



Kitchener Public Library

Board Meeting Minutes

Date: Wednesday, February 21, 2024

Time: 7 p.m.

Location: Country Hills

1. Commencement

The meeting commenced with a territorial acknowledgement given by Brandon Van Dam.

2. Call to order

The regular board meeting of the Kitchener Public Library board was called to order at 7:03 p.m. on Wednesday, February 21 by Chair Katherine Andrews, in the Meeting Room at Country Hills Community Library.

Trustees Present

Katherine Andrews, Laura Blythe, Jason Hammond, Bonita Hansra (remote), Councillor Margaret Johnston, Councillor Christine Michaud, Margaret Lam (remote, joined 7:25 p.m.), Anjali Misra, Shannon Nicholson, Brandon Van Dam, Clare Wagner

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer

Staff Present

Penny-Lynn Fielding, Kerri Hutchinson, Lisa Lawrence, Lorie Lee

Regrets

Angela Riddell

Special guests

Amanda Wiley

3. Welcome Amanda Wiley, Division Manager, Country Hills Community Library (presentation and tour)

Amanda Wiley shared a presentation on the Country Hills Community Library. Amanda shared some key highlights including the co-location of Country Hills at Waterloo Catholic District School Board's St Mary's High School, one of the largest high schools in Ontario. Library staff work hard to ensure the library has space for all customers at all times.

Amanda also highlighted that Country Hills has a mixed customer-base not limited to high school students but also includes families, newcomers, Conestoga College students and older adults. Situated in changing neighbourhood with many new housing developments contributes to Country Hills growth.

Amanda shared that staff at Country Hills have established a number of community programming and outreach partnerships including YMCA Newcomer Services, YW Supportive Housing, Courtland-Shelley House of Friendship, Country Hills Community Centre and Kingsdale Community Centres.

Following the presentation Amanda took board members on a tour of the space.

The Library Board thanked Amanda Wiley for her detailed presentation and tour of Country Hills.

[Amanda Wiley exited the meeting.]

4. Agenda review

Chair Katherine Andrews recommended postponing the Library Board Self-Assessment review to the March meeting.

24-09... On **motion** by Laura Blythe and **seconded** by Jason Hammond, it was **RESOLVED** that the Agenda be adopted as amended.

CARRIED

There were no pecuniary/conflict of interest declarations.

5. **Minutes of the Board Meeting of January 17, 2024**

24-10... On **motion** by Brandon Van Dam and **seconded** by Anjali Misra, it was **RESOLVED** that the Minutes of the Library Board meeting of January 17, 2024 be approved.

CARRIED

6. **Business arising**

None

7. **Election of 1st and 2nd Vice Chair**

Chair Katherine Andrews noted that the recorded vote for the election of 1st and 2nd Vice Chair at the January 2024 was not completed with a motion.

24-11... On **motion** by Clare Wagner and **seconded** by Laura Blythe, it was **RESOLVED** to approve Margaret Lam as the 1st Vice Chair of the Library Board.

CARRIED

24-12... On **motion** by Jason Hammond and **seconded** by Clare Wagner, it was **RESOLVED** to approve Laura Blythe as the 2nd Vice Chair of the Library Board.

CARRIED

8. **Business: Reports of officers**

a. **Report of the Chair**

Updates

The Chair shared an update on CEO recruitment which is expected to continue into March.

The Chair shared that an email address for correspondence with the Library Board has been created and will be monitored by Kerri

Hutchinson, Manager, Marketing and Communications in consultation with the Board Chair and CEO.

Summary of Library Board Committees

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

A summary of the Board's committee membership for 2024 includes the following:

Facilities Planning and Building Committee

- Clare Wagner, Chair
- Anjali Misra
- Jason Hammond
- Brandon Van Dam
- Katherine Andrews

Finance Committee

- Shannon Nicholson, Chair
- Bonita Hansra
- Margaret Lam
- Katherine Andrews

Public Service and Policy

- Brandon Van Dam, Chair
- Laura Blythe
- Katherine Andrews

Anti-Racism and Equity Work for Kitchener Public Library Board report

Clare Wagner shared the Anti-Racism and Equity Work for Kitchener Public Library Board report. The report is a follow-up to the core position statement developed in July 2020 to establish an action plan to continue to move the work forward and ensure work is not lost over time.

The Library Board discussed the need for training to support strategic planning and discussed the Board training budget.

Clare Wagner will update the report and attach timelines to each of the identified action items. Chair Katherine Andrews and Clare Wagner will also work to identify a library-specific consultant to provide training to support the Library Board's strategic planning exercises in the spring.

Updates from OLA Board Bootcamp participant(s)

Margaret Lam attended the OLA Board Bootcamp on Saturday, January 27, 2024 and provided an update on her experience. Margaret shared that it was a great opportunity to meet members of other library boards and reflected on her gratitude for the strong relationship the Kitchener Public Library Board has with the City of Kitchener.

Library Board Self-Assessment

Deferred to March 2024 Board Meeting.

In-camera session

24-13... On **motion** by Laura Blythe and **seconded** by Anjali Misra, it was **RESOLVED** that the meeting move in-camera to discuss a confidential personnel matter, with no staff present.

CARRIED

24-14... On **motion** by Brandon Van Dam and **seconded** by Shannon Nicholson, it was **RESOLVED** that the meeting conclude its in-camera session.

CARRIED

Chair Katherine Andrews shared that CEO Mary Chevreau's is retiring on Thursday, February 29, 2024.

24-15... On **motion** by Laura Blythe and **seconded** by Clare Wagner, it was **RESOLVED** to approve Penny-Lynn Fielding as Interim Chief Executive Officer, effective Friday, March 1, 2024 during the ongoing CEO search.

24-16... On **motion** by Anjali Misra and **seconded** by Brandon Van Dam, it was **RESOLVED** that Interim Chief Executive Officer, Penny-Lynn Fielding has capacity and authority to enter and execute the

Contribution Agreement with GICB for the Southwest Community Library project.

CARRIED

Chair Katheine Andrews and board shared their appreciation for Mary Chevreau's contribution to the library and the community in her role as CEO.

b. Finance Committee

Shannon Nicholson, Chair of the Finance Committee, presented the December 2023 Financial Statements in detail.

24-17... On **motion** by Shannon Nicholson and **seconded** by Anjali Misra, it was **RESOLVED** to accept the December 2023 Financial Statements as presented.

CARRIED

c. Facilities Planning & Building Committee

Penny-Lynn Fielding shared that construction continues and structural steel is expected soon.

d. Public Service & Policy Committee

Brandon van Dam, Chair of the Public Service & Policy Committee Chair, shared an update on the governance policies GOV-02, GOV-05, GOV-07, GOV-10, GOV-14, GOV-15, and GOV-16 which were reviewed with no changes required. Brandon noted that policy GOV-09 is still under review at this time.

24-18... On **motion** by Brandon Van Dam and **seconded** by Laura Blythe, it was **RESOLVED** to accept the reviewed governance policies GOV-02, GOV-05, GOV-07, GOV-10, GOV-14, GOV-15, and GOV-16.

CARRIED

e. Report of the Secretary-Treasurer and CEO

2024 Business Plan update

CEO Mary Chevreau shared an update on the 2024 Business Plan. Staff across the organization submitted business plan ideas to

action the strategic plan. For the 2024 Business Plan cycle, there were 11 strategic initiatives identified.

Mary shared that a number of initiatives are ones continuing on from last year such as Southwest Community Library and the Local Indigenous History Project. Mary also highlighted new initiatives included the Lullaby Project, the Grace Schmidt Room of Local History Digital Memory Lending Collection, investigating mental health services and 2025-2028 Strategic Plan staff and Library Board engagement. Mary shared that the strategic planning session for the Library Board is scheduled for May 31 and June 1.

Clare Wagner asked how the strategic plan works with the business plans. Mary shared that the strategic plan helps teams shape their work and it provides structure to help staff identify how their work fits into the overall strategic plan.

The Library Board discussed how mental health services could be implemented in the library. Mary Chevreau shared that this initiative will be investigating how it has been implemented in other systems and consider how to fund and implement a model for Kitchener Public Library.

In-camera session

24-19... On **motion** by Clare Wanger and **seconded** by Shannon Nicholson, it was **RESOLVED** that the meeting move in-camera to discuss a confidential personnel matter.

CARRIED

24-20... On **motion** by Laura Blythe and **seconded** by Jason Hammond, it was **RESOLVED** that the meeting conclude its in-camera session.

CARRIED

9. **New Business**

None

10. **Presentations**

a. Report of Councillors

Councillor Margaret Johnston shared that Council's focus is on development applications.

11. **In-camera (Chair)**

24-21... On **motion** by Brandon Van Dam and **seconded** by Laura Blythe, it was **RESOLVED** that the meeting move in-camera to discuss a confidential personnel matter, without staff present.

CARRIED

24-22... On **motion** by Brandon Van Dam and **seconded** by Anjali Misra, it was **RESOLVED** that the meeting conclude its in-camera session.

CARRIED

12. **Adjournment**

24-23... There being no further business, on **motion** by Clare Wagner and **seconded** by Laura Blythe, it was **RESOLVED** to adjourn the meeting at 9:41 p.m.

CARRIED

Chair

Secretary-Treasurer