



# Kitchener Public Library

## Board Meeting Minutes

**Date:** Wednesday, March 20, 2024

**Time:** 7 p.m.

**Location:** Central Library

### 1. Commencement

The meeting commenced with a territorial acknowledgement given by Clare Wagner.

### 2. Call to order

The regular board meeting of the Kitchener Public Library board was called to order at 7:04 p.m. on Wednesday, March 20 by Chair Katherine Andrews, in the Administration Boardroom at Central Library.

#### **Trustees Present**

Katherine Andrews, Laura Blythe, Jason Hammond, Bonita Hansra (remote), Councillor Margaret Johnston, Councillor Christine Michaud, Margaret Lam (remote), Anjali Misra, Brandon Van Dam, Clare Wagner

Penny-Lynn Fielding, Secretary-Treasurer and Interim Chief Executive Officer

#### **Staff Present**

Kerri Hutchinson, Lisa Lawrence, Lorie Lee, Angela Riddell

#### **Regrets**

Shannon Nicholson

3. **Agenda review**

24-24... On **motion** by Laura Blythe and **seconded** by Margaret Lam, it was **RESOLVED** that the Agenda be adopted.

**CARRIED**

4. **Minutes of the Board Meeting of February 21, 2024**

24-25... On **motion** by Clare Wagner and **seconded** by Bonita Hansra, it was **RESOLVED** that the Minutes of the Library Board meeting of February 21, 2024 be approved.

**CARRIED**

5. **Business arising**

6. **In-camera session, personnel**

24-26... 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.

**CARRIED**

[Councillor Margaret Johnston joined at 7:15 p.m.]

24-27... On **motion** by Jason Hammond and **seconded** by Anjali Misra, it was **RESOLVED** that the meeting conclude its in-camera session.

**CARRIED**

24-28... On **motion** by Brandon Van Dam and **seconded** by Laura Blythe, it was **RESOLVED** that the Board approve the recommendation of the CEO Recruitment Committee to offer the position of CEO to the specified candidate and that the Board and Kitchener Public Library's Human Resources negotiate the CEO contract.

A counted vote was requested. The motion passed with six votes in the affirmative and four in the negative.

**CARRIED**

7. **Business: Reports of officers**

a. **Report of the Chair**

## **Library Board Self-Assessment**

Deferred to the April 2024 Board Meeting.

## **Equity and Anti-racism training**

Chair Katherine Andrews asked Clare Wagner to share an update on the proposed board training. Clare Wagner shared that training has been scheduled with Divonify from 6-7:30 p.m. ahead of the Wednesday, May 15 Board Meeting. Members of Kitchener Public Library Management Team will be invited to participate in the training as well.

The Board Meeting on Wednesday, May 15 start time will be moved to 7:30 p.m. to allow for training.

## **Reopening of J. Wesley Graham Patient & Family Resource Centre**

Chair Katherine Andrews shared an update on the J. Wesley Graham Patient & Family Resource Centre at Grand River Hospital. Kitchener Public Library and Grand River Hospital established a partnership in 2017 to enhance the collections offered at the patient resource centre. The centre was repurposed during the COVID-19 pandemic and it is now working to re-open.

The planned re-opening is on Tuesday, May 21 and Brandon Van Dam will provide remarks on behalf of the Library Board. Other board members are invited to attend.

[Bonita Hansra, Margaret Lam and Anjali Misra exited the meeting at 9:00 p.m.]

### **b. Finance Committee**

#### **• Audited Year-end Financial Statements**

Chair Katherine Andrews shared an update on behalf of Shannon Nicholson, Chair of the Finance Committee.

The Finance Committee met on Monday, March 8 with the auditors to review the 2023 Year-end Audited Financial Statements. No questions were noted.

Chair Katherine Andrews complimented Angela Riddell and her team on their work throughout the audit.

24-29... On **motion** by Margaret Johnston and **seconded** by Christine Michaud, it was **RESOLVED** to accept the Audited 2023 Year-end Financial Statements as presented.

**c. Facilities Planning & Building Committee**

- **Southwest Community Library update**

Clare Wagner, Chair of the Facilities Planning and Building Committee shared an update that site service and structural steel work is ongoing for the new Southwest Community Library. Furniture selection with Raven Studio is underway as well as opening day collection. Clare Wagner noted that staff will be working to issue a shelving RFP at the end of March.

Clare Wagner also shared a number of photos from the site over the past months showing the construction progress.

**d. Public Service & Policy Committee**

Brandon Van Dam, Chair of the Public Service and Policy Committee shared a short update on the review work of policy GOV-09 and the board's fiduciary duty. It is expected that a revised policy will be brought to the Board for review at the next month's meeting.

**e. Report of the Secretary-Treasurer and CEO**

- **2023 Incident Review**

Deferred to the April 2024 Board Meeting.

- **2025-2028 Strategic Plan update**

Deferred to the April 2024 Board Meeting.

- **Updates**

Penny-Lynn Fielding, Interim Chief Executive Officer, shared an update that WCDSB will replace the facility chiller at St Mary's High School and Country Hills. The new chiller is expected to be installed in April.

Penny-Lynn Fielding shared an update that we have submitted the second reimbursement request for the GICB grant for the Southwest Community Library.

Penny-Lynn Fielding also shared an update on March Break programs which saw over 2,000 attendees across all five locations and is similar to attendance before the COVID-19 pandemic.

24-30... On **motion** by Margaret Johnston and **seconded** by Clare Wagner, it was **RESOLVED** to move in-camera to discuss a legal matter.

**CARRIED**

24-31... On **motion** by Jason Hammond and **seconded** by Clare Wagner, it was **RESOLVED** that the meeting conclude its in-camera session.

**CARRIED**

8. **New Business**

9. **Report of Councillors**

Councillors Johnston and Michaud provided an update on the City of Kitchener's Growing Together plan which will see focused growth around the ION light rail transit system and the first-of-its-kind inclusionary zoning policy voted in on Monday, March 18. The new inclusionary zoning policy allows the City to require private developers to include a percentage of affordable units within new, multi-unit housing developments.

Board members discussed ongoing development near the new Southwest Community Library and planning for bike trails and transit.

10. **Adjournment**

24-32... There being no further business, on **motion** by Brandon Van Dam and **seconded** by Christine Michaud, it was **RESOLVED** to adjourn the meeting at 9:41 p.m.

**CARRIED**

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Chair

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Secretary-Treasurer