update” listed under the Report of the Secretary-Treasurer and CEO.

18-01... On motion by Mr. Tim Blundon and seconded by Ms. Erin Rudland, 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 December 13, 2017.

Under the Report of the Councillors, two amendments will be made, one to correct the spelling of *Christkindl* in the first paragraph and the second to change the word "*attended*" to the word "*co-hosted*" in the second paragraph, first sentence.

18-02... On motion by Councillor Sarah Marsh and seconded by Mr. Tim Blundon, it was RESOLVED that the Minutes of the Board Meeting of December 13, 2017, be approved, as amended.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

No financials will be reported this month as staff continue to work on year-end. Copies of the December 2017 and January 2018 Financial Statement will be provided at the February Board meeting.

Mr. Wayne Buchholtz reminded the Board that Final Budget Day at the City of Kitchener is Monday, January 22, 2018, at 9:30 am. Please join Mr. Wayne Buchholtz, Ms. Mary Chevreau and Ms. Sabina Franzen if available to attend the meeting.

The Chair reminded the Board that their 4-year term expires at the end of November 2018. Mr. Wayne Buchholtz and Mr. Tim Blundon have served two terms to date and will not be returning to the Library Board. All remaining Trustees have the option of reapplying for another 4-year term.

An information session hosted by the Library Board would give individuals interested in volunteering as a Trustee the opportunity to speak with current Board members. This will be discussed further at a future Library Board meeting.

Kitchener Public Library will be hosting its 2018 Professional Development Day on Thursday, October 25, 2018.

18-03...

On motion by Ms. Stephanie Soulis and seconded by Ms. Katherine Andrews, it was RESOLVED to approve the closure of all locations of Kitchener Public Library on Thursday, October 25, 2018, to host a Professional Development Day with all staff.

CARRIED

(b) Finance Committee

Updates

None.

(c) Facilities Planning & Building Committee

Updates

Ms. Erin Rudland noted that updates from an upcoming meeting with City staff to discuss plans for the proposed new library in the Southwest area of Kitchener will be provided at the February Board meeting.

Doon Pioneer Park Community Library

Kitchener Public Library staff are working very closely with City staff to keep the Pioneer Park Community Library open during construction. Customers will need to walk to the back of the building from the parking lot to access the library.

The CEO provided an update regarding library signage to be installed on the front of the renovated building as well as the location and installation of the stained glass windows in the library.

(d) Report of the Secretary-Treasurer and CEO

Updates

Quarterly Incident Report Sept - Dec 2017

Ms. Mary Chevreau provided a report of incidents at all locations during the period of September to December 2017.

The CEO reported an increase in incidents at Central during this period from that of 2016. The number of incidents at the community libraries remains much the same.

The downtown Waterloo Region Police Services foot patrol officers plan to walk through the building at the end of their shift. The library is also hoping to work with the Downtown Kitchener BIA Discovery Team.

### 2018 Business Plan

The CEO presented the 2018 Business Plan that was circulated at the meeting.

One of the larger projects to be undertaken this year will be the Heffner Studio construction. The studio equipment will be relocated to Meeting Rooms D+E on the Lower Level during the construction phase.

Programs will be designed and developed for the Heffner Studio and a plan implemented to build demand for the technologies and services that will be available once the studio reopens.

A proposal to promote the regional libraries and reading on the ION is part of the 2018 plan.

All remaining projects were highlighted in detail by the CEO.

Ms. Mary Chevreau agreed with Councillor Sarah Marsh that the *"Tell Our Stories"* launch point is an important part of our strategic plan and will be included in the various subheadings.

Ms. Stephanie Soulis suggested an 85 Queen Street series around cooking.

Two schematics were shared with the Board which outlined the proposed plans for the Heffner Studio.

Ms. Stephanie Soulis noted that staff may want to consider a vestibule area at the Ahrens Street entrance to the studio.

### Additional Updates

Central Library will welcome Ms. Lindsey Skeen as the new Manager for the Children's and Teen Services Department in March.

Ms. Mary Chevreau provided an update regarding the Integrated Library System (ILS) procurement to date.

Story Heroes: Strong Girls, Strong Voices is a children's program at the library that has been offered to participants in Grades 6 to 8. A booklet designed and created by one of the girls with her stories, poetry and artwork was circulated by Ms. Mary Chevreau.

The library's first Winter Porch Party will be hosted at Central on Saturday, January 20 presenting a line up of local acoustic music and singer-songwriters on three different stages from 10 am to 4 pm.

Mary Chevreau gave a shout out to Starlight for the posters they created and provided to the library for the event.

Mr. Wayne Buchholtz noted that four staff members from Kitchener Public Library will be presenting at the OLA Conference this year. One of the presentations will include a talk about our community outreach partnerships, and new outreach opportunities in different spaces such as the airport, farmer's markets, community kitchens, and health centres.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Sarah Marsh reminded everyone that Monday, January 22, 2018, is final budget day.

The Women's March in downtown Kitchener is scheduled to start at 10 am on Saturday, January 20, 2018. The rally is part of Women's March Canada with events taking place across the country.

Five recipients of the City of Kitchener's 2017 Mayor's City Builder Award were recognized at the New Year's levee on January 7, 2018. These individuals included Melissa Bowman; Sara Casselman; Basheer Habib; Laura McBride and Paula Saunders.

Nominations are open until Saturday, January 20, 2018, for the annual Leading Women/Leading Girls Building Communities Recognition Program, an award for inspiring women and girls for their exceptional contributions to their communities. Nomination forms are available through the local MPP offices.

Councillor Sarah Marsh noted that the integrated Waterloo Region Transit Hub in downtown Kitchener is in its heavy planning stage and a survey now available for feedback. The link to the survey will be forwarded to the Library Board from Councillor Sarah Marsh.

If interested in running for election and learning more about the process, the Waterloo Regional Campaign School gets underway on Saturday, January 27. Councillors will be on hand that day to offer tips and information.

## 8. REPORT OF THE NOMINATING COMMITTEE

Mr. Wayne Buchholtz called upon the Nominating Committee, Councillor Kelly Galloway-Sealock and Ms. Katherine Andrews, for their report.

On behalf of the Nominating Committee, Ms. Katherine Andrews submitted the following slate of officers:

Chair – Ms. Stephanie Soulis

Facilities Planning & Building Committee Chair – Ms. Erin Rudland

Finance Committee Chair – Ms. Michelle Dow

Public Service & Policy Committee Chair – Mr. Tim Blundon

18-04... On motion by Ms. Katherine Andrews and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED to accept the report from the Nominating Committee.

CARRIED

Mr. Buchholtz relinquished the Chair to the CEO who presided pro tem for the election of the officers.

## 9. ELECTION OF OFFICERS

Ms. Mary Chevreau identified Ms. Stephanie Soulis as nominated for the position of Chair and called for further nominations from the floor.

No further nominations were received and Ms. Stephanie Soulis was acclaimed as Chair of the Kitchener Public Library Board.

Ms. Mary Chevreau identified Ms. Erin Rudland as nominated for the position of Chair of the Facilities Planning & Building Committee and called for further nominations from the floor.

No further nominations were received and Ms. Erin Rudland was elected as Chair of the Facilities Planning & Building Committee.

Ms. Mary Chevreau identified Ms. Michelle Dow as nominated for the position of Chair of the Finance Committee and called for further nominations from the floor.

No further nominations were received and Ms. Michelle Dow was acclaimed as Chair of the Finance Committee.

Ms. Mary Chevreau identified Mr. Tim Blundon as nominated for the position of Chair of the Public Service & Policy Committee and called for further nominations from the floor.

No further nominations were received and Mr. Tim Blundon was acclaimed as Chair of the Public Service & Policy Committee.

Election of the 1<sup>st</sup> and 2<sup>nd</sup> Vice-Chairs

Ms. Katherine Andrews was nominated for the position of 1<sup>st</sup> Vice-Chair of the Library Board. No further nominations were received from the floor.

- 18-05... On motion by Mr. Tim Blundon and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED to approve Ms. Katherine Andrews as the 1<sup>st</sup> Vice-Chair of the Library Board.
- CARRIED

Mr. Tim Blundon was nominated for the position of 2<sup>nd</sup> Vice-Chair of the Library Board. No further nominations were received from the floor.

- 18-06... On motion by Ms. Erin Rudland and seconded by Ms. Jessica Kropf, it was RESOLVED to approve Mr. Tim Blundon as the 2nd Vice-Chair of the Library Board.
- CARRIED

Congratulations were extended to the elected officers.

Ms. Stephanie Soulis thanked Councillor Kelly Galloway-Sealock and Ms. Katherine Andrews for their help to Chair the Nominating Committee.

10. REMARKS OF THE CHAIR

Ms. Stephanie Soulis thanked everyone for their support and welcomed the opportunity of working with the Board as Chair.

Committee Selection Form

The Chair asked that all Board members complete the form provided at the meeting to sign up for participation in a committee of their choice.

Other

Councillor Kelly Galloway-Sealock thanked Mr. Wayne Buchholtz for his leadership, guidance and volunteer time over the past 8 years on the Library Board.

Mr. Wayne Buchholtz thanked everyone, acknowledging that it has been a pleasure to work with the Library Board and fulfill such an important role.

11. ADJOURNMENT

18-07 ... There being no further business, on motion by Councillor Kelly Galloway-Sealock and seconded by Ms. Erin Rudland, it was RESOLVED to adjourn the meeting at 8:05 p.m.

CARRIED

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Chair

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Secretary-Treasurer



[Attachments Accompanying January 17, 2018 Board Meeting]

- (a) December 13, 2017 Library Board Minutes
- (b) February 2018 Calendar of Events
- (c) 2018 Business Plan
- (d) Committee Selection Form
- (e) 2 Schematics of the Heffner Studio