

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 7:00 p.m. on Wednesday, June 17, 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

Lesa Balch; Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

2. AGENDA REVIEW

20-28... On motion by Cory Ernst and seconded by Katherine Andrews, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of May 20, 2020

20-29... On motion by Dana Ristic and seconded by Clare Wagner, it was RESOLVED that the Minutes of the Board Meeting of May 20, 2020, be approved.

CARRIED

4. BUSINESS ARISING

None.

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

Stephanie Soulis reported that Thomas Motz, one of the library's major donors, passed away on June 12.

On behalf of Kitchener Public Library, the Library Board agreed that a donation be made to St. Mary's General Hospital where Thomas Motz actively served as a Trustee on their Hospital's Board as well as St. Mary's General Hospital's Foundation Board.

SUMMER RECESS

20-30...

On motion by Katherine Andrews and seconded by Councillor Sarah Marsh, it was RESOLVED that the Board Executive be empowered to act on behalf of the Library Board as required until the August 2020 Library Board meeting.

CARRIED

(b) Facilities Planning & Building CommitteeUpdates

Mary Chevreau confirmed that both the Central and Forest Heights Community Library opened this week for customers to pick up their holds.

Kitchener Public Library's Facilities team regularly checked all of its library branch locations and book drops during the closure.

(c) Finance CommitteeUpdates

No updates were reported by the Chair, Michelle Dow.

(d) Public Service & Policy CommitteeUpdates

No updates were reported, by the Chair, Katherine Andrews.

(e) Report of the Secretary-Treasurer and CEO

Updates

Mary Chevreau shared a change made to the reopening of the library's Phase 2. Initially Phase 2 included *Curbside Pickup* only, which was updated to a *Hold Pickup*, as approved by the reopening announcements made by the Premier. Customers are now able to line up and enter the front desk area at the Central Library and the Lobby at the Forest Heights Community Library for pickup service only of their holds.

In summary, the reopening schedule includes the following:

- 1) Phase 1 - Virtual Program and Service
- 2) Phase 2 - Hold Pickup (previously Curbside Pickup)
- 3) Phase 3 - Computer Access - Limited Library Access
- 4) Phase 4 - Library Spaces Reopen
- 5) Phase 5 - In-Person Programs Resume

Mary thanked the staff efforts of Lesa Balch and Angela Riddell and their teams who all contributed to make our Phase 2 opening a great success. Penny-Lynn Fielding's team continues to provide virtual programming.

Lesla Balch reported that today's opening for the library's inhouse holds pickup service went very well. Although an increase in customer foot traffic was noticeable during the afternoon at Central, the wait time was short.

The experience was a very positive one for staff and customers. 1,039 items were checked out at Central today, Wednesday, June 17.

Staff will be prepping the Grand River Stanley Park Community Library to open June 29 and the Country Hills Community Library to open July 6 for pickup of customer holds. Following those openings, KPL will prepare to open the Pioneer Park Community Library by working with our partners at the Doon Pioneer Park Community Centre which will open at the same time.

Penny-Lynn Fielding confirmed that the library has reached out to the Multicultural Centre and Participation House to offer assistance to customers needing help to place a library hold.

Although library items are currently not due for return, those customers wishing to return items may place them in our exterior drop boxes. All returned items will remain in isolation for 72 hours.

### Programming Highlights - May to June 2020

Mary highlighted some of the library's virtual programming during the months of May and June which included:

- ✚ A popular new program, Tween Foodies with Chef Nick Benninger, TikTok style, with 500+ views on social media
- ✚ Collection of "Sounds of Isolation" (a variety of sound clips) prepared by Heffner Studio staff that were received from customer submissions
- ✚ Sold out writing workshops with bestselling authors
- ✚ Virtual Porch Party with multiple live views
- ✚ Free community wellness classes – pilates; yoga; taichi

[Erin Rudland joined the meeting.]

Staff consideration will be given to combatting social media fatigue with the delivery of virtual library programs in the future.

### 2020 Business Plan Updates

The 2021- 2024 Strategic Plan is currently on hold and its development with the help of the Library Board will be revisited this fall.

Several of the 2020 business plans are on hold, some of which may need to be revised by the end of the year.

Preparation of the business case for the South West Community Library has not been delayed.

### Race and Social Equity

This month's Black Lives Matter marches in downtown Kitchener has raised the issue of race and social equity. Although the Kitchener Public Library Board has a very strong Equity and Inclusion policy, the document does not cover anti-racism.

Mary Chevreau asked the Library Board to consider developing a Statement or Governance Policy to address this issue, as other Library Boards have done.

The CEO will research the information and provide examples for the Library Board's consideration.

The Public Service & Policy Committee will arrange a Committee meeting with 3 additional Board members volunteering to participate in the meeting which includes Michelle Dow, Dana Ristic and Councillor Sarah Marsh.

### In-Camera Session

20-31... On motion by Michelle Dow and seconded by Katherine Andrews, it was RESOLVED that the meeting move in-camera to discuss a confidential personnel matter.

CARRIED

20-32... On motion by Michelle Dow and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED to conclude the in-camera meeting.

CARRIED

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Sarah Marsh reported that City services are slowly resuming. Select City services are available at City Hall by appointment only.

Where physical distancing is not possible the City will be promoting Wear a Mask on Friday, June 19, to encourage all members of the community to keep safety top of mind. More and more places are advocating visitors wear a mask.

Councillor Kelly Galloway-Sealock reported that more information will be coming forward to City Council on Monday, June 22 regarding the South West Community Library.

Councillor Sarah Marsh noted that the City of Kitchener has an Inclusion & Diversity Task Force which is currently "on pause" at this time.

As previously approved by City Council, traffic calming measures for designated residential streets are now being implemented.

8. ADJOURNMENT

20-33... There being no further business, on motion by Michelle Dow, it was RESOLVED to adjourn the meeting at 8:20 p.m.

CARRIED

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Chair

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Secretary-Treasurer

[Attachments Accompany June, 2020 Board Meeting]

(a) May 20, 2020 Library Board Minutes