

MINUTES OF BOARD OF TRUSTEES MEETING FOR
KITCHENER PUBLIC LIBRARY BOARD

COMMENCEMENT

The meeting commenced with a Land Acknowledgement given by
Brandon Van Dam.

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library Board was
called to order at 7:03 p.m. on Wednesday, March 15, 2023, by the 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 (remote); Shannon Nicholson;
Brandon Van Dam (remote); Clare Wagner (remote).

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

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

REGRETS

None.

2. *Welcome*, Lorie Lee, Director, Systems & Performance Outcomes

Lorie Lee shared her extensive background working in libraries and looks
forward to the opportunity of encompassing those skills in her role
as KPL's Director, Systems & Performance Outcomes.

3. *Welcome*, Nathan Stretch, Division Manager, Community Development

Using PowerPoint slides to accompany his presentation, Nathan Stretch highlighted his diverse portfolio at Kitchener Public Library which includes overseeing the Manager of Marketing & Communications and Manager of Events & Live Studio Production; fundraising; grant writing and more.

Nathan shared an example of his successful grant writing with the group.

A KPL Bursary is offered for racialized staff to apply that want to upgrade their skills. The fund is managed by the Kitchener Waterloo Community Foundation requiring KPL to fundraise enough funds to offer the Bursary on an annual basis. As noted by Nathan, this educational fund will help to promote KPL as a great career path with the opportunity to advance in the profession.

The library's online year-end fundraising campaign, as well as the Giving Tuesday campaign, were well supported by the community.

The events team offer a number of author events with lively conversations in the Theatre. These hybrid events are recorded and can be re-released for those who are unable to attend, many of which have turned into brilliant podcasts.

Starting out with a wedding, KPL's Special Occasion and After-Hour rentals have grown in popularity for our elevated spaces in the Theatre, Reading Lounge and Courtyard.

The Mel Brown Festival and upcoming programming in the Lounge on TVO Day are examples of great partnerships with the library. The Heffner Studio staff team offer programming and also work in partnership with the community for some of its various events.

Marketing is focusing on a communication piece to establish KPL's innovative and genuine brand. The *Periodical* is a newsletter released by Marketing for those with a library card, the most recent one highlighting KPL's March break programming.

KPL's *Novel Records Lathe Project* is up and coming which will enable KPL to record, cut and package a vinyl record of unique performances hosted in the library for the vinyl collection in Heffner Studio.

After Board members thanked Nathan for his informative presentation, Nathan Stretch reciprocated with a thank you to the Library Board for the opportunity to present at their meeting.

[Nathan Stretch exited the meeting.]

4. AGENDA REVIEW

23-11... On motion by Maggie Lam and seconded by Laura Blythe, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

5. MINUTES of the Board Meeting of February 15, 2023

23-12... On motion by Clare Wagner and seconded by Shannon Nicholson, it was RESOLVED that the Minutes of the Library Board Meeting of February 15, 2023, be approved.

CARRIED

6. BUSINESS ARISING

None.

7. 1. BUSINESSREPORT OF OFFICERS(a) Report of the ChairUpdates

No updates were noted by the Chair, Katherine Andrews.

(b) Finance CommitteeYear-End Audited Financial Statements with Audit Findings for the Year Ended December 31, 2022

The Finance Committee met online with the Auditors on Wednesday, March 8 to review the 2022 Year-End Audited Financial Statements.

Shannon Nicholson, Chair of the Finance Committee, presented the Year-End Audited Financial Statements with highlights of the Audit Findings. No questions were noted.

Shannon Nicholson complimented Angela Riddell and her team for a clean and positive audit.

23-13... On motion by Shannon Nicholson and seconded by Laura Blythe, it was RESOLVED to accept the Year End Audited Financial Statements for the Year Ended December 31, 2022, as presented.

(c) Facilities Planning & Building Committee

Grand River Stanley Park Community Library Update

As outlined by Clare Wagner, Chair of the Facilities, Planning & Building Committee, the Waterloo Region District School Board has confirmed that the Grand River Stanley Park tender closes on Thursday, March 23.

The library's interior renovation for the Grand River Stanley Park Community Library will be priced separately. A tentative construction timeline of July 4, 2023 to mid-September 2023 was noted.

The library's shelving tender closes on Friday, March 31, 2023.

Southwest Community Library Update

The Public Art competition for the Southwest Community Library has shortlisted 3 artists/artist groups.

The project is still awaiting the Site Plan Approval.

Next steps include updated costing; contractor prequalification; building permit and tender.

The Facilities Planning & Building Committee will meet as updates become available.

(d) Public Service & Policy Committee

As noted by Brandon Van Dam the Public Service & Policy Committee will meet virtually on Friday, March 24 at 2:00 pm.

The Policy Review Calendar will be discussed with a plan to review them, along with the Board Bylaws.

(e) Report of the Secretary-Treasurer and CEO

Updates

The week of March break is offering a very generous lineup of programming with a relatively small staff team. Star Wars Day on Saturday was a huge success with approximately 200 people in attendance.

Mary paid a shout out to all staff involved for their hard work.

In the first 4 days of March break, KPL saw over 1100 children system wide, as noted by Penny-Lynn Fielding.

The Training Committee is planning a PD Day at Central on Thursday, October 19. As staff from each location of the library will be attending, all KPL community libraries will need to close for the day.

- 23-14... On motion by Brandon Van Dam and seconded by Anjali Misra, it was RESOLVED to approve the closure of all Kitchener Public Library locations on Thursday, October 19, for a Professional Development Day with all staff.

CARRIED

Clare Wagner asked the CEO if volunteers from the Library Board may be needed that day such as helping to serve the staff luncheon, as an example.

Mary Chevreau thanked the Board for the suggestion and will confirm once the plans for the day have been finalized.

In-Camera Session

- 23-15... On motion by Maggie Lam and seconded by Laura Blythe, it was RESOLVED to move the meeting in-camera.

CARRIED

- 23-16... On motion by Maggie Lam and seconded by Anjali Misra, it was RESOLVED to conclude the in-camera session.

CARRIED

8. II. NEW BUSINESS

None.

9. III. PRESENTATIONS

(a) Report of Councillors

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

10. ADJOURNMENT

23-17... There being no further business, on motion by Dan Deeth and seconded by Shannon Nicholson, it was RESOLVED to adjourn the meeting 8:03 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying March 15, 2023 Board Meeting]

- (a) February 15, 2023 Library Board Minutes
- (b) Year-End Audited Financial Statements with Audit Findings for the
Year Ended December 31, 2022