

MINUTES 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 7:08 p.m. on Wednesday, August 16, 2023, by the Chair, Katherine Andrews, in the Administration Boardroom at the Central Library.

TRUSTEES PRESENT

Katherine Andrews; Laura Blythe; Bonita Hansra (remote); Councillor Margaret Johnston; Margaret Lam; Councillor Christine Michaud; Anjali Misra (remote); Clare Wagner.

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

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

REGRETS

Shannon Nicholson; Brandon Van Dam.

SPECIAL GUEST

Lisa Lawrence, Director, Human Resources; Lindsey Skeen, Division Manager, Children's & Teen Services.

2. Presentation by Lindsey Skeen, Division Manager, Children's & Teen Services

Using a series of PowerPoint slides to complement her presentation, Lindsey Skeen, Division Manager, Children's & Teen Services introduced her Team which includes 2 children's librarians; 1 teen services librarian; 5 senior library assistants and 3 library assistants.

Staff deliver equitable access of information services, referrals, programs and literacy support.

Children's & Teen services oversee the Young Adult collection on the Upper Level and the Children's collection on the main level which provide a wide breath of books including Indigenous picture books, audio picture books, and a multilingual collection.

A wide range of programs, including fun and special programs for the underserved communities are offered. In addition to the programming room located in the Children's department, the Living Room in Children's is often used as programming space.

Big projects include early year programs (Grow a Reader), food literacy and (You)th volunteering.

A mobile kitchen is used to demonstrate food preparation, knife skills, food and kitchen safety, while also providing an opportunity to discuss food ethicacy, how our food is grown, the history of food, and more.

The 85 Green Learning Garden recently partnered with an Indigenous led garden collective to grow native plants and vegetables in the Courtyard. Two beehives were installed on the green roof in 2019 which is a highlight for class tours and provides an opportunity to educate. Over 200 lbs of honey have been pulled from the beehives to date.

(You)th volunteering help enable students to acquire their required volunteer hours.

March break at KPL is often compared to Paris Fashion Week with over 4700 participants across the system.

Partnerships include the City of Kitchener and Community Centers; Kidspark and Kidspark Winter Festival; Marillac Place; Kind Minds Family Wellness; CCMW and Jewish Community Council and the Waterloo Region District School Board – Black Brilliance Association at Hillside Public School.

The Children's & Teen services are always excited to organize and host KPL's Storytime Festival. The community libraries connect with their surrounding community to offer programming and connect with Kitchener schools.

Katherine Andrews thanked Lindsey Skeen and her staff for their work, giving a shout out to the library for its multilingual collection.

[Lindsey Skeen exited the meeting.]

3. AGENDA REVIEW

23-36... On motion by Margaret Lam and seconded by Laura Blythe, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

4. MINUTES of the Board Meeting of June 21, 2023

23-37... On motion by Clare Wagner and seconded by Margaret Lam, it was RESOLVED that the Minutes of the Library Board Meeting of June 21, 2023, be approved.

CARRIED

5. BUSINESS ARISING

None.

6. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Katherine Andrews reported that Dan Deeth has submitted his resignation from the Library Board.

Jason Hammond who was appointed as an alternate Library Board Trustee by the City of Kitchener will be joining the Library Board and attending his first Board meeting on September 20, 2023. Jason Hammond has also confirmed that he will be joining the Facilities Planning and Building Committee.

Join Erick Traplin and the Kitchener Public Library staff for music, a magic show and story time at Kidspark in Victoria Park on Sunday, August 20, 2023. All activities in the Park are scheduled between 11 am and 5 pm.

The library's public survey in preparation for Kitchener Public Library's Strategic Plan 2025 - 2028, has been available on its website for a number of weeks and will close at the end of September. The survey is available in English, French, Arabic, Spanish and Ukrainian for customers to complete either online or request a printed survey to complete and return to any Kitchener Public Library location. Over 2,000 responses have been received to date. Targeted focus groups will include Black; Indigenous; Seniors; People living with disabilities; and Youth, to begin in mid-September.

(b) Finance Committee

June 2023 Quarterly Financial Statements

Margaret Lam presented the June 2023 Quarterly Financial Statements in the absence of the Chair of the Finance Committee, Shannon Nicholson.

23-38... On motion by Margaret Lam and seconded by Laura Blythe, it was RESOLVED to accept the June 2023 Quarterly Financial Statements, as printed.

CARRIED

2023 Year-End Projections

Margaret Lam reviewed the Projected Year-End Statement of Revenues & Expenses. No questions were noted by the Board.

2024 Draft Capital Budget

Margaret Lam presented the draft 2024 Capital Budget. The projected forecast for Kitchener Public Library's customer needs survey, automated check in/sorter replacement and provision for additional library space were highlighted in detail.

23-39... On motion by Margaret Lam and seconded by Clare Wagner, it was RESOLVED to approve the draft 10-Year Capital Forecast 2024 - 2033 as printed.

CARRIED

2024 Draft Operating Budget

Margaret Lam presented the draft 2024 Operating Budget.

23-40... On motion by Margaret Lam and seconded by Clare Wagner, it was RESOLVED to move the meeting in-camera to discuss a confidential financial matter.

CARRIED

23-41... On motion by Margaret Lam and seconded by Laura Blythe, it was RESOLVED to conclude the in-camera session.

CARRIED

As confirmed by Angela Riddell, the funds from the City of Kitchener to be allocated in the Revenue Budget for the initial operating expenses of the Southwest Community Library are pending at this time.

23-42... On motion by Margaret Lam and seconded by Clare Wagner, it was RESOLVED to approve the draft 2024 Operating Budget prior to the Southwest Addition, as printed.

CARRIED

2023 Budget Timelines

Margaret Lam referred to the summary of *2024 Budget Timelines* scheduled by the City, as provided in the Board package.

The City's Final Budget Day is Thursday, December 14, 2023.

(c) Facilities Planning & Building Committee

Southwest Community Library

As noted by Clare Wagner, Chair of the Facilities Planning & Building Committee, the Library Board will need to finalize the naming of the Southwest Community Library.

As noted by the CEO, the name selected may be based on location (i.e. the Rosenberg Community Library), as all other KPL Community Libraries have traditionally been named, or based on an Indigenous name.

Mary Chevreau will reach out to other libraries who have chosen to name a library location using an Indigenous name.

The Library Board were in favour of a contest in which the public would select their preferred choice from a list of 3 possible names.

Grand River Stanley Park Community Library

As noted by Clare Wagner, although the renovations at the Grand River Stanley Park are moving along, delays in supplies will extend the construction project an additional few weeks into September. At this point, the contractor is estimating staff can begin to install shelving in September. Library staff will continue to operate under the current curb and carry arrangements until further notice.

23-43... On motion by Clare Wagner and seconded by Laura Blythe, it was RESOLVED to move the meeting in-camera to discuss a confidential contractual agreement.

CARRIED

23-44... On motion by Clare Wagner and seconded by Margaret Lam, it was RESOLVED to conclude the in-camera session.

CARRIED

23-45... On motion by Clare Wagner and seconded by Laura Blythe, it was RESOLVED to instruct Kitchener Public Library staff to work with City of Kitchener staff to negotiate a contract to build the Southwest Community Library.

CARRIED

(d) Public Service & Policy Committee

No updates were noted.

(e) Report of the Secretary-Treasurer and CEO

Updates

As noted by Mary Chevreau, the Waterloo Region Catholic District School Board will be partnering with the Kitchener Public Library as part of Kitchener Public Library's strategic initiative to have students use the library as a collective Innovation hub.

On September 22 at 10 am, CBC Kitchener-Waterloo, in partnership with Waterloo Region Changemakers, will be announcing a Changemaker exhibit (portait wall) to be featured at the Central Library for 30 days.

In-Camera Session

23-46... On motion by Margaret Lam and seconded by Laura Blythe, it was RESOLVED that the meeting move in-camera to discuss a confidential personnel matter.

CARRIED

23-47... On motion by Margaret 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
No updates were noted.

9. ADJOURNMENT

23-48... There being no further business, on motion by Margaret Lam and seconded by Bonita Hansra, it was RESOLVED to adjourn the meeting at 9:30 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying August 16, 2023 Board Meeting]

- (a) June 21, 2023 Library Board Minutes
- (b) June 2023 Quarterly Financial Statements
- (c) 2023 Year End Projections
- (d) 2024 Draft Operating Budget
- (e) 2024 Draft Capital Budget
- (f) 2024 Budget Timelines
- (g)