

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library Board was called to order at 6:35 p.m. on Wednesday, December 9, 2009, by Chair, Mr. Dan Carli, at the Main Library.

TRUSTEES PRESENT

Ms. Jennifer Ball, Mr. Dan Carli, Mr. David Erb, Councillor Kelly Galloway, Mr. Mike Farwell, Ms. Bev Glenn-Graham, Mr. Leszek Jankowski.

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

STAFF PRESENT

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

REGRETS

Ms. Lynn Gazzola, Mr. Bruce MacNeil, Mr. David Sterritt, Councillor Berry Vrbanovic.

SPECIAL GUESTS

Ms. Sherry Erb, Coordinator, Volunteer Services.

Kitchener City Council appointed Ms. Jennifer Ball and Mr. David Sterritt to the Library Board for a one-year term expiring November 30, 2010. Mr. Carli welcomed Ms. Jennifer Ball. Mr. David Sterritt will join the January meeting.

2. AGENDA REVIEW

No changes were made to the agenda.

09-63... On motion by Mr. Leszek Jankowski and seconded by Councillor Kelly Galloway, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

Ms. Sherry Erb will appear as a delegation on behalf of the KPL Foundation to present its annual Foundation report.

3. MINUTES of the Board Meeting of November 11, 2009.

09-64... On motion by Mr. Leszek Jankowski and seconded by Ms. Bev Glenn-Graham, it was RESOLVED that the Minutes of the Board Meeting of November 11, 2009, be adopted.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

#### REPORT OF OFFICERS

- (a) Report of the Chair

#### Updates

#### Board Attendance at Ontario Library Association Conference

The Ontario Library Association (OLA) Conference is scheduled from Wednesday, February 24 to Saturday, February 27, 2010, at the Metro Toronto Convention Centre. Trustees should receive information packages in the mail this week from OLA. If wishing to attend any of the workshops, please let Sonia Lewis know as soon as possible.

#### Upcoming Board Elections

The Board was reminded to submit their nominations for all Board Executive positions to Mr. Bruce MacNeil. Elections will take place at the January meeting. Volunteers for the various Committees will also be required.

#### Public Service Report

Mr. Dan Carli made note that the monthly Public Service Report will be listed under the Report of the Secretary-Treasurer and CEO on future agendas. Ms. Sonia Lewis will address any questions the Board may have regarding the report.

CEO Performance Review

The December Progress Report of the 2009 Business Plan was forwarded to the Board electronically and included in this month's Board package. Please complete the CEO's performance appraisal form electronically and email it to the Chair before Christmas.

Notice of Motion

Mr. Dan Carli reviewed the two notice of motions made at the November Board meeting to amend the current KPL Board Bylaws as follows:

09-65... On motion by Mr. David Erb and seconded by Ms. Bev Glen-Graham, it was RESOLVED to add a new paragraph 2.6 to the KPL Board Bylaws as follows:

*"In exceptional circumstances when a Board member is out of town, attendance at a Board meeting by telephone shall be permitted. Full voting rights shall be allowed only when the Board member participates in the entire discussion on a given item. Arrangements to attend a meeting via telephone shall be the responsibility of the Board member and shall be made not later than 24 hours prior to the meeting by notifying the Executive Assistant of the CEO."*

CARRIED

09-66... On motion by Mr. Leszek Jankowski and seconded by Mr. Mike Farwell, it was RESOLVED to append the following italicized words to the first sentence of paragraph 2.2 of the KPL Board Bylaws as noted below:

*"A member of the Board shall hold office from the 1<sup>st</sup> day of December of the year the term of office begins to the 30<sup>th</sup> day of November of the final year of the term concurrent with the term of the Council or until the new Board is appointed, whichever comes first."*

CARRIED

KPL Staff Christmas Party

On behalf of the Library Board, Mr. Dan Carli thanked KPL staff for their work and creativity in making this year's KPL Christmas party at the Main Library a great success. The Chair also thanked Board members for attending the event.

(b) Report of the Facilities Planning & Building Committee

Central Library Project Update

Subject to final budget approval on January 18, 2010, City Council approved changes to KPL's central library funding plan at its meeting on November 23, 2009.

(c) Finance CommitteeNovember 2009 Financial Statements

09-67...

On motion by Ms. Bev Glenn-Graham and seconded by Councillor Kelly Galloway, it was RESOLVED that the November 2009 Financial Statement be accepted as printed.

CARRIED

Subject to final budget approval in January, KPL's capital and operating budgets were approved by Finance & Corporate Services Committee at its meeting on Monday, November 23 and Monday, December 7.

(d) Public Service & Policy CommitteeYear-End Business Plan Progress Report

Ms. Sonia Lewis reviewed questions regarding the December Progress Report of the 2009 Business Plan.

The renewal of the Forest Heights Community Library was a substantial project under "invest in community library development" that was not included in this year's Business Plan. The feedback from the customers and staff has been very positive. Board members were encouraged to take the opportunity to visit the branch.

As noted by the CEO, the amount of work accomplished in the 2009 Business Plan was astounding and reflective of the great staff at KPL.

The overall number of projects in the 2010 Business Plan will be pared down. The primary focus will be on the central library project due to its increasing demand for staff involvement and resources.

(e) Report of the Secretary-Treasurer and CEOUpdates

An update regarding the impact of phase one of construction was provided by Ms. Sonia Lewis. The relocation of staff areas to the lower level will result in the loss of room rentals and programming. Children and adult programming will continue at our branch locations, and selected children, teen and adult programs that do not require the lower level will continue to be offered at the Main Library where feasible. Staff are exploring possible partnerships which will allow KPL to deliver programs outside the library. The response has been very positive.

Aside from some collections being shifted, taking a different approach to programming and stopping room rentals, there will be no other significant impact on customer service in phase one. Parking will be a challenge.

Some Board meetings may have to be relocated to the branches.

#### 2010 Library Board Meeting Schedule

The schedule provided in the Board package follows the normal schedule of meeting dates with one exception. A special meeting on May 5 will be required to approve the shortlist of the general contractor and key subcontractors. Council approval would then follow on May 17, 2010.

#### Emails Distributed in Past Month

No questions were noted.

#### November 2009 Public Service Report

No questions were noted.

### 6. II. NEW BUSINESS

None.

[Ms. Sherry Erb joined the meeting.]

### 7. III. PRESENTATIONS

#### (a) Report of Councillors

Councillor Kelly Galloway noted that Council has completed its review of capital and operating budgets. Further budget cuts are pending before Council's final budget day on January 18, 2010.

A public input meeting is scheduled for January 11, 2010 for people to bring forward any concerns and comments.

#### (b) Annual Report from President, KPL Foundation Board

Ms. Sherry Erb, President of the KPL Foundation Board, highlighted the Foundation Board's successes in 2009, some of which are outlined below:

- A cheque in the amount of \$20,436.44 was presented to the KPL Board.
- Extra funding was given to the 2009 Writer-in-Residence program to attract the award-winning author, Nino Ricci, as part of the Library's 125<sup>th</sup> anniversary.

- KPL Foundation supported the purchase of a new KP Owl costume. The new and improved mascot was officially unveiled at this year's Kidspark festival.
- The remainder of the funds have been targeted to support ongoing initiatives such as expanding specialized resources in KPL's language, autism, and health collections. Outreach initiatives such as Creative Spark and Library Links for Life will continue to be supported.

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

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

8. ADJOURNMENT

09-68... There being no further business, on motion by Mr. David Erb, it was RESOLVED to adjourn the meeting at 7:25 p.m.

CARRIED

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

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Chair

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Secretary-Treasurer

[Attachments Accompanying November 11, 2009 Board Meeting]

- (a) November 11, 2009 Library Board Minutes
- (b) November 2009 Financial Statements
- (c) November 2009 Public Service Report
- (d) January 2010 Calendar of Events
- (e) Email Summary from CEO from November 5 - December 1, 2009
- (f) 2010 Library Board Meeting Dates
- (g) 2009 Business Plan Yearend Progress Report
- (h) Bylaw Changes - Page 3 Revised
- (i) KPL *Learning & Technology* Newsletter