

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, October 21, 2020, by the Chair, Stephanie Soulis, using the online platform, Zoom, as a result of the COVID-19 pandemic.

TRUSTEES PRESENT

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

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

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

REGRETS

Cory Ernst.

2. AGENDA REVIEW

No additions were made to the Agenda.

20-48... On motion by Michelle Dow and seconded by Dana Ristic, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of September 16, 2020

20-49... On motion by Councillor Kelly Galloway-Sealock and seconded by Clare Wagner, it was RESOLVED to approve the Minutes of the Library Board Meeting of September 16, 2020.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESSREPORT OF OFFICERS(a) Report of the ChairUpdatesBoard Recruitment Updates

The CEO and the Board's Executive Committee interviewed the short-listed potential candidates that have applied to volunteer with the Kitchener Public Library Board. Council will finalize the appointments for both the current vacancy and two alternates in November.

On October 27 at 7 pm, University of Waterloo researchers will discuss the American election and its impact on Canada during KPL's 85 Queen virtual event, "America Votes: What should we expect".

The Chair thanked the library's facility team for the home delivery of their Southwest Community Library Business Case and OBOC book.

(b) Facilities Planning & Building CommitteeApproval of Southwest Community Library Business Case

The key differences between Capital Cost 1 and 2, as outlined on Page 35, were reviewed to finalize which of the two will be presented to City Council.

[Councillor Sarah Marsh joined the meeting.]

As noted at the meeting the separate cost listed at the bottom of Option 1 was not included under Option 2.

20-50... On motion by Erin Rudland and seconded by Katherine Andrews, it was RESOLVED to accept the Southwest Community Library Business Case, as reported, and to instruct library staff to move forward with the development of an RFP for an architect, and to use Capital Cost Option #1 when presenting the capital project budget for the Southwest Community Library.

CARRIED

Virtual Open House

Erin Rudland, Chair of the Facilities Planning and Building Committee, notified the Library Board that staff have requested approval from the Library Board to plan a virtual open house event on November 10 at 7:00 pm to inform the community of the Business Case / Design Concept of the Southwest Community Library.

20-51... On motion by Erin Rudland and seconded by Michelle Dow, it was RESOLVED to approve the date of November 10 at 7:00 pm for a virtual open house to share the proposed Southwest Community Library with the public.

CARRIED

Mary Chevreau encouraged Library Board members to join the open house if available to attend.

(c) Public Service & Policy Committee

Updates

No updates from the Public Service & Policy Committee were reported by the Chair, Katherine Andrews.

(d) Ad hoc Diversity & Inclusion Committee

Discussion of Equity Training Video

The first training video in the series, "*Challenging Systemic Barriers: The Equity Lens*" was viewed by the Board.

Using the Discussion Guide from Wellbeing Waterloo Region, Clare Wagner reviewed the Introduction as well as the 10 System Guidelines.

The Library Board's Core Position Statement that it endorsed on Race and Social Equity was highlighted next.

Clare Wagner suggested that a review of the Board's existing governance policies with a lens to racial and social equity barriers is a good starting point.

A group discussion followed as to how the library can create safe "enough" spaces and how the library can give and receive feedback about equity practice. Addressing mistakes when made in our equity practice was also reviewed by the group.

The ad hoc Diversity & Inclusion Committee will determine if the feedback from the discussion items at these training sessions need to be formalized.

At the suggestion of the Chair, the next two training videos in the series will not be shown at the upcoming Board meetings. Board members were asked to advise the Committee if unable to view the video in advance of their Board meeting.

(e) Finance Committee

Michelle Dow, Chair of the Finance Committee, reviewed the September 2020 Quarterly Statements in detail.

As noted by Angela Riddell, associated costs with COVID-19 include cyber security for staff to work safely from home; additional equipment costs for virtual programming; additional phones, as well as plexiglass and PPE requirements to meet the provincial requirements.

20-52... On motion by Michelle Dow and seconded by Councillor Sarah Marsh, it was RESOLVED to accept the September 2020 Quarterly Financial Statements, as printed.

CARRIED

2020 Year-End Projection Update

Michelle Dow confirmed that the library's projected budget surplus by year-end remains the same as previously discussed at the August Board meeting.

(f) Report of the Secretary-Treasurer and CEO

Updates

Mary Chevreau reported that the library's virtual programs continue to remain popular as well as the 85 Queen events.

Staff will be focusing on the production quality.

Central will be offering students more study spaces. Different setups and uses of the Reading Lounge, as well as other library spaces, are also being reviewed.

The projected revenue generated from the rental of large events in the Reading Lounge, Theatre and Courtyard was intended to offset the waiving of library fines. As noted by the CEO, many libraries have already discontinued charging customers for their fines.

Visiting library services continue to provide an important human connection with Kitchener residents. The library is working on a more sustainable delivery system.

A new contact-free Curb and Carry service option for holds pickup will be available at all locations beginning next Monday.

Kitchener Public Library's new Coordinator Diversity and Inclusion, Teneile Warren, started on Monday, October 19.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

As noted by Councillor Sarah Marsh, the City regularly engages its residents, local businesses and community organizations through its online surveys.

The detailed information of the downtown cycling grid with its survey is currently posted on the City's website and looking for community feedback.

The draft Housing Strategy Survey is also available on the City's website which remains open until the end of October 2020. An Affordable Housing Strategy Report will be presented to Council in December.

On the economic front, a new Manager for the Kitchener Market and a new Manager for the City's Downtown Team have been hired. Stay tuned for great ideas to reinvigorate Downtown Kitchener.

Councillor Kelly Galloway-Sealock reported that the City's economic development strategy has allocated \$110M to stimulate Kitchener's economy.

The 2020 Cycling & Trails Master Plan was approved by the Community & Infrastructure Services Committee on October 19, 2020.

The Community & Infrastructure Services Committee also approved the hiring of five new staff to advance the City's work on equity, anti-racism and Indigenous initiatives, as well as other social issues. The creation of this dedicated staff team will provide senior level leadership and internal staff expertise in these areas.

Councillor Kelly Galloway-Sealock noted that she will keep the CEO informed of any changes to the upcoming budget dates.

8. ADJOURNMENT

20-53... There being no further business, on motion by Councillor Kelly Galloway-Sealock and seconded by Michelle Dow, it was RESOLVED to adjourn the meeting at 8:42 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompany October 2020 Board Meeting]

- (a) September 16, 2020 Library Board Minutes
- (b) September 2020 Financial Statement
- (c) 2020 Year-End Projection
- (d) Link to Equity Training Video #1
- (e) Discussion Guide - Challenging Systemic Barriers - The Equity Lens
- (f) South West Community Library Business Case (delivered prior to meeting)