



Kitchener Public Library

Board Meeting Minutes

Date: Wednesday, January 17, 2024

Time: 7 p.m.

Location: Central Library

1. **Commencement**

The meeting commenced with a territorial acknowledgement given by Katherine Andrews.

2. **Call to order**

The regular board meeting of the Kitchener Public Library board was called to order at 7:03 p.m. on Wednesday, January 17 by Chair Katherine Andrews, in the Administration Boardroom at Central Library.

Trustees Present

Katherine Andrews, Laura Blythe, Jason Hammond, Councillor Margaret Johnston (remote), Margaret Lam, Anjali Misra (joined at 7:12 p.m., remote), Brandon Van Dam, Clare Wagner (exited at 7:20 p.m.)

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer

Staff Present

Penny-Lynn Fielding, Kerri Hutchinson, Lisa Lawrence, Lorie Lee, Angela Riddell.

Regrets

Bonita Hansra, Shannon Nicholson, Councillor Christine Michaud.,

3. **Agenda review**

24-01... On **motion** by Laura Blythe and **seconded** by Jason Hammond, it was **RESOLVED** that the Agenda be adopted.

CARRIED

There were no pecuniary/conflict of interest declarations.

4. **Minutes**

24-02... On **motion** by Brandon Van Dam and **seconded** by Laura Blythe, it was **RESOLVED** that the Minutes of the Library Board meeting of December 20, 2023 be approved.

CARRIED

5. **Business arising**

None

6. **Business: Reports of officers**

Report of the Chair

Updates

Summary of Library Board Committees

The Chair reminded the Board to submit a Committee Selection form to Kerri by Friday, January 26 to confirm their participation in a Committee(s) of choice for the year 2024.

Library Board Annual Self-Evaluation

The Chair shared that it is time for the board to complete the annual self-evaluation form. An online form will be shared by email and the results will be compiled and reported at the February Library Board meeting.

OLA Super Conference: Library Trustee Boot Camp on Saturday, January 27

The Chair encouraged the Board to attend the OLA Super Conference Library Trustee Boot Camp on Saturday, January 27.

Anti-Racism and Equity Work for the Library Board report

The Chair shared an update on the draft Update and Action Plan for Anti-Racism and Equity Work for KPL Board submitted by Clare Wagner. A full discussion of the report will be shared in February. The Chair highlighted Report shared by Clare, full discussion of the action plan in February. The Chair highlighted the suggested next steps which outlines Board training ahead of the Board's strategic plan engagement.

Finance Committee

No updates were noted.

a. Facilities Planning & Building Committee

Mary Chevreau provided an update on construction on Southwest Community Library. She shared that we also recently received positive feedback on our engagement process with land rights holders from a consultant who staff worked with on Southwest Community Library. Continue to attend site plan meetings and construction continues.

Mary Chevreau shared the results of staff informing interested community groups of the Library Board's intention to name the new location the Southwest Community Library. Staff informed land rights holders, City of Kitchener Council and engaged community members and the feedback staff received was supportive of the name.

24-03... On **motion** by Clare Wagner and **seconded** by Brandon Van Dam, it was **RESOLVED** that the new community library in southwest Kitchener be officially named the Southwest Community Library.

[Anjali Misra joined the meeting.]

b. Report of the Secretary-Treasurer and CEO

2023 Business Plan update

Mary Chevreau provided an update on the 11 strategic initiatives in Kitchener Public Library's 2023 Business Plan that staff have undertaken in line with the four strategic directions:

- We create shared spaces
- We reflect the community
- We learn together
- We remove barriers

A presentation of the strategic initiatives for the 2024 Business Plan will be provided at the February Library Board meeting.

[Clare Wagner exited the meeting.]

Strategic Plan update

Lorie Lee shared an update on the 2025-2028 Strategic Plan engagement activities to date.

Lorie shared that the next steps are to prepare reports using the data from the survey. Engagement activities for the 2025-2028 will continue in 2024 with additional focus groups, followed by staff and Library Board engagement in the spring.

Lorie shared the expected timeline for implementing the 2025-2028 Strategic Plan is by the end of December 2024.

In-camera session

24-04... On **motion** by Laura Blythe and **seconded** by Jason Hammond, it was **RESOLVED** that the meeting move in-camera to discuss a confidential personnel matter.

CARRIED

24-05... On **motion** by Margaret Lam and **seconded** by Jason Hammond, it was **RESOLVED** to conclude the in-camera session.

CARRIED

c. Public Service & Policy Committee

Brandon van Dam, Chair of the Public Service & Policy Committee Chair, reviewed the Committee's recommended changes to the Library Board's governance policies.

Updated Executive Limitations Policy EXE-01

Updated language to be more inclusive and remove he/she pronouns in place of they.

GOV-01 Governance Policy – Purpose of the Board

Updated language to be more inclusive and remove he/she pronouns in place of they.

In section 1 d), addition of “appointing the chief executive officer (CEO).

In section 1 g) replaced “securing the resources to achieve the intended results” with “ensuring the resources are secured to achieve the intended results.

In section 2 a) replaced “setting a library board agenda that reflects current goals and strategic issues” with “ensuring the library board agenda reflects current goals and strategic issues.

GOV-03 Governance Policy – Board Orientation and Training

In section 2 a) added the strategic plan to the Board orientation.

In section 5 addition of “board chair approval” for library-related conferences, workshops or seminars and removed reference to the Staff Manual.

GOV-04 Governance Policy – Duties and Responsibilities of Individual Board Members

Updated language to be more inclusive and remove he/she pronouns in place of they.

In section 4, replaced “resist censorship of library materials by groups or individuals” with “uphold intellectual freedom and freedom of expression in content, programs and services”.

GOV-06 Governance Policy – Committees of the Board

Updated language to be more inclusive and remove he/she pronouns in place of they.

Updated the Committee Elections process to call upon the Chair of the Nominating Committee rather than the Nominating Committee.

GOV-08 Governance Policy – Planning

Updated policy to clarify that planning refers to strategic planning throughout, including the title.

Clarify that planning refers to strategic

GOV-09 Governance Policy – Financial Control/Oversight

In section 3 c) updated the language to include a dollar value for major contracts.

After discussion the Library Board determined that further review is required to determine the appropriate dollar value threshold.

GOV-11 Governance Policy – Evaluation of the Chief Executive Officer

In section 1, the addition of “conduct a 360 degree performance review of the CEO at minimum once per term, which should include feedback from, but not limited to, community partners, senior leadership team members and library staff”.

GOV-12 Governance Policy – Board Evaluation

In section 2, added “and requisite follow-up actions”.

- 24-06... On **motion** by Brandon Van Dam and **seconded** by Margaret Lam, it was **RESOLVED** to accept the updated Executive Limitations policy and Governance policies GOV-01, GOV-03, GOV-04, GOV-06, GOV-08, GOV-11 and GOV-12 as presented.

CARRIED

7. New Business

None

8. Presentations

a. Report of Councillors

Councillor Margaret Johnston shared an update that the City of Kitchener is focused on development and zoning and to expect more information to be shared soon.

9. Report of the Nominating Committee

The Chair Katherine Andrews called upon the Chair of the Nominating Committee, Jason Hammond, to share their report. On behalf of the Nominating Committee, Jason Hammond submitted the following slate of officers.

Chair: Katherine Andrews

Facilities Planning & Building Committee Chair: Clare Wagner

Finance Committee Chair: Shannon Nicholson
Public Service & Policy Committee Chair: Brandon Van Dam

24-07... On **motion** by Margaret Lam and **seconded** by Laura Blythe, it was **RESOLVED** to accept the report of the Nominating Committee.

CARRIED

Katherine Andrews relinquished the Chair to the CEO who presided pro tem for the election of the officers.

10. Election of Officers

Mary Chevreau identified Katherine Andrews as nominated for the position of the Chair and called for further nominations from the floor.

No further nominations were received and Katherine Andrews was acclaimed Chair of the Kitchener Public Library Board.

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

No further nominations were received and Clare Wagner was acclaimed Chair of the Facilities Planning & Building Committee.

Mary Chevreau identified Shannon Nicholson as nominated for the position of the Chair of the Finance Committee and called for further nominations from the floor.

No further nominations were received and Shannon Nicholson was acclaimed Chair of the Finance Committee.

Mary Chevreau identified Brandon Van Dam as nominated for the position of the Chair of the Public Service & Policy Committee and called for further nominations from the floor.

No further nominations were received and Brandon Van Dam was acclaimed Chair of the Public Service & Policy Committee.

Election of 1st and 2nd Vice Chair

Laura Blythe and Margaret Lam were nominated for the position for 1st Vice Chair. No further nominations were received from the floor.

Laura Blythe and Bonita Hansra were nominated for the position for 2nd Vice Chair. Margaret Lam was nominated from the floor.

A vote was taken and the ballots counted. By a majority of votes, Margaret Lam was elected to the position of 1st Vice Chair.

A vote was taken and the ballots counted. By a majority of votes, Laura Blythe was elected to the position of the 2nd Vice Chair.

Mary Chevreau thanked Jason Hammond for his help as the Chair of the Nominating Committee and congratulated all the Officers of the Library Board.

Katherine Andrews resumed the role as Chair of the Library Board.

11. **Remarks of the Chair**

Chair Katherine Andrews thanked everyone for their support and welcomed the opportunity to work together. Congratulations were extended to the elected Officers.

12. **Adjournment**

24-08... There being no further business, on **motion** by Brandon Van Dam and **seconded** by Anjali Misra, it was **RESOLVED** to adjourn the meeting at 8:20 p.m.

CARRIED

Chair

Secretary-Treasurer