

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 7:05 p.m. on Wednesday, February 21, 2018, by the Chair, Ms. Stephanie Soulis, in the Administration Boardroom at Central.

TRUSTEES PRESENT

Ms. Katherine Andrews, Mr. Wayne Buchholtz, Mr. Cory Ernst, Ms. Michelle Dow, Councillor Kelly Galloway-Sealock, Ms. Jessica Kropf, Councillor Sarah Marsh, Ms. Jacqueline McLaren, Ms. Erin Rudland, Ms. Stephanie Soulis.

Ms. Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Ms. Lesa Balch, Ms. Sabina Franzen, Ms. Gloria Grigas.

REGRETS

Mr. Tim Blundon, Ms. Penny-Lynn Fielding.

2. AGENDA REVIEW

The Chair added the *St. Mary's High School Community Legacy Project* for discussion by Councillor Kelly Galloway-Sealock under New Business.

18-08... On motion by Mr. Wayne Buchholtz and seconded by Ms. Katherine Andrews, 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 January 17, 2018.

18-09... On motion by Ms. Erin Rudland and seconded by Ms. Jessica Kropf, it was RESOLVED that the Minutes of the Board Meeting of January 17, 2018, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

The Chair reminded the Board to confirm with Gloria if attending the Mayor's 2018 State of the City Address scheduled on Tuesday, April 17, 2018, at 5:30 pm at the CATALYST137.

Committee Membership

The Chair, Ms. Stephanie Soulis, is an ex officio member of all committees and the CEO or designate is a member of all committees. Ms. Jacqueline McLaren agreed to volunteer with the Finance Committee this year.

The Committees for 2018 include the following:

Facilities Planning and Building Committee

Ms. Erin Rudland, Chair

Mr. Cory Ernst

Mr. Wayne Buchholtz

Finance Committee

Ms. Michelle Dow, Chair

Ms. Jacqueline McLaren

Public Service and Policy Committee

Mr. Tim Blundon, Chair

Ms. Katherine Andrews

Ms. Jessica Kropf

Mr. Wayne Buchholtz

OLA Conference Update

Ms. Stephanie Soulis and Ms. Katherine Andrews shared highlights from recruitment sessions attended at the Ontario Library Association (OLA) Boot Camp at the OLA Super Conference on Saturday, February 3, 2018.

All current Board members will complete their appointed term with the Library Board at the end of November 2018. Mr. Wayne Buchholtz, Mr. Tim Blundon, and Ms. Jacqueline McLaren confirmed that they will not be returning to the Library Board. All remaining Trustees must reapply, if interested.

In the interim, it is important that the Library Board identify the expertise, skills and gaps that need to be filled for Board succession to assist City Council during the selection process when making their appointments to the Library Board at the end of this year.

Ms. Stephanie Soulis encouraged Board members to assist in the recruitment process for new Board members by speaking with interested candidates. A *Meet and Greet* with Library Board Trustees and City Councillors will be planned for September.

The existing orientation package for new Board members will be reviewed and revised, as necessary, to ensure that information regarding the Library Board's code of conduct, time commitment, and other duties such as attending library functions and volunteering with the library are included.

The Library Board agreed to form an ad hoc Committee to prepare a *Library Board Legacy Document* of the Board's and Library's achievements over the past 4 years.

Ms. Katherine Andrews, Ms. Michelle Dow, Ms. Jessica Kropf and Ms. Erin Rudland volunteered to join the ad hoc Legacy Committee to help write the report.

The Chair also suggested that the Board consider adding a comments section to its Self-Evaluation form to help with future assessments.

Ms. Stephanie Soulis noted that some Board agendas will include special presentations and/or roundtable discussions to improve the effectiveness of all meetings.

If the opportunity should arise during the recruitment process, Ms. Katherine Andrews encouraged Trustees to meet with interested candidates on a one-to-one basis to share experiences and invite them to observe a Library Board meeting.

The Chair reminded the Library Board to submit their completed copy of the Board's Self-Evaluation questionnaire to Gloria by Friday, March 16, so the tallied results can be shared at the March Board meeting.

Trustees were also reminded to complete and submit their CEO evaluation to the Chair by March 16.

During the evening of the Library Board's meeting on Wednesday, March 21, the library will be hosting a Racial Discrimination Forum in the Theatre from 7 pm to 9 pm in recognition of the United Nations International Day for the Elimination of Racial Discrimination. MPP-KW, Catherine Fife, along with four community panelists will discuss racial discrimination in the Waterloo Region.

The Library Board expressed interest in attending the forum and agreed to pass the following motion:

- 18-10... On motion by Mr. Wayne Buchholtz and seconded by Ms. Michelle Dow it was RESOLVED that the Kitchener Public Library Board meeting on Wednesday, March 21, 2018, commencing at 7:00 p.m. at the Central Library be changed to start at 6:00 p.m.

CARRIED

The delegation registered to attend the March 21 Library Board meeting will be notified of the change in start time to 6:00 p.m.

(b) Facilities Planning & Building Committee

Updates

Doon Pioneer Park Community Library

The contractor at the Doon Pioneer Park Community Centre development confirmed with City staff that they are 100% obliged to keep the Pioneer Park Community Library functioning throughout the construction period.

Mr. Mark Hildebrand along with City of Kitchener facilities staff and library staff will arrange a walk-around the building during the evening to ensure there is adequate lighting towards the back of the building.

City staff are working on the accessible access to the back, and are providing a water-tight book drop for after hours. Snow removal and garbage removal will continue throughout construction.

The Doon Pioneer Park Community Centre will be closed by the end of March 2018.

Southwest Community Library

The CEO met with City staff on Tuesday, February 20 and verified the Rosenberg site and not the Williamsburg location as the Library Board's approved and preferred site for the library's proposed Southwest Community Library.

Diagrams of both locations were provided to the Library Board at the meeting for their review and discussion.

Mr. Wayne Buchholtz expressed a concern that a branch library at the Williamsburg location may be too close to the Forest Heights Community Library catchment area. The number of patrons south of the expressway that use the Forest Heights Community Library would need to be researched as they may switch to the new location once built.

The City of Kitchener has contracted with Monteith Brown Planning Consultants to perform a city-wide study on growth projections and make recommendations on future programming needs.

Monteith Brown has also been asked to review the two site plans for the Williamsburg and Rosenberg sites and make a recommendation for the community centre. The recommendation is specific to the community centre, but they are aware the Library Board supports a co-located library/community centre facility. The Library will be contacted by Monteith Brown to contribute to this process.

Councillor Kelly Galloway-Sealock confirmed that should the City of Kitchener choose to locate a community centre at the Schlegel building in the Williamsburg location, the library will continue to have the option of locating its branch library at the Rosenberg site.

Councillor Kelly Galloway-Sealock noted that the timing for services to the Rosenberg site is very promising within the next few months.

(c) Finance Committee

UpdatesDecember 2017 Financial Statement

18-11... On motion by Ms. Michelle Dow and seconded by Mr. Wayne Buchholtz it was RESOLVED to accept the December 2017 Financial Statement, as printed.

CARRIED

January 2018 Financial Statement

18-12... On motion by Ms. Michelle Dow and seconded by Ms. Katherine Andrews it was RESOLVED to accept the January 2018 Financial Statement, as printed.

CARRIED

Final Budget Day Updates

Ms. Mary Chevreau and Ms. Sabina Franzen attended the final budget meeting at the City on January 22, 2018. The library's budget was approved unanimously.

Letter from City of Kitchener

In support of Kitchener Public Library and the Ontario Library Association, Kitchener City Council passed a motion on January 29, 2018, urging the Province of Ontario to increase local library funding from \$33 million to \$50 million for 2018 with subsequent increases in line with the Consumer Price Index. A copy of the letter outlining the full motion was provided to Ms. Mary Chevreau, a copy of which was included in the Board package.

[Councillor Sarah Marsh joined the meeting.]

A copy of Kitchener City Council's resolution was sent to the Minister of Tourism, Culture, and Sport; the Ontario Minister of Municipal Affairs; the local MPP's; the Association of Municipalities Ontario; the Ontario Library Association; the Federation of Ontario Public Libraries, and the Region of Waterloo and local area municipalities.

MPP, Catherine Fife also forwarded a letter to the Minister of Finance asking the Province of Ontario lift the twenty-year provincial funding freeze on libraries in time for the 2018 budget. A copy of this letter was distributed at the Library Board meeting.

The City of Kitchener is one of three cities to provide a motion in support of the Ontario Library Association's recommendation that the Province of Ontario increase local library funding.

Most recently, the CEO received an email from MPP Daiene Vernile's office requesting additional information of the library's proposed Digital Studio renovations and funding request for submission to the Ministry of Finance.

Ms. Mary Chevreau submitted the documentation to MPP Daiene Vernile's office on Wednesday, February 21. At the request of Ms. Mary Chevreau, a copy of this information will be emailed to the Library Board on Thursday, February 22.

(d) Report of the Secretary-Treasurer and CEO

2017 Business Plan Report

Ms. Mary Chevreau reviewed the 2017 Business Plan, providing a progress update.

The CEO commented how proud she is of the work that staff have accomplished.

The funding for phase one implementation of the Heffner Studio was raised in eight months.

The funds for the implementation of the Tech Living Room desks and weekly programming in the Heffner Studio came from the sale of the Levene calendars.

The library also received funds to purchase some new and different technology (Go-Pro kits) by participating in the Toronto Public Library Assessment project which examined the impact of technology-related programs and services. The information collected will help determine the library's future technology initiatives.

The full implementation of the new Central Library enhanced customer service model and front line cross training of staff have been completed which was a large undertaking.

The Grand River Cancer Centre branch project has received positive feedback. The Grand River Hospital is currently looking at funding sources for staffing the centre on a more permanent basis.

Councillor Kelly Galloway-Sealock suggested that the library consider expanding the model to the Freeport and St. Mary's Hospitals. An application for some provincial funding may be an option for staffing the centres.

Ms. Mary Chevreau will examine different staffing models should the library opt to pursue branch projects at the Cancer Centres in these hospitals.

The 85 Queen Street series will feature singer, songwriter and author, Ron Sexsmith in April.

All remaining projects were also highlighted by the CEO.

2017 Annual Report

The Library Board was very receptive of the well illustrated and colourful 15-page Annual Report presented by Ms. Mary Chevreau. The CEO thanked the Library Board for its ongoing support.

Councillor Sarah Marsh commented that this type of report would be valuable to provide to the Councillors prior to final budget day.

Ms. Mary Chevreau and Ms. Penny-Lynn Fielding recently attended a Downtown Stakeholder's meeting at the City which deals with social concerns in the downtown core. The group will aim for more cohesive information sharing and reinforcement of a consistent message at all venue locations dealing with the same issues.

Additional training in Mental Health First Aid and de-escalation strategies will be offered to library staff.

The library will also attempt to keep difficult customers engaged. Councillor Sarah Marsh suggested that this be done with a youth worker or our social work student. The library may want to consider investigating the availability of funding to assist.

A security company has been hired with part-time hours and a random schedule for the balance of February. The Waterloo Region Police continue to walk through the building and City Security will assist when contacted.

6. II. NEW BUSINESS

St. Mary's High School Legacy Project

Councillor Kelly Galloway-Sealock recently met with the Committee involved in the St. Mary's High School Legacy project. Ideas include a memory garden playground for children and a meditation area outside of the building.

The Kitchener Public Library will be contacted to participate as the master plan is developed and community partners are solicited.

7. III. PRESENTATIONS(a) Report of Councillors

Councillor Kelly Galloway-Sealock reported that City staff are undergoing some organizational changes which may mean that library staff could be communicating with someone different at the City.

Councillor Sarah Marsh noted that City staff are preparing a final draft zoning bylaw for resident and stakeholder review. It is anticipated that the information will be released this spring. Staff will be reviewing and updating land use (including zoning rules in specific neighbourhoods) over the next several years.

Councillor Sarah Marsh advised checking for neighbourhood-specific consultations to determine how areas may be affected by the proposed zoning changes and provide feedback.

The Irish Real Life Festival will be held in downtown Kitchener during the week of March break with events planned to celebrate Irish culture and the real life of the Irish, in addition to St. Patrick's Day.

Councillor Sarah Marsh encouraged Board members to attend the Mayor's State of the City Address on Tuesday, April 17, 2018.

8. ADJOURNMENT

18-13 ... There being no further business, on motion by Ms. Jacqueline McLaren and seconded by Ms. Erin Rudland, it was RESOLVED to adjourn the meeting at 8:30 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying February 21, 2018 Board Meeting]

- (a) January 17, 2018 Library Board Minutes
- (b) December 2017 Financial Statement
- (c) January 2018 Financial Statement
- (d) 2017 Business Plan - December Progress Update
- (e) 2017 Annual Report
- (f) Library Board Self-Evaluation Questionnaire
- (g) Letter from City of Kitchener
- (h) Letter from Catherine Fife, MPP Kitchener-Waterloo
- (i) 3 Schematics re Rosenberg and Williamsburg Sites