

MINUTES OF BOARD OF TRUSTEES MEETING FOR  
KITCHENER PUBLIC LIBRARY BOARD

COMMENCEMENT

The meeting commenced with a Land Acknowledgement given by Katherine Andrews.

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, April 19, 2023, by the Chair, Katherine Andrews, in the Administration Boardroom at the Central Library.

TRUSTEES PRESENT

Katherine Andrews; Laura Blythe; Dan Deeth; Bonita Hansra (remote); Margaret Lam; Councillor Christine Michaud (remote); Anjali Misra; Shannon Nicholson; Brandon Van Dam; Clare Wagner (remote).

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Penny-Lynn Fielding; Gloria Grigas; Lorie Lee; Angela Riddell.

REGRETS

Councillor Margaret Johnston.

SPECIAL GUEST

Kristin Perlock-Johnson, Division Manager, Information Services.

2. *Welcome*, Kristin Perlock-Johnson

Kristin Perlock-Johnson introduced her role as Division Manager, Information Services. Twenty-six staff report to Kristin which include some of the Sunday staff, as well as the Manager of Community Connections and the Grace Schmidt room.

Using a series of Powerpoint slides, Kristin provided an overview of the services provided by the Information Services (IS) department.

Information Services is an integrated team that sits on most internal library committees and currently supports 14 of the library's 20 Business Plan projects. The staff team is very supportive and collaborate with all departments in different ways.

The Grace Schmidt Room team's area of focus include digitizing its collections to provide greater access and equity to library users; diversifying collections to reflect a more inclusive community story and history; and providing access to technology so community members can archive their personal histories.

Community Connections team's areas of focus include creating space for belonging and inclusion; building new relationships with community partners; and providing staff support, mentorship and training.

Information Services areas of focus include extending outreach services to meet people where they are; seeking ways to grow programs and services for older adults, this includes using feedback from KPL's Older Adult Advisory Group; and making intentional efforts to diversify programs that reflect our community.

Mary Chevreau thanked Kristin for her informative presentation.

[Kristin Johnson-Perlock exited the meeting.]

3. AGENDA REVIEW

23-18... On motion by Maggie Lam and seconded by Bonita Hansra, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

4. MINUTES of the Board Meeting of March 15, 2023

23-19... On motion by Brandon Van Dam and seconded by Anjali Misra, it was RESOLVED that the Minutes of the Library Board Meeting of March 15, 2023, be approved.

CARRIED

5. BUSINESS ARISING

None.

6. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Ontario Library Service (OLS)

The recently merged Ontario Library Service (formerly 2 groups - Southern Ontario Library Service and Northern Ontario Library Service) offers opportunities for Board representatives to meet twice a year to share information and network with peers. There are 9 library assemblies grouped by the size of the community. Kitchener is part of the group serving over 30,000 people

With OLS now under a new structure, Mary suggested that the Kitchener Public Library Board assign a Trustee to participate in the meetings. Brandon Van Dam volunteered to attend the virtual meeting from 4 to 6 pm on April 20 and report his findings to the Board at the May meeting.

Updates

The Chair reminded the Library Board of an email sent on behalf of Volunteer Services inviting them, along with a guest, to attend the library's upcoming Volunteer Appreciation Party on Friday, April 28 from 6:30 to 8:30 pm in the Reading Lounge at Central.

Katherine Andrews reminded the Library Board that the May 17 Library Board meeting will be held at the Country Hills Community Library and the June 21 Library Board meeting to be held at the Pioneer Park Community Library.

An updated online calendar invite will be sent to the Library Board acknowledging the change in locations for some Board meetings due to branch visits that were added to the schedule, as follows:

May 17, 2023 - Country Hills Community Library

June 21, 2023 - Pioneer Park Community Library

September 20, 2023 - Forest Heights Community Library

October 18, 2023 - Grand River Stanley Park Community Library

All remaining meetings for the year 2023 will be hosted at the Central Library.

The Library Board agreed to continue the use of a Zoom invite for virtual meetings and not the use of Teams at this time. As noted by Katherine Andrews, this decision can be revisited in the future, if necessary.

#### Raising / Reporting Conflicts of Interest

Using a slide presentation, Katherine Andrews shared the Municipal Conflict of Interest Act R.S.O. 1990, c.M.50 (the Act) which requires Board members to declare conflicts of pecuniary interests, direct or indirect, of a Board Member, a Board Member's parent, spouse, or child and certain businesses a Board Member has a stake in, as defined in the Act.

A conflict of interest refers to a situation in which private interests or personal considerations may affect a Board member's judgement in acting in the best interest of the Kitchener Public Library Board.

For this reason, the Chair asks for any pecuniary interests tied to the Board's Agenda each month. A Board member shall, prior to any consideration of a matter of conflict at the meeting, disclose the interest, shall not take part in the discussion of, or vote on any question in respect of the matter and shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration during an in-camera session.

#### (b) Finance Committee

##### March 2023 Quarterly Financial Statements

The Finance Committee met online earlier in the week to review the March 2023 Financial Statements.

Shannon Nicholson, Chair of the Finance Committee, presented an overview of the March 2023 Financial Statements. No questions were noted.

23-20... On motion by Shannon Nicholson and seconded by Anjali Misra, it was RESOLVED to accept the March 2023 Financial Statements, as presented.

CARRIED

#### (c) Facilities Planning & Building Committee

##### Southwest Community Library Update

Clare Wagner, Chair of the Facilities Planning & Building Committee, was pleased to report that an important milestone has been reached with a conditional Site Plan approval received for the Southwest Community Library.

Next steps include prequalification of general contractors, updated costing expected by the end of April, building permit and tender.

Grand River Stanley Park Community Library Update

As outlined by Clare Wagner, the Waterloo Region District School Board has confirmed that construction at Grand River Collegiate Institute will start on July 3, 2023.

The Grand River Stanley Park Community Library will therefore close as of June 19 but still offer curb side pickup for customer holds. Several staff from this location will be deployed during the summer closure.

Clare Wagner congratulated the staff team involved with this project.

(d) Public Service & Policy Committee

Using a slide presentation, Brandon Van Dam, Chair of the Public Service & Policy Committee introduced the Library Board Bylaws and explained each revision made by the Committee.

The revision highlights include:

- 1) *Preamble* – Bullet 1.2 – updated with the signing officers
- 2) *Composition of & Appointments to the Library Board* –  
Bullet 2.2 – updated with appointment start and end dates  
Bullet 2.3 – deleted  
Bullet 2.4 – updated with alternates appointed by Council  
Bullet 2.6 – updated with virtual Board meetings
- 3) *Duties of the Chairperson of the Board* – Bullet 3.4 corrected with no reference to Section 3.2
- 4) *Duties of the CEO* – Bullet 4.3 - the word “*governance*” to be deleted
- 5) *Signing Officers* – Page 8 - deleted due to redundancy
- 6) *Meetings* – updates included in Bullets 6.1; 6.4; 6.5; and 6.6 as explained by Brandon Van Dam
- 7) *Minutes & Agendas* – Bullet 7.1 updated to include posting of Board package to the Board’s portal  
Bullet 7.2 – additions made for clarification  
Bullet 7.7 – new addition re Minutes posted to the KPL website
- 8) *Amendments* – Bullet 9.1 – review of Board Bylaws outlined to ensure they are current

The pages and bullets in the amended Board Bylaws will be renumbered accordingly and the final copy emailed to the Board Chair, CEO and Public Service & Policy Committee members.

23-21... On motion by Brandon Van Dam and seconded by Clare Wagner, it was RESOLVED to accept the amended Library Board Bylaws as presented at the April 19, 2023 Library Board meeting.

CARRIED

A suggestion was made by Clare Wagner that Library Board documentation posted on the KPL Board portal be searchable.

As next steps, the Public Service & Policy Committee will review the timetable for presenting the governance policies to the Library Board which Brandon Van Dam noted will be helpful before the strategic planning process gets underway.

(e) Report of the Secretary-Treasurer and CEO

Updates

Mary Chevreau was pleased to announce that KPL won the 2022 Sustainable Commuting Award from Sustainable Waterloo Region, as part of the TravelWise program.

Data collected from the TravelWise survey reflected that 49% of KPL staff drive alone to work which was one of the lowest percentages recorded in the commuting statistics.

Mary Chevreau thanked Trevor Schoch for a great job as KPL's Environmental Committee Chair, who accepted the award on behalf of KPL at the Sustainable Leaders Ceremony. The plaque that was received was passed around for the Board to view.

In-Camera Session

23-22... On motion by Shannon Nicholson and seconded by Brandon Van Dam, it was RESOLVED that the meeting move in-camera.

CARRIED

23-23... On motion by Maggie Lam and seconded by Laura Blythe, it was RESOLVED to conclude the in-camera session.

CARRIED

7. II. NEW BUSINESS

None.

8. III. PRESENTATIONS

(a) Report of Councillors

Congratulations were extended by Councillor Christine Michaud regarding the Waterloo Region's Sustainable Commuting Award.

9. ADJOURNMENT

23-24... There being no further business, on motion by Shannon Nicholson and seconded by Bonita Hansra, it was RESOLVED to adjourn the meeting at 8:45 p.m.

CARRIED

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Chair

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Secretary-Treasurer

[Attachments Accompanying April 19, 2023 Board Meeting]

- (a) March 15, 2023 Library Board Minutes
- (b) March 2023 Quarterly Financial Statements
- (c) Revised Library Board Bylaws