

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library Board was called to order at 6:18 p.m. on Wednesday, December 8, 2010, by Chair, Mr. Dan Carli, in the Oak Room at the Walper Terrace.

TRUSTEES PRESENT

Mr. Wayne Buchholtz, Mr. Dan Carli, Ms. Tiffany Dejak, Ms. Jude Doble, Mr. Mike Farwell, Councillor Kelly Galloway, Ms. Lynn Gazzola, Mr. Bruce MacNeil, Mr. David Sterritt.

Sonia Lewis, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

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

SPECIAL GUESTS

Mr. Paul Dickson, Development Manager; Ms. Sherry Erb, Coordinator, Volunteer Services.

REGRETS

Ms. Jennifer Ball, Councillor Berry Vrbanovic.

2. WELCOME

The new Library Board was appointed by Council on Monday, December 6, 2010. Mr. Carli welcomed the new and returning Board members. Introductions followed.

3. AGENDA REVIEW

Mr. Carli provided a quick overview of the format and content included in the Board agenda for the benefit of the new Board members. No changes were made to the December agenda.

10-65... On motion by Mr. Bruce MacNeil and seconded by Mr. David Sterritt, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

4. MINUTES of the Board Meeting of November 17, 2010.

10-66... On motion by Councillor Kelly Galloway and seconded by Ms. Lynn Gazzola, it was RESOLVED that the Minutes of the Board Meeting of November 17, 2010, be adopted.

CARRIED

IN-CAMERA Minutes of the Board Meeting of November 17, 2010.

10-67... On motion by Councillor Kelly Galloway and seconded by Mr. Mike Farwell, it was RESOLVED that the Minutes of the In-Camera Board Meeting of November 17, 2010, be adopted.

CARRIED

5. BUSINESS ARISING

None.

6. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Mr. Dan Carli noted that the Library Board focused on advocacy, fundraising and the Central Library project in 2010. Mr. Paul Dickson, KPL's Development Manager, has been instrumental in helping to build the library's profile.

In the last 30 days, the Main Library has undergone many changes as construction begins.

Mr. Dan Carli thanked the Board members for their help with advocacy throughout the year. Most recently Mr. Bruce MacNeil, Ms. Sonia Lewis and Mr. Paul Dickson manned a booth at the Chamber of Commerce Holiday Networking Event at the Holiday Inn on Monday evening, December 7.

On Monday, December 6, Mr. Dan Carli, Mr. Bruce MacNeil, Mr. Mike Farwell and Ms. Sonia Lewis attended the Inaugural event at City Hall.

The Chair thanked Mr. David Sterritt, Councillor Vrbanovic and Mr. Bruce MacNeil for joining him and Ms. Sonia Lewis at KPL's staff Christmas brunch on Sunday, November 28.

A request for the Board to attend various events throughout the year will continue.

CEO's Performance Review

Mr. Dan Carli reminded the Board that the 2010 Yearend Progress Report of KPL's Business Plan had been emailed and a print copy also included in the Board package. The Chair reminded the Board to use this information when completing the CEO's evaluation and to email the completed appraisal form to him by December 21.

Ontario Library Association (OLA) Conference

A program booklet from the Ontario Library Association (OLA) was mailed with the Board package. Please let Gloria know by December 21 if wanting to attend the 2011 OLA Super Conference being held at the Metro Toronto Convention Centre between February 2 and 5, 2011. Attendance at the conference will be confirmed once all requests have been received.

Strike Nominating Committee

Mr. Bruce MacNeil agreed to Chair the Nominating Committee. Elections for the position of Chair, 1st Vice-Chair, 2nd Vice-Chair, and Chair of the various Committees will be held at the January Board meeting. Please submit nominations for all positions to Mr. Bruce MacNeil.

Board Orientation

A formal orientation program for new Board members will be offered in 2011. A series of orientation sessions will be scheduled and some topics will be addressed at Board meetings.

(b) Facilities Planning & Building Committee

Central Library Project Update

Mr. Mike Farwell reviewed the Facilities Planning and Building Committee Report provided at the meeting.

10-68... On motion by Mr. Mike Farwell and seconded by Mr. Wayne Buchholtz, it was RESOLVED that the contract for project management and construction oversight services to support the renovation and expansion of the central library and construction of an underground parking garage be awarded to MHPM Project Managers Inc. at a total cost for fees, disbursements and full HST of \$376,290.

CARRIED

[Sherry Erb joined the meeting.]

(c) Finance Committee

November 2010 Financial Statement

10-69... On motion by Ms. Lynn Gazzola and seconded by Mr. David Sterritt, it was RESOLVED to accept the November 2010 Financial Statement, as printed.

CARRIED

Ms. Sonia Lewis also noted that the City's budget meeting dates have been revised as follows:

Operating Budget - January 20, 2011

Capital Budget - February 11, 2011

Final Budget Day - March 1, 2011

(d) Public Service & Policy Committee

Yearend Business Plan Progress Report

For the benefit of the new Board members, Ms. Sonia Lewis explained that the Board receives a progress report each June and December listing activities undertaken during the year related to the strategic plan. A copy of the December progress report was provided in the Board package.

Additional details regarding KPL's strategic planning process will be reviewed in the Board's orientation program.

In 2011 the Public Service & Policy Committee will bring recommendations to the Board regarding the next multi-year strategic planning process. The current plan covers the 2009 - 2012 period.

Ms. Sonia Lewis complimented staff on the success of the projects undertaken during what has been an extraordinary year at KPL.

(e) Report of the Secretary-Treasurer and CEO

Updates

Tonight's Reception

Ms. Sonia Lewis highlighted the Board's annual Christmas networking event that will follow this meeting.

Calendar of Events

The monthly Calendar of Events provided in the Board package was highlighted by Ms. Sonia Lewis. A correction in the date of the Operating Budget presentation from that of January 17 to January 20, 2011, was required in the calendar.

If interested in participating in any of the monthly library tours as noted in the calendar, please register in advance with Gloria.

Public Service Statistics

The November Public Service Report was distributed at the Board meeting and presented by Ms. Sonia Lewis. It is anticipated that future statistics reported by the Main Library will be impacted by construction.

Provincial Funding of Public Libraries

Ms. Sonia Lewis introduced the Report of the Secretary-Treasurer and CEO that was included in the Board package.

10-70...

On motion by Mr. Bruce MacNeil and seconded by Mr. David Sterritt, it was RESOLVED that the Kitchener Public Library Board endorse the Federation of Ontario Public Libraries' efforts to increase provincial funding for public libraries and its proposed funding model.

CARRIED

2011 Meeting Dates/Start Times

Arrangements have been made to host Board meetings at City Hall in the Caucus Room during the year 2011, unless otherwise specified. A draft copy of the 2011 Board Meeting Schedule was provided in the Board package. An email will follow to poll the Board regarding the preferred start time of these meetings.

10-71...

On motion by Mr. Wayne Buchholtz and seconded by Mr. David Sterritt, it was RESOLVED to approve the change in meeting location for all KPL Board meetings in the year 2011, as outlined in the schedule provided.

CARRIED

KPL Board List

Please let Gloria know if a change in your contact information is required, as outlined in the 2011 KPL Board List provided at the meeting.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS(a) Report of Councillors

Councillor Kelly Galloway noted that Kitchener's City Hall has undergone an organization redesign. The review has taken the City from four departments to three. Council's three Standing Committees have undergone changes and are now known as the Community and Infrastructure Services Committee, the Planning and Strategic Initiatives Committee and the Finance and Corporate Services Committee.

More information regarding the Standing Committees and City organization will be provided at the January meeting.

[Councillor Kelly Galloway exited the meeting.]

Annual KPL Foundation Report

Ms. Sherry Erb, President of the KPL Foundation Board, presented the annual report, highlighting the Foundation's support in 2010 for:

- The evolve.literally. initiative.
- On-going outreach initiatives including Creative Spark and Library Links for Life.
- KPL's autism collection.
- Children's and teens' summer reading programs.

Ms. Sherry Erb thanked the Library Board, as well as its donors, for their ongoing support of the KPL Foundation.

Mr. Dan Carli thanked Ms. Sherry Erb for the Foundation's work on behalf of Kitchener Public Library.

8. ADJOURNMENT

10-72... On motion by Mr. Bruce MacNeil, it was RESOLVED to adjourn the meeting at 7:15 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying December 8, 2010 Board Meeting]

- (a) November 17, 2010 Library Board Minutes
- (b) November 2010 Financial Statements
- (c) November 2010 Public Service Report
- (d) 2010 Business Plan December Progress Report
- (e) Facilities Planning and Building Committee Report December 2010
- (f) January 2011 Calendar of Events
- (g) Email Summary from CEO November 10 – November 30, 2010
- (h) 2011 Library Board Meetings Draft Schedule
- (i) 2011 Library Board List
- (j) Literature from Ontario Library Association Super Conference Feb 2 – 5, 2011 Program
- (k) CEO Report re: Provincial Funding of Public Libraries
- (l) KPL *Learning & Technology* Newsletter