



# Library Board Meeting Minutes

**Date:** Wednesday, April 17, 2024

**Time:** 7 p.m.

**Location:** Central Library

## 1. Commencement

The meeting commenced with a territorial acknowledgement given by Shannon Nicholson.

## 2. Call to order

The regular board meeting of the Kitchener Public Library board was called to order at 7:02 p.m. by Chair Katherine Andrews, in the Administration Boardroom at Central Library.

### Trustees Present

Chair Katherine Andrews, 2<sup>nd</sup> Vice Chair Laura Blythe, Jason Hammond, Bonita Hansra (remote), Councillor Margaret Johnston, Councillor Christine Michaud, 1<sup>st</sup> Vice Chair Margaret Lam, Anjali Misra (joined at 7:10 p.m.), Shannon Nicholson, Brandon Van Dam, Clare Wagner

### Staff Present

Darren Solomon, Secretary-Treasurer and Chief Executive Officer; Penny-Lynn Fielding, Deputy Chief Executive Officer; Kerri Hutchinson, Manager, Marketing and Communications; Lisa Lawrence, Director, Human Resources; Lorie Lee, Director, Systems and Performance Outcomes; Angela Riddell, Director, Business Services & Infrastructure

## 3. Agenda review

24-34... On **motion** by Jason Hammond and **seconded** by Margaret Lam, it was **RESOLVED** that the Agenda be adopted.

**CARRIED**

4. **Minutes of the Board Meeting of March 20, 2024**

24-35... On **motion** by Brandon Van Dam and **seconded** by Laura Blythe, it was **RESOLVED** that the Minutes of the Library Board meeting of March 20, 2024 be approved.

**CARRIED**

5. **Business arising**

Documented for the minutes, the Board Resolution via email 24-33 was approved by the Library Board on March 31, 2024

24-33... On **motion** by Brandon Van Dam and **seconded** by Laura Blythe it was **RESOLVED** to accept the recommendation of the CEO Recruitment Committee and to authorize the Board Chair and KPL HR to negotiate the contract within these parameters.

**CARRIED**

6. **Business: Reports of officers**

a. Report of the Chair

- **Welcome Darren Solomon, Chief Executive Officer**

Chair Katherine Andrews and the Board welcomed Darren Solomon to Kitchener Public Library

- **Strategic Plan**

The 2025-2028 Strategic Plan workshop is planned for Friday, May 31 from 5-9 p.m. and Saturday, June 1 from 9 a.m. to 3 p.m. Rachel Hofstetter will facilitate the strategic planning session.

The Board expressed they would like the opportunity to provide feedback on the agenda.

A draft plan will be prepared for review and feedback by the Public Service & Policy Committee around July, after which a draft will be brought to the full Board for feedback in August. The final strategic plan will be approved around November.

Divonify will provide inclusivity and diversity training to management and the Board on Wednesday, May 15 as a foundation for the strategic planning session.

- **J. Wesley Graham Patient and Family Resource Centre**

Chair Katherine Andrews shared a reminder that the J. Wesley Graham Patient and Family Resource Centre will host a re-opening celebration on Tuesday, May 21 from 5:30-7 p.m. All board members are welcome to attend. Brandon Van Dam will share remarks on behalf of the Board.

- **Library Board Self-Assessment**

Chair Katherine Andrews shared the results from the annual Library Board self-assessment and grouped responses by areas where the Board is performing well, areas where there is some uncertainty and areas where the Board has room for improvement.

Board members discussed options to update standing agenda items and to receive information prior to meetings.

Clare Wagner asked Darren Solomon, Chief Executive Officer for input. Darren shared that he was interested in opportunities for feedback and collaboration with the Board.

Chair Katherine Andrews suggested Board members reflect on the self-assessment and revisit at the next meeting.

**b. Finance Committee**

- **March Quarterly Financial Statements**

The Finance Committee met earlier to review the March 2024 quarterly financial statements.

Shannon Nicholson, Chair of the Finance Committee, presented an overview of the March 2024 financial statements.

- **2023 Donation and Grant Balances**

Shannon Nicholson, Chair of the Finance Committee, presented an overview on deferred funds from 2023 which includes donations and grant balances. No questions were noted.

- **Ten-year Capital Expenditure Funding**

Shannon Nicholson, Chair of the Finance Committee, presented an overview of the 10-year Capital Expenditure Funding to show how capital expenditures have trended over time. No questions were noted.

24-36...

On **motion** by Katherine Andrews and **seconded** by Margaret Lam, it was **RESOLVED** to accept the March 2024 Financial Statements as printed.

**CARRIED**

**c. Facilities Planning & Building Committee**

- **Southwest Community Library update**

Clare Wagner, Chair of the Facilities Planning & Building Committee, shared an update on construction and planning for the new Southwest Community Library. Construction continues and staff are working on technology, collections and shelving plans. Staff continue to share updates with Indigenous land rightsholders.

Jason Hammond suggested there be an opportunity to coordinate a visit to the site for Board members. Interested Board members are asked to connect with Penny-Lynn Fielding.

**d. Public Service & Policy Committee**

- **Updates**

Brandon Van Dam, Chair of the Public Service & Policy Committee, shared an update that policy GOV-09 has been deferred to the Finance Committee for further review.

**e. Report of the Secretary-Treasurer and CEO**

- **Updates**

Chief Executive Officer Darren Solomon thanked board members for their contributions in recognition of National Volunteer Week.

Darren Solomon shared an update on his first week and the support and warm welcome he has received from Kitchener Public Library staff and the community.

- Darren Solomon also shared that he will be creating a new CEO Report that will be distributed ahead of Board meetings.

- **Incident Review**

Penny-Lynn Fielding, Deputy CEO, presented an update on the 2023 Incident Review as well as some highlights from early 2024. Total incidents in 2023 represented 0.02% of all in-person visits. Reported incidents are down in 2024.

Penny-Lynn Fielding also shared an update on the security person hired each winter for the last three years and the role they play in supporting staff.

Board members thanked Penny-Lynn Fielding for her comprehensive update and the high-quality service provided by the Wellbeing and Community Connections team and the balanced approach.

- **Reflection Room**

Penny-Lynn Fielding shared an update on the Reflection

Room business plan project. Construction will soon be underway to create a Reflection Room on level 2 at Central Library. Staff are also working to identify locations at all community libraries.

- **In-camera session**

24-37... On **motion** by Anjali Misra and **seconded** by Jason Hammond, it was **RESOLVED** to move in-camera to discuss a confidential personnel matter.

**CARRIED**

24-38... On **motion** by Clare Wagner and **seconded** by Margaret Lam, it was **RESOLVED** that the meeting conclude its in-camera session.

**CARRIED**

## 7. **New Business**

Jason Hammond shared an update on the re-opening of the Kwartzlab, a makerspace in Kitchener and the potential for collaboration with Kitchener Public Library.

Clare Wagner shared appreciation for Chair Katherine Andrews work and creating open dialogue for the group.

## 8. **Report of Councillors**

Councillor Margaret Johnston and Councillor Christine Michaud provided an update that the City Council continues to focus on development and affordable housing and recently received an additional funding from the province.

## 9. **Adjournment**

24-39... There being no further business, on **motion** by Jason Hammond and **seconded** by Anjali Misra, it was **RESOLVED** to adjourn the meeting at 9:09 p.m.

**CARRIED**

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Chair

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Secretary-Treasurer