

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 7:01 p.m. on Wednesday, April 18, 2018, by the Chair, Ms. Stephanie Soulis, in the Administration Boardroom at Central.

TRUSTEES PRESENT

Ms. Katherine Andrews, Mr. Tim Blundon, Mr. Wayne Buchholtz, Ms. Michelle Dow, Mr. Cory Ernst, 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. Penny-Lynn Fielding, Ms. Sabina Franzen, Ms. Gloria Grigas.

REGRETS

None.

2. AGENDA REVIEW

The Chair added the Public Service and Policy Committee to the Agenda with the item, *Draft Governance Policy - Use of Election-Related Resources* for discussion and final approval.

18-20... 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 March 21, 2018

18-21... On motion by Councillor Sarah Marsh and seconded by Ms. Erin Rudland, it was RESOLVED that the Minutes of the March 21, 2018, Board meeting be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

National Volunteer Week runs from April 15 -21 this year. Ms. Stephanie Soulis acknowledged and thanked the several Kitchener Public Library volunteers that help read to children, help students with homework, take books to people at home, pitch-in at special events, research local history, lead English conversation circles, and much more.

As a token of appreciation to our volunteers, the library will be giving each volunteer a notebook which included the Library Board members attending tonight's meeting.

During National Volunteer Week, the library will also be displaying our volunteers' favourite books at all locations; post thank you messages on our website, LCD screens and front signs; distribute our volunteer newsletter, CONNECTIONS; post social media messages and feature volunteer profiles on our Where Community Connects blog. The Chair thanked Mr. Wayne Buchholtz for his volunteer efforts at the Pioneer Park Community Library which was included in the blog.

The Central Library will host the Princess Project next week. Donations of gently used and new prom, semi-formal and graduation dresses, shoes and accessories will be made available to young women on the Lower Level during the evenings of April 24 and 25. Donations can be dropped off at Waterloo Sports Medicine or Capri Hair, both in Waterloo.

Ms. Stephanie Soulis thanked the Board members that were able to attend the Mayor's State of the City Address hosted yesterday at Cataylst 137. Mayor Vrbanovic gave shout-outs to many individuals and companies who are making a difference in our city, including a shout-out to the Heffner family for their donation to Kitchener Public Library.

The Mayor also announced that the Schlegel family has pledged \$2.3M for the Southwest Community Park, now renamed the RBJ Schlegel Park. Councillor Kelly Galloway-Sealock and the rest of Council were congratulated for their hard work to make this possible.

The Chair confirmed that the ad hoc Legacy Committee will be meeting on Monday, April 30 at 6:00 pm in the Administration Boardroom.

(b) Facilities Planning & Building Committee

Updates

Mr. Erin Rudland, Chair of the Facilities Planning & Building Committee, reported that staff continue to review locations for the Southwest Community Library.

18-22... On motion by Mr. Tim Blundon and seconded by Ms. Michelle Dow, it was RESOLVED that the meeting move in-camera to discuss a confidential financial matter.

CARRIED

18-23... On motion by MS. Jacqueline McLaren and seconded by Ms. Erin Rudland, It was RESOLVED that the in-camera session be concluded.

CARRIED

(c) Finance Committee

March 2018 Financial Statement

18-24... On motion by Ms. Michelle Dow and seconded by Ms. Erin Rudland, it was RESOLVED to accept the March 2018 Financial Statement, as printed.

CARRIED

(d) Public Service and Policy Committee

Draft GOV 15 – Governance Policy – Use of Election-Related Resources

Mr. Tim Blundon, Chair of the Public Service and Policy Committee referred to the documentation emailed to the Board with *Background Information for Municipal Elections Act.MC041718* and a proposed draft *Governance Policy #15 – Use of Election-Related Resources*.

Following amendments made by Bill 181, being the *Municipal Elections Modernization Act, 2016* to the *Municipal Elections Act, 1996* (MEA), section 88.18 states that municipalities and local boards are required to establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during an election campaign period, by May 1, 2018.

Suggested changes to the proposed policy presented at the Board meeting included adding the word “*non-public*” in front of the word “*resources*” throughout the document.

18-25... On motion by Mr. Tim Blundon and seconded by Ms. Jacqueline McLaren, it was RESOLVED that the Public Service and Policy Committee review the wording in the proposed *Governance Policy – Use of Election-Related Resources* to send to the full Library Board for final approval by May 1, 2018.

CARRIED

(e) Report of the Secretary-Treasurer and CEO

Updates

Provincial Government Funding Announcement

As committed by the provincial government in their 2018 Ontario Budget, a significant investment of funding in public libraries was announced to include \$51 million over three years in annual increases to public library operating funding and \$28 million over three years to create a provincial Digital Public Library so that all people in Ontario can access the information, education, and cultural resources they need to succeed.

With a provincial election forthcoming on June 7, the library's challenge will be to continue to engage decision makers of the value of libraries and why this budget increase is crucial for communities.

The Ontario Library Association and Federation of Ontario Public Libraries are working on an election tool kit which will help libraries and communities engage with local candidates to continue lobby for funding from all parties.

Heffner Studio Update

Interviews for construction management services for the Heffner Studio construction project are currently underway with a decision to be made soon.

The equipment in the Heffner Studio will be relocated in the Teen area of the building during the construction period.

Update re Incidents at Central Library

Ms. Mary Chevreau reported that overall incidents reported at the Central Library as of April 2018 have surpassed the total recorded at the Central Library for the year 2017. This information will be shared at the Downtown Stakeholders Meeting tomorrow, April 19.

Serious behavioural issues have resulted in costly repairs to library property and equipment as well as increased costs for security services.

With the help of the CEO, Councillor Kelly Galloway-Sealock and Councillor Sarah Marsh will work together to draft a report and motion in support of additional funding for full-time City security at the Central Library.

Other

A Customer Relationship Management project team is working on a new email campaign to engage with customers.

A copy of an Easter hours email sent out to our library customers at the end of March was shared with the Library Board.

A Welcome email series is planned to introduce new customers to library services, collections, spaces, programs and events. An email campaign tied to our 85 Queen Street program series is also pending.

The CEO will keep the Board updated on the progress of future email campaigns as well.

The most recent of the 85 Queen Street series with Ron Sexsmith held in the Reading Lounge on Wednesday, April 11, was very successful with a full house in attendance. The performer was very impressed with the library's venue and turn out by his fans.

Land Acknowledgement

At the Library Board meeting, Ms. Mary Chevreau distributed copies of information pertaining to Land Acknowledgements.

A Land Acknowledgement is a formal statement that recognizes the unique and enduring relationship that exists between Indigenous Peoples and their traditional territories.

Various organizations, universities, museums, City of Kitchener and the Kitchener-Waterloo Art Gallery, currently use a land acknowledgement.

18-26... On motion by Councillor Sarah Marsh and seconded by Ms. Katherine Andrews, it was RESOLVED that Kitchener Public Library adopt a land acknowledgement at major events, and other events, at the discretion of senior leadership at the library.

CARRIED

6. 11. NEW BUSINESS

None.

7. 111. PRESENTATIONS

Report of Councillors

Councillor Kelly Galloway-Sealock reported that the middle Strasburg trunk sanitary sewer will be completed in 2019 which is needed for the proposed Southwest Community Library at the Rosenberg site.

Councillor Sarah Marsh acknowledged Earth week and the City of Kitchener's 20-Minute Makeover scheduled to start at 2:00 pm on Friday, April 18, 2018.

Councillor Sarah Marsh also reported that downtown development is booming.

8. ADJOURNMENT

18-27... On motion by Ms. Michelle Dow and seconded by Mr. Tim Blundon, it was RESOLVED to adjourn the Board meeting at 8:02 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying April 18, 2018 Board Meeting]

- (a) March 21, 2018 Library Board Minutes
- (b) March 2018 Financial Statement
- (c) Calendar of Events for the Month of May 2018
- (d) Background Information on the Election-Related Resources
Governance Policy
- (e) Draft GOV-15 Governance Policy – Use of Election-Related Resources
- (f) Handout re Land Acknowledgements