

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library Board was called to order at 6:05 p.m. on Wednesday, December 10, 2008, by Chair, Mr. Dan Carli, at the Delta Inn in the Kitchener 1 Suite.

TRUSTEES PRESENT

Mr. Dan Carli, Ms. Beth Esenbergs, Mr. Mike Farwell, Councillor Kelly Galloway, Ms. Lynn Gazzola, Ms. Sue Morgan, Mr. Leszek Jankowski, Mr. Bruce MacNeil, Councillor Berry Vrbanovic.

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

STAFF PRESENT

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

REGRETS

Mr. Brian Burnley, Mr. David Erb.

SPECIAL GUESTS

Sherry Erb, President of the KPL Foundation and KPL's Coordinator of Volunteer & Outreach Services.

2. AGENDA REVIEW

Mr. Carli moved forward the discussion of the In-Camera Legal matter to follow the Chair's Report and the Facilities Planning & Building Committee Report was delayed for discussion after the Finance Committee Report.

08-64... On motion by Ms. Sue Morgan and seconded by Ms. Beth Esenbergs, it was RESOLVED that the Agenda be adopted, as amended.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of November 19, 2008.

08-65... On motion by Ms. Sue Morgan and seconded by Mr. Bruce MacNeil, it was RESOLVED that the Minutes of the Board Meeting of November 19, 2008, be adopted.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

- (a) Report of the Chair

Updates

Mr. Carli reminded the Trustees that Library Board meetings will start at 7:00 pm, commencing with the January 21, 2009 meeting. The list of 2009 meeting dates was included in the Board package. The dates and times of the Executive Committee meetings are subject to confirmation following the January election of the Board.

Please complete the CEO's performance appraisal forms electronically and forward them to Dan Carli no later than Monday, December 22, 2008. The 2008 Implementation Plan has been emailed and a copy included in the Board package.

A small token of appreciation was presented to Councillor Berry Vrbanovic in recognition of his 12 years of service with the KPL Board. Highlights of events since Councillor Vrbanovic's appointment to the Board in April 1996 were noted.

Councillor Berry Vrbanovic thanked everyone for their support and kind remarks.

In-Camera Legal Matter

08-66... On motion by Ms. Beth Esenbergs and seconded by Ms. Sue Morgan, it was RESOLVED that the meeting move in camera to discuss a confidential legal matter.

CARRIED

08-67... On motion by Mr. Bruce MacNeil and seconded by Ms. Beth Esenbergs, it was RESOLVED that the in-camera meeting be concluded.

CARRIED

(b) Finance Committee

November 2008 Financial Statements

08-68... On motion by Ms. Lynn Gazzola and seconded by Councillor Berry Vrbanovic, it was RESOLVED to accept the November 2008 Financial Statements, as printed.

CARRIED

2009 Budget UpdateCapital Budget

KPL's Capital Forecast 2009 - 2018 was changed to reflect a combination of Economic Development Investment Funds (EDIF) and non EDIF funds for the Central Library project.

08-69... On motion by Ms. Lynn Gazzola and seconded by Ms. Beth Esenbergs, it was RESOLVED to accept the revised 2009 - 2018 Capital Forecast, as presented.

CARRIED

Operating Budget

At the Finance & Corporate Services Committee meeting on Monday, December 8, Council directed KPL to present budget cutting options prior to final budget day of January 12, 2009. These options were presented to the Board by Sonia Lewis along with a revised 2009 Operating Budget.

08-70... On motion by Lynn Gazzola and seconded by Ms. Beth Esenbergs, it was RESOLVED to accept the revised 2009 Operating Budget, as presented.

CARRIED

Councillor Vrbanovic thanked KPL for its due diligence.

(c) Facilities Planning & Building Committee

Mr. Bruce MacNeil reported that the Facilities Planning & Building Committee met on Wednesday, December 10. Library parking for the new central library is currently being discussed.

Service model guidelines are also under development for consideration in 2009.

[Mr. Mike Farwell joined the meeting.]

(d) Public Service & Policy Committee

Year-End Implementation Plan Progress Report

Ms. Beth Esenbergs complimented staff for the excellent progress made with projects listed in the 2008 Implementation Plan. Ms. Sonia Lewis applauded staff for the successful completion of multiple projects managed over and above daily activities.

08-71... On motion by Ms. Beth Esenbergs and seconded by Ms. Sue Morgan, it was RESOLVED to accept the November Progress Report of the 2008 Implementation Plan, as presented.

CARRIED

(e) Fundraising ad hoc Committee

Two handouts were provided to the Board at the meeting from the Fundraising ad hoc Committee. The Committee reviewed roles and preliminary timelines at its December 10 meeting.

Please email your feedback to Sonia Lewis by Tuesday, December 16 regarding the potential campaign cabinet candidates.

(f) Report of the Secretary-Treasurer and CEO

Updates

Sonia confirmed her holiday schedule of December 18 to January 4, 2009. An email will follow to the Board.

In-Camera Legal Matter

See notes after the Report of the Chair.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Vrbanovic commented on Council's ever increasing challenge with budgets due to the current economic situation. The federal government's strategy will be to invest in the country's infrastructure to stimulate the economy.

Councillor Galloway noted that the tender for the King Street Master Plan has been issued. Changes related to the City's Public Art Policies were approved by Council at its meeting on Monday, December 8.

(b) Annual Report from President, KPL Foundation Board

Sherry Erb, President of the KPL Foundation Board, highlighted the Foundation Board's successes in 2008 as outlined below.

- A cheque in the amount of \$30,973.27 was presented to the Chair of the KPL Board at this year's staff Christmas brunch.
- Extra funding has been earmarked in 2009 for the Writer-in Residence program to help celebrate KPL's 125th anniversary.
- KPL's popular summer Reading club was enhanced this year through the support of additional funds.
- An indoor walker was purchased for the Grand River Stanley Park Community Library.
- Remaining funds will support ongoing initiatives.
- Outreach programs have proven to be very successful.

Sherry Erb thanked the Library Board for its ongoing support of the KPL Foundation.

On behalf of the Library Board, Mr. Carli thanked Sherry Erb and the Directors of the KPL Foundation Board for their continued efforts.

8. ADJOURNMENT

08-72... There being no further business, on motion by Councillor Kelly Galloway and seconded by Mr. Leszek Jankowski, it was RESOLVED to adjourn the meeting at 7:20 p.m.

CARRIED

The annual Christmas reception of the Library and Foundation Boards followed.

Chair

Secretary-Treasurer

[Attachments Accompanying November 19, 2008 Board Meeting]

- (a) November 2008 Library Board Minutes
- (b) November 2008 Financial Statement
- (c) Revised 2009 Capital Budget
- (d) Revised 2009 Operating Budget
- (e) November 2008 Public Service Report
- (f) January 2009 Calendar of Events
- (g) Email Messages Sent from CEO to KPL Board Nov 13 - Dec 3, 2008
- (h) 2009 Library Board Meeting Dates
- (i) 2008 Implementation Plan - Progress Report November 2008