

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library Board was called to order at 7:00 p.m. on Wednesday, February 17, 2010, by 1<sup>st</sup> Vice-Chair, Mr. Mike Farwell, at the Main Library.

TRUSTEES PRESENT

Ms. Jennifer Ball, Mr. David Erb, Mr. Mike Farwell, Councillor Kelly Galloway, Ms. Bev Glenn-Graham, Ms. Lynn Gazzola, Mr. Leszek Jankowski, Mr. Bruce MacNeil, Mr. David Sterritt, Councillor Berry Vrbanovic.

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

STAFF PRESENT

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

REGRETS

Ms. Lesa Balch, Mr. Dan Carli.

2. AGENDA REVIEW

10-07... On motion by Mr. David Erb and seconded by Mr. Bruce MacNeil, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of January 20, 2010.

10-08... On motion by Ms. Lynn Gazzola and seconded by Mr. Leszek Jankowski, it was RESOLVED that the Minutes of the Board Meeting of January 20, 2010, be adopted.

CARRIED

4. BUSINESS ARISING

Grand River Accessibility Advisory Committee & Central Library Plans (GRAAC)

As a follow up to the Board's discussion at its January meeting, Sonia Lewis confirmed that KPL staff will be attending a meeting with GRAAC on February 25 to provide them with a further update of the Central Library project. This Committee is already aware of KPL's plans and the library's consultation process undertaken to date.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

The 2010 Work Plan for the Library Board will continue to focus on advocacy efforts. Five Board members will be attending the Mayor's State of the City Address on February 25.

A calendar of upcoming Chamber events was circulated. If interested in attending any of them, please notify Gloria by the deadline noted.

Sonia Lewis notified the Library Board that invitations will be mailed directly to the Board for the 10<sup>th</sup> Anniversary WREPNET reception to be held on Thursday, March 25 at 5:30 pm in the Kitchener City Hall Rotunda. Please RSVP as instructed on the invitation.

Recruitment Committee

The Executive Committee has proposed that an ad hoc Recruitment Committee be formed to establish a recruitment plan for attracting new Board members and completing a skills gap analysis. If interested in volunteering, please contact Mr. Dan Carli.

Board Self-Evaluation

Mr. Farwell asked that the Board review the tabulated results of the Board's Self-Evaluation Questionnaire provided at the meeting. Discussion in greater detail will follow with the Chair at the March Board meeting.

Committee Membership

Mr. Farwell confirmed the Board membership list of each Committee for 2010.

(b) Facilities Planning & Building CommitteeCentral Library Project Update

The design phase of the Central Library project continues. The design of the temporary layouts during the two phases of the construction period is also underway. Phase 1 layout identifies reorganization of the existing space while the addition is being built. Phase 2 layout identifies use of the new addition while the rest of the library is under renovation.

A risk assessment of the project is currently being conducted by the City.

The primary activity at this time is the completion of the site plan application which includes a heritage impact assessment report.

The second costing of the project has been received. The cost analysis will continue over the next week or more.

The public art process is also underway. We anticipate distributing the request for expressions of interest by the end of February with a goal of selecting the artist by June 2010.

The current renderings of the building were distributed at the meeting. An update was provided by Ms. Sonia Lewis. City Council will be provided with an update of the project at the Development & Technical Services Committee meeting on April 12. Copies of that report will be provided to the Board.

(c) Finance CommitteeDecember 2009 Financial Statement

10-09... On motion by Ms. Lynn Gazzola and seconded by Mr. Bruce MacNeil, it was RESOLVED to accept the December 2009 Financial Statement, as printed.

CARRIED

January 2010 Financial Statement

10-10... On motion by Ms. Lynn Gazzola and seconded by Ms. Bev Glenn-Graham, it was RESOLVED to accept the January 2010 Financial Statement, as printed.

CARRIED

(d) Fundraising CommitteeUpdates

Mr. Dave Erb reviewed the Fundraising Committee's Report provided in the Board package.

[Councillor Berry Vrbanovic joined the meeting.]

Naming Opportunities & Donor Recognition

A discussion followed regarding the naming and donor opportunities associated with the central library fundraising campaign.

10-11...

On motion by Mr. David Erb and seconded by Mr. Bruce MacNeil, it was RESOLVED that the Board approve the following naming opportunities and corresponding donation values in recognition of significant campaign contributions by individuals, foundations and corporations.

**Naming Opportunities:**

<i>Opportunity:</i>	<i>Value:</i>
Children's Services	\$200,000
Teen Services	\$100,000
Central Atrium	\$100,000
Outdoor Courtyard	\$100,000
Computer Lab	\$100,000
Auditorium	\$100,000
Multimedia Room	\$75,000
Reading Lounge	\$75,000
Children's Program Room	\$50,000
Lower Level Meeting Rooms	\$50,000 - \$75,000
Lower Level Concourse	\$50,000
Access Centre	\$50,000
Media Collection (DVD/CD)	\$50,000
Multicultural Collection	\$25,000
Consumer Health Collection	\$25,000
Business Collection	\$25,000
Green Roof/Garden	\$25,000
Tutorial Rooms	\$25,000
Elevator	\$25,000

and further,

That the local history room remain named the Grace Schmidt Room of Local History.

CARRIED

10-12...

On motion by Mr. David Erb and seconded by Ms. Jennifer Ball, it was RESOLVED that the Board approve the donor recognition groups as outlined in the table below.

<b><u>Leadership Gifts, and Planned Giving Recognition Groups:</u></b>		
<b><u>Amount of Donation</u></b>	<b><u>Category Assignment</u></b>	<b><u>Years of Recognition*</u></b>
<b><u>Leadership Gifts: Benefactor Circle</u></b>		
\$1000-\$2499	Leader	1
\$2500-\$4999	Builder	1
\$5000-\$9999	Advocate	2
\$10,000-\$24,999	Proponent	2
\$25,000+	Ambassador	3
<b><u>Planned Giving: Legacy Leaders</u></b>		
All planned gifts	Legacy Leader	Perpetual
<b><u>Long term/Cumulative Giving: Visionary Circle</u></b>		
10+ years, \$5K+	Visionary	Perpetual

\* Exceptions – Naming opportunities and names on the donor wall will be benefits that remain for the life of the building.

and further,

That the donor benefits listed in the attached chart be approved.

CARRIED

(e) Report of the Secretary-Treasurer and CEO

Updates

Board Meetings Offsite

Three Board meetings are planned offsite this year as follows:

- June 2010 Forest Heights Community Library
- October 2010 Grand River Stanley Park Community Library
- November 2010 Country Hills Community Library

Knowledge Ontario

At the January Board meeting, the Board passed a motion to support Knowledge Ontario which was communicated in a letter to the Minister of Culture and Tourism and local MPPs.

KPL received a copy of a letter sent to The Honourable Michael Chan, MPP, from Elizabeth Witmer, MPP, Kitchener-Waterloo, who supported the Board's motion, and called for sustainable funding by the provincial government for Knowledge Ontario.

Public Service Statistics

No questions were noted regarding the January Public Service Report.

Ms. Sonia Lewis responded to questions regarding KPL's website. Marketing & Communications does use KPL's homepage of the website to promote the library, the collection, events and link the public to the central library project.

The information on the KPL Foundation webpage explains how people can donate to the library.

Emails distributed in Past Month

No questions were noted.

9. II. NEW BUSINESS

None.

10. III. PRESENTATIONS(a) Report of Councillors

Councillor Vrbanovic reported that Council will be discussing the Rockway Centre at its meeting on Monday.

On Monday night, Waterloo City Council will be revisiting the issue as to whether or not it should include a referendum on the election ballot to ask residents if the City of Waterloo should engage in amalgamation talks with the City of Kitchener.

Ms. Sonia Lewis added that programming will be offered in the upper level of the market on Saturdays beginning in March.

11. ADJOURNMENT

10-13... There being no further business, on motion by Mr. Bruce MacNeil, it was RESOLVED to adjourn the meeting at 7:45 p.m.

CARRIED

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Chair

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Secretary-Treasurer

[Attachments Accompanying February 17, 2010 Board Meeting]

- (a) January 20, 2010 Library Board Minutes
- (b) December 2009 Financial Statements
- (c) January 2010 Financial Statements
- (d) January 2010 Public Service Report
- (e) March 2010 Calendar of Events
- (f) Fundraising Committee Report
- (g) Email Messages Sent from CEO to KPL Board January 13 - February 9, 2010