

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, February 16, 2022, by the Chair, Katherine Andrews, using the online platform, Zoom, as a result of the pandemic.

TRUSTEES PRESENT

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

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

REGRETS

None.

2. AGENDA REVIEW

22-06... On motion by Michelle Dow and seconded by Colleen James, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of January 19, 2022

22-07... On motion by Cory Ernst and seconded by Clare Wagner, it was RESOLVED that the Minutes of the Board Meeting of January 19, 2022, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

As noted by the Chair, Katherine Andrews, the provincial government announced new dates for the easing of public health measures.

Effective February 17, 2022, social gathering limits increase to 50 people indoors and 100 people outdoors and organized public event limits increase to 50 people indoors, with no limit outdoors.

Effective March 1, 2022, proof of vaccination requirements will be lifted. Mask / face covering requirements remain in place and a requirement for all customers and staff at Kitchener Public Library.

The library will begin to offer some indoor events up to 50 people.

All library locations will be closed on Family Day, Monday, February 21. Starting February 22, all Community Library locations will extend their opening hours to the public, Monday to Thursday, from 9 am to 9 pm. The exception will be the Central Library which will open at 10 am and close its doors to the public at 6 pm and move to curbside until 9 pm. Branch hours on Friday and Saturday are 9 am to 5:30 pm and 10 am to 5:30 pm at Central for in-person library service at all KPL locations.

Central Sunday hours will not resume this Spring and will instead start up again for our Fall 2022 season, after Thanksgiving.

Summary of Library Board Committees

The Chair, Katherine Andrews, is an ex officio member of all committees and the CEO or designate is a member of all committees.

As confirmed by the Chair, the Committee membership for 2022 includes the following:

Facilities Planning and Building Committee

Dana Ristic, Chair
Erin Rudland
Cory Ernst

Finance Committee

Shannon Nicholson, Chair
Michelle Dow

Public Service and Policy Committee

Clare Wagner, Co-Chair (Jan – March 2022)
Colleen James, Co-Chair (Apr – Nov 2022)
Stephanie Soulis

Ontario Library Association (OLA) Virtual Super Conference

Katherine Andrews gave a summary presentation of sessions she attended at the OLBA Trustees Boot Camp on Saturday, February 5.

The Board was asked to consider the following 3 suggestions:

- 1) Add a Land or Territorial Acknowledgement to the start of every Board meeting. Clare Wagner suggested that a different Board member bring the Land Acknowledgement to the meeting each month.

The CEO confirmed that the Library Board has previously approved a standard territorial acknowledgement which she will send to the Board.

Clare Wagner agreed to take this suggestion and prepare a proposal for the Board's consideration.

- 2) Assess how we can take steps to ensure that under represented voices in the community can be heard.

A suggestion was made that accessing data from our Strategic Planning sessions may be worthwhile to help with this assessment.

- 3) Assess as a Board if the way we run our meetings is conducive to everyone's voice being heard and ensure that Robert's Rules of Order are applied equitably.

As the Board's orientation materials will be reviewed and updated before the start of the new 4-year term with the Board, the CEO suggested that some training on Robert's Rules of Order be added to the Board's orientation sessions for both new and returning Board members at that time; thereby, ensuring that all Trustees have a basic understanding of KPL's use of Robert's Rules.

The Chair also suggested that a list of the items that can be discussed in-camera by a Board and protocol while in camera be added to the orientation materials.

Results of Library Board's Annual Self-Evaluation

Katherine Andrews provided a summary of the tallied results of each question from the Board's self-evaluation submissions. All eleven Board members completed the assessment.

(b) Finance Committee

Updates

December 2021 Financial Statement

Shannon Nicholson reviewed the December 2021 Financial Statement.

22-08...

On motion by Shannon Nicholson and seconded by Colleen James, it was RESOLVED to accept the December 2021 Financial Statement, as printed.

CARRIED

(c) Facilities Planning & Building Committee

Southwest Community Library Update

Dana Ristic, Chair of the Facilities Planning & Building Committee, reported that the Team for the Southwest Community Library is working on a number of design specifics with the architect in order to develop a tender document, which will be managed by the City.

As the Province begins to re-open, staff will be working with the architect to plan for a public open house to take place in March or April.

(d) Public Service & Policy Committee

Updates

No updates were reported by the Chair, Clare Wagner.

(e) Report of the Secretary-Treasurer and CEO

Updates

One of the library's recent initiatives has included Calls for Action. The CEO gave a shout out to all KPL staff who volunteered to distribute the 94 Calls of Action.

The CEO noted that only 10 of the 94 are complete.

An assessment has been completed by DiversiPro who were contracted to establish a baseline of where KPL is as an organization on the Intercultural Development Continuum.

With the information gathered, Phase 2 of this initiative will include a review of HR's top 10 policies.

Training will start in April to provide staff with tools and guidance on how to move forward to achieve a culture that is inclusive, diverse, equitable and anti-racist.

DTK (Downtown Kitchener)/Central Activity Update

After many meetings and a concerted effort of Councillors Sarah Marsh and Kelly Galloway-Sealock, Mayor Vrbanovic, and City and Regional staff, supportive agencies have stepped up to offer additional day spaces and public washrooms in DTK.

Central staff will work with members of the community who are not able to be successful in our spaces and help them move to Ray of Hope or St. John's Kitchen, where they will have more supports.

Mary Chevreau thanked everyone for their help during the past 6 weeks.

In-Camera Session

22-09... On motion by Councillor Kelly Galloway-Sealock and seconded by Stephanie Soulis, it was RESOLVED to move the meeting in-camera to discuss a confidential personnel matter.

CARRIED

22-10... On motion by Councillor Sarah Marsh and seconded by Dana Ristic, it was RESOLVED to conclude the in-camera session.

CARRIED

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Sarah Marsh thanked KPL staff for all their programming efforts in celebration of Black History month.

To recognize and celebrate the many achievements and contributions of Black community members, Councillor Sarah Marsh invited the Board to join online Black History Month events in Kitchener by clicking on the following link to the City of Kitchener's website:

<https://www.kitchener.ca/en/arts-culture-and-events/black-history-month.aspx>

Colleen James has been busy participating in several activities this month in celebration of Black History month, some of which include a discussion panel with the Waterloo Catholic District School Board and speaking to a large group of 400 tech employees to understand microaggressions in the workplace.

Colleen and her partner also hosted the Caribbean Canadian Association of Waterloo Region's Annual Black History Month launch event.

For those who may be interested, Colleen James recommended the book, Algorithms of Oppression: How Search Engines Reinforce Racism, which is available in the library's collection.

Councillor Kelly Galloway-Sealock reported that the Waterloo Catholic District School Board has received funding to build the elementary Catholic school that will be located nearby the new Southwest Community Library.

The timeline for the completion of the school is aggressive with a planned opening in the Fall of 2024.

8. ADJOURNMENT

22-11 ... There being no further business, on motion by Collen James and seconded by Councillor Sarah Marsh, it was RESOLVED to adjourn the meeting at 8:32 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying February 16, 2022 Board Meeting]

- (a) January 19, 2022 Library Board Minutes
- (b) Summary of Committee Selections
- (c) December 2021 Financial Statement