

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library Board was called to order at 5:05 p.m. on Wednesday, December 13, 2006, by Chair, Mr. Bruce MacNeil, at the Main Library.

TRUSTEES PRESENT

Mr. Brian Burnley, Mr. Dan Carli, Ms. Beth Esenbergs, Mr. Bryan Isaac, Ms. Kimberly Lane, Mr. Bruce MacNeil, Ms. Maxine Neller, Mrs. Diane Slimmon.

Ms. Sonia Lewis, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Ms. Lesa Balch, Ms. Sabina Franzen, Ms. Ann Wood, Ms. Gloria Grigas.

REGRETS

Councillor Michael Galloway, Councillor Berry Vrbanovic, Mr. George Zador.

SPECIAL GUESTS

Ms. Ruth Gutpell, President, Kitchener Public Library Foundation.

2. AGENDA REVIEW

06-86... On motion by Ms. Esenbergs and seconded by Ms. Lane, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of November 15, 2006.

06-87... On motion by Mr. Isaac and seconded by Mrs. Slimmon, it was RESOLVED that the Minutes of the Board Meeting of November 15, 2006, be adopted.

CARRIED

06-88... On motion by Mrs. Slimmon and seconded by Ms. Neller, it was RESOLVED that the In-Camera Minutes of the Board Meeting of November 15, 2006, be adopted.

CARRIED

4. BUSINESS ARISING
None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Mr. MacNeil thanked the library staff for the wonderful Christmas Brunch hosted on Sunday, November 26.

The audio teleconference presented by Ken Haycock on "Succession Planning" was attended by Mr. MacNeil, Ms. Lewis and some KPL staff on December 6.

Board appointments are expected to be made at the December 18 meeting by Council. Mr. Isaac, Mrs. Slimmon, Mr. Zador and Councillor Galloway will be leaving leave the Library Board. Councillor Vrbanovic returns to the Library Board along with Councillor Kelly Galloway who replaces Councillor Michael Galloway.

Mr. MacNeil thanked the retiring Library Board members for their years of service. Mrs. Slimmon was appointed April 21, 1999 (7 ½ years of service); Mr. Zador was appointed December 2, 1994 (11 years of service); Mr. Isaac was appointed December 13, 2000 (6 years of service) and Councillor Michael Galloway was appointed December 2000 (6 years of service).

Mr. MacNeil acknowledged that during this period of time these Board members contributed to the opening of the newest branch, Country Hills Community Library in August 2004, and the move of the Grand River Stanley Park Library to its new location in May 2002.

[Mr. Carli joined the meeting.]

Mr. MacNeil presented a token of appreciation to Mrs. Slimmon and Mr. Isaac on behalf of the Library Board.

Mr. Isaac thanked everyone for the privilege of working with fellow Library Board Trustees and with the excellent staff at KPL during his six years of service.

Mrs. Slimmon appreciated the wonderful opportunity of working with staff, acknowledging that Ms. Lewis has been a great new addition to the library team.

CEO Performance Review

The process for the CEO Performance Review was followed as discussed at the November Board meeting. The year-end Progress Report of the 2006 Implementation Plan was emailed to the Board by December 1.

All feedback received from the Trustees was reviewed by the Executive Committee on December 8. Mr. MacNeil congratulated Ms. Lewis on a very successful review.

Board Orientation

Board orientations for new Trustees appointed will begin at the inaugural meeting. Board members who continue to serve will be involved in the process. The advocacy role that the Library Board must play will become part of the orientation process.

(b) Facilities Planning & Building Committee

Central Library Project Update

Staff will receive a draft report of the central library project from Levitt Goodman next week. The Facilities Planning & Building Committee will review the report at its January 10 meeting.

The Civic District group met on November 22 and again today.

At the Finance & Corporate Services Committee meeting on December 11, Councillor Wylie requested a meeting between Council & the Library Board to discuss the new library. Ms. Lewis will follow up with the City regarding these arrangements.

Revised Radio Frequency Identification (RFID) Business Case

An additional \$450,000.00 has been requested in year 5 for the second phase of the RFID project, the implementation of automated check-in at the Main Library. The word "check-in" has been added throughout the document.

The business case will be taken to Council in 2007 prior to the 2008 budget process. Mr. Carli thanked Ms. Balch for her efforts with the project.

Mr. MacNeil commented on the recent installation of an RFID system at the University of Waterloo.

06-89... On motion by Mr. Carli and seconded by Mr. Burnley, it was RESOLVED that the Radio Frequency Identification (RFID) and Automated Check-In Business Case be accepted, as printed.

CARRIED

(c) Finance Committee

November 2006 Financial Statements

06-90... On motion by Ms. Esenbergs and seconded by Mr. Carli, it was RESOLVED to accept the November 2006 Financial Statements, as printed.

CARRIED

2007 Operating & Capital Budget Revisions

The 2007 Operating Budget was updated to reflect the \$100,000 transfer from the Capital Budget book reserve. A reduction in utility costs at Forest Heights Community Library was also made, both of which resulted in a favorable reduction in total operating costs.

06-91... On motion by Ms. Esenbergs and seconded by Mrs. Slimmon, it was RESOLVED to accept the revised 2007 Operating Budget, as printed.

CARRIED

The amount allocated for the funding of a new Central Library Capital Campaign was included in the Capital Forecast for 2007 - 2016 as requested by the Library Board in November but the funding request is now identified in the Capital Forecast under "*Fundraising Campaigns and Activities*".

(d) Fundraising Ad Hoc Committee

Updates

Ms. Neller identified that a project update will be mailed to the group of participants that were surveyed in the new Central Library Feasibility Study. The work plan for this Committee, once finalized, will identify the timelines for this update.

(e) Public Service & Policy Committee

Updates

Final copies of the following revised policies, as discussed at the November Board meeting, were included in the Board package: Donations and Fundraising, Donations to the Collection, Donor Recognition, Sponsorship, Naming Opportunities and Meeting Room Booking Guidelines.

The 2007 Strategic Plan Implementation Plan will be presented to the Library Board at its January meeting. The Public Service & Policy Committee agreed to separate the 2006 year end Progress Report from the 2007 Implementation Plan. The progress report had been distributed via email December 1.

Mandatory Retirement Update

At Monday's Finance & Corporate Services meeting the City deferred decisions regarding benefits for staff over 65 until January 29. KPL will continue to monitor developments at the City in order to make recommendations for the Board's consideration. This delay has no negative impact on KPL staff.

November Public Service Report

Mr. Burnley highlighted the report, noting increases in website usage, online electronic products, AV materials and total active cardholders. Book circulation is showing some slight decreases, although renewals.

Questions regarding the newest service which enables customers to download audio books were addressed by Ms. Balch.

KPL is meeting with Waterloo, Cambridge, Waterloo Regional and Stratford Public Libraries to determine if an audiobook consortium can be developed.

(f) Report of the Secretary-Treasurer and CEO

Sri Lankan Visit

Laura Reed, KPL's Coordinator of Children's & Young Adult Services, has confirmed that she will be travelling to Sri Lanka in mid January as part of the relief missions sponsored by the Federation of Canadian Municipalities.

KPL Staff Professional Development (PD) Day

Ms. Lewis reported that the Professional Development Day was very successful. Several positive comments from the public about organizing a PD Day were received.

Youth Services Workshop

KPL hosted a day long youth services workshop Thursday, December 7 with over 80 participants from various libraries in Ontario. Laura Reed and a number of other KPL staff were responsible for this successful event.

Public Consultation on City Budget

The City will be engaging the public in the budgeting process. Public meetings are scheduled for January 9, 2007, from 7:00 pm to 9:00 pm and January 17 from 7:00 pm to 9:00 pm. The "*Budget in Brief*" document will be made available to the public in the Jan/Feb edition of Your Kitchener, City web site and City facilities.

OLA Executive

Ms. Lewis reported that she is joining the OLA Executive and Board of Directors as Treasurer January 2007.

Holiday Greetings

On behalf of all KPL staff, Ms. Lewis thanked both the Library and Foundation Boards for their work and expressed appreciation of all KPL volunteers whose efforts also contribute greatly to the success of the library. Holiday greetings were extended to everyone.

7. II. NEW BUSINESS

None.

8. III. PRESENTATIONS(a) Report of Councillors

In the absence of the Councillors, the Chair addressed the next agenda item.

(b) Annual Report from the KPL Foundation

The President of the KPL Foundation, Ms. Ruth Gutpell, presented the Foundation's annual report to the Library Board.

Highlights included:

- Grant received from Waterloo Regional Heritage Foundation.
- Enhancement of existing initiatives where possible.
- Recruitment drive for new members.
- Development of a new fundraising initiative "*Give a Donation to the KPL Foundation as a Gift to a Special Person*".
- Financial breakdown of the cheque from the KPL Foundation to the Kitchener Public Library to be presented this evening at the annual Christmas reception.
- Special thank you extended to the Foundation Directors – Ann Kennaley, Pat Wagner, Peggy Walshe, Sherry Erb, Sonia Lewis and the Recording Secretary, Leslie Zawadzki.

Mr. MacNeil thanked Ms. Gutpell for her presentation and acknowledged the work and efforts of the KPL Foundation on behalf of the Library Board.

06-92... On motion by Mrs. Slimmon and seconded by Mr. Isaac, it was RESOLVED to accept the 2006 KPL Foundation report.

CARRIED

9. ADJOURNMENT

06-93... There being no further business, on motion by Ms. Esenbergs and seconded by Mr. Carli, it was RESOLVED to adjourn the meeting at 6:00 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying December 13, 2006 Board Meeting]

- (a) November 15, 2006 Board Minutes
- (b) November 2006 Public Services Report
- (c) November 2006 Financial Statements
- (d) 2007 Operating Budget Revision
- (e) 2007 Capital Budget Revision
- (f) RFID and Automated Check-in Projects Business Case
- (g) Revised Fundraising Policies (5 policies)
- (h) Revised Meeting Room Rental Policy
- (i) January 2007 Calendar of Events