

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library Board was called to order at 6:30 p.m. on Wednesday, November 17, 2010, by Chair, Mr. Dan Carli, at the Country Hills Community Library.

TRUSTEES PRESENT

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

REGRETS

Mr. David Erb, Councillor Berry Vrbanovic.

2. AGENDA REVIEW

No changes were made to the agenda.

10-58... On motion by Mr. David Sterritt and seconded by Councillor Kelly Galloway, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

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

10-59... On motion by Mr. Leszek Jankowski and seconded by Ms. Bev Glenn-Graham, it was RESOLVED that the Minutes of the Board Meeting of October 20, 2010, be adopted.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

The Chair noted that the current Board appointments would remain in effect until City Council ratifies the new Board appointments at its December 6, 2010 meeting.

Mr. Dan Carli thanked the three Board members who will be departing. Mr. Leszek Jankowski was appointed to the Board in 2007. During his 4-year term, he has been a great advocate of the library through his radio broadcasts and volunteered on the Public Service & Policy Committee.

The Chair also thanked Mr. David Erb who was appointed to the Board in October 2008 and helped with the Fundraising ad hoc Committee during his years of service.

Ms. Bev Glenn-Graham was appointed to the Library Board in May 2009 and was nominated Chair of the Public Service & Policy Committee in January 2010. Mr. Carli thanked Bev for contributing her workplace experience in the area of health and safety which was very helpful with the development of various KPL policies.

In December the Library Board hosts its annual Christmas reception at the Walper Terrace this year. The Chair encouraged the departing Board members to join the reception on December 8 to celebrate their service with the Board.

A booth has been booked by KPL at the upcoming Chamber of Commerce Holiday Networking event on Tuesday, December 7 from 5 to 7 pm at the Holiday Inn. Please advise Gloria by November 30 if you are able to attend to mingle and network at the event or /and help at the booth.

The Board package included the CEO's Performance Appraisal Form and document outlining the review process. An electronic copy will also be emailed to the Board on Thursday, November 18.

The yearend Business Plan progress report will follow via email on or around December 7. Please use that information to help complete the CEO appraisal form which is to be emailed to Mr. Dan Carli by December 21. The Board Executive will then meet in January to finalize the appraisal. The Chair encouraged the departing Board members to also contribute to the evaluation process.

In December the Board agreed to start its meeting at 6:15 pm on Wednesday, December 8.

The Board meeting is at the Walper Terrace in the Oak Room, followed by the Board's Christmas reception in the Oak Lobby and Barrister's Lounge at 7:30 pm.

The Chair noted that arrangements have been made to hold next year's Board meetings in the Caucus Room at City Hall.

(b) Facilities Planning & Building Committee

Central Library Project Update

A staff team under the leadership of Sabina Franzen completed the internal move between November 8 and 10.

A site plan and foundation building permit have been approved and the general contractor, Maystar, is on site.

Mr. Mike Farwell noted that the green roof on the garage ramp will not be installed due to higher garage costs than expected. However, there will still be a smaller green roof on the Ahrens Street side of the library.

KPL is currently in the process of hiring a new project manager.

Southwest Kitchener Branch

City staff anticipate a delay in a number of forecasted capital projects due to a shortfall in development charges. This could impact the timing of our Southwest branch.

(c) Finance Committee

October 2010 Financial Statement

10-60...

On motion by Ms. Lynn Gazzola and seconded by Ms. Jennifer Ball, it was RESOLVED to accept the October 2010 Financial Statement, as printed.

CARRIED

In-Camera Labour Relations Matter

10-61... On motion by Mr. David Sterritt and seconded by Ms. Bev Glenn-Graham, it was RESOLVED that the meeting move in-camera to discuss a confidential labour relations matter.

CARRIED

10-62... On motion by Ms. Bev Glenn-Graham and seconded by Mr. Bruce MacNeil, it was RESOLVED that the in-camera session be concluded.

CARRIED

10-63... On motion by Ms. Lynn Gazzola and seconded by Mr. Bruce MacNeil, it was RESOLVED that KPL base salaries be adjusted by a 1% cost of living increase retroactive to January 1, 2010.

CARRIED

It was noted this adjustment was within 2010 budget guidelines.

(d) Fundraising Committee

On behalf of the Fundraising Committee, Ms. Sonia Lewis provided a campaign update and noted that the fundraising campaign will exceed its annual target this year. Ms. Sonia Lewis acknowledged the Waterloo Historical Society which has pledged a \$12,000 gift.

(e) Report of the Secretary-Treasurer and CEO

Updates

OLA Conference

The program booklets for the OLA Superconference will be forwarded to the Board once received. Please advise Gloria if interested in attending any of the sessions.

Public Service Statistics

No questions were noted.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Kelly Galloway noted that the Volunteer Strategy was adopted on Monday, November 15, 2010.

Public input is welcome through the City's website regarding the Community Trails Master Plan.

8. ADJOURNMENT

10-64... On motion by Mr. Bruce MacNeil, it was RESOLVED to adjourn the meeting at 7:15 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying November 17, 2010 Board Meeting]

- (a) October 20, 2010 Library Board Minutes
- (b) October 2010 Financial Statements
- (c) October 2010 Public Service Report
- (d) December 2010 Calendar of Events
- (e) Finance Committee In-Camera Report
- (f) Invitation to Board's Christmas Reception
- (g) CEO Performance Appraisal with Covering Memo