

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 7:02 p.m. on Wednesday, May 20, 2020, by the Chair, Stephanie Soulis, using the online platform, Zoom, as a result of the library closure due to the COVID-19 pandemic.

TRUSTEES PRESENT

Katherine Andrews; Michelle Dow; Cory Ernst; Councillor Kelly Galloway-Sealock; Councillor Sarah Marsh; Shannon Nicholson; Dana Ristic; Erin Rudland; Stephanie Soulis; Derek Vollebregt; Clare Wagner.

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

REGRETS

Lesa Balch.

2. AGENDA REVIEW

Mary Chevreau added an “In-Camera Session” for discussion at the end of the Agenda.

20-22... On motion by Katherine Andrews and seconded by Cory Ernst, 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 April 15, 2020

20-23... On motion by Clare Wagner and seconded by Erin Rudland, it was RESOLVED that the Minutes of the Board Meeting of April 15, 2020, be approved.

CARRIED

4. BUSINESS ARISING

None.

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

Stephanie Souliis reported that she was pleased to hear that some restrictions have been lifted for businesses to reopen in the province. Mary Chevreau will provide details for the reopening of the library.

(b) Finance CommitteeMarch 2020 Quarterly Financial Statement

Michelle Dow reviewed the March 2020 Financial Statement in detail.

20-24... On motion by Michelle Dow and seconded by Councillor Sarah Marsh, it was RESOLVED to approve the March 2020 Quarterly Financial Statement, as printed.

CARRIED

(c) Facilities Planning & Building CommitteeUpdates

No updates were reported.

(d) Public Service & Policy CommitteeUpdates

No updates were reported.

(e) Report of the Secretary-Treasurer and CEO

Updates

Although Premier Ford announced that libraries may begin to reopen as early as May 19, Mary Chevreau confirmed that KPL is not prepared to do so at this time.

Using a Power Point presentation, the CEO shared KPL's proposed 5-Phase approach to the reopening of the library, as outlined below:

- 1) Phase 1 – Virtual Program and Service
- 2) Phase 2 – Curbside Pickup
- 3) Phase 3 – Limited Library Access
- 4) Phase 4 – Space Reopens
- 5) Phase 5 – In-Person Programs Resume

Mary Chevreau identified details of each phase of the library's reopening using the following key areas:

- 1) Staff and Volunteers
- 2) Customer Service
- 3) Collections and Materials Handling
- 4) Programming and Services
- 5) Safety and Security

A summary of some of the highlights of Phase 1 (Virtual Program and Service) which was implemented soon after the library's closure included:

- ✚ 336 reference questions answered
- ✚ 6 platforms including a new website chat feature
- ✚ 1900+ participants over 70 virtual programs
- ✚ 254% increase in social media engagement
- ✚ 64 hours of virtual volunteering
- ✚ 14 new YouTube videos

Virtual volunteer opportunities include obituary transcribers (transcribing obituaries into a database); helping with the online English Conversation program as well as youth volunteers helping with our online children's programs.

Personal Protection Equipment (PPE) is currently being secured which will include the purchase of masks, gloves, face shields, sanitary wipes as well as the installation of "sneeze barriers" and floor decals for physical distancing.

Derek Vollbregt thanked Mary Chevreau and her team for their very thorough plan to reopen the library.

Clare Wagner commented that the preparation plans for reopening a business is not only emotional but also a lot to digest.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Although City parks, trails, open spaces and most outdoor recreation facilities are now permitted to reopen, Councillor Kelly Galloway-Sealock noted that time to prepare and to plan is required to do so safely.

Councillor Sarah Marsh also noted that some of the reopenings now permitted within the province have required City staff to scramble to respond at short notice and thanked them for their efforts.

City Council has extended short-term financial and economic recovery supports for businesses and residents applying to delay the payment of their utilities and taxes.

Councillor Kelly Galloway-Sealock was pleased to report that City Council approved the tender for the Middle Strasburg Trunk Sanitary Sewer construction at its May 11, 2020 Council meeting. This is needed to move forward with the South West Community Library.

8. IN-CAMERA SESSION

20-25... On motion by Dana Ristic and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED that the meeting move in-camera to discuss a confidential financial matter.

CARRIED

20-26... On motion by Councillor Sarah Marsh and seconded by Katherine Andrews, it was RESOLVED to conclude the in-camera meeting.

CARRIED

9. ADJOURNMENT

20-27... There being no further business, on motion by Katherine Andrews and seconded by Clare Wagner, it was RESOLVED to adjourn the meeting at 8:31 p.m.

CARRIED

-----  
Chair

-----  
Secretary-Treasurer

[Attachments Accompanying May, 2020 Board Meeting]

- (a) April 15, 2020 Library Board Minutes
- (b) March 2020 Quarterly Financial Statement