

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 14, 2011, by Chair, Mr. Dan Carli, in the Oak Room at the Walper Hotel.

TRUSTEES PRESENT

Ms. Jennifer Ball, Mr. Tim Blundon, Mr. Wayne Buchholtz, Mr. Dan Carli, Mr. Mike Farwell, Councillor Kelly Galloway, Ms. Lynn Gazzola, Mr. Bruce MacNeil, Ms. Jacqueline McLaren, Mr. David Sterritt, Councillor Berry Vrbanovic.

Ms. Ann Wood, Acting 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, KPL's Development Manager.

2. AGENDA REVIEW

The Chair added an *In-Camera – HR Matter* for discussion under Report of the Secretary Treasurer and CEO, as well as a *Request for Information from Finance & Corporate Services* for discussion under the Finance Committee.

11-59... On motion by Mr. Wayne Buchholtz and seconded by Ms. Lynn Gazzola, it was RESOLVED that the Agenda be adopted, as amended.

CARRIED

There were no pecuniary / conflict of interest declarations.

Mr. Paul Dickson attended the meeting as a delegation on behalf of the Kitchener Public Library Foundation to provide its annual report.

3. MINUTES of the Board Meeting of November 16, 2011.

The Board added the following sentence to the November 16, 2011, Board Minutes following the In-Camera Session on page 2:

"The Library Board made note that Ms. Sonia Lewis will be absent for health reasons and that Ms. Ann Wood will be Acting Secretary and Chief Executive Officer for the library in her absence."

11-60... On motion by Mike Farwell and seconded by Mr. David Sterritt, it was RESOLVED that the Minutes of the Board Meeting of November 16, 2011, be adopted, as amended.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Mr. Dan Carli thanked Ms. Jennifer Ball and Mr. David Sterritt and his wife for joining the library staff's Christmas function at the Waterloo Regional Museum on Friday, November 25, 2011.

Mr. Dan Carli and Ms. Jennifer Ball also attended a function with the President and staff at the University of Waterloo.

The Chair thanked everyone for their participation in events throughout the year and their ongoing advocacy efforts.

Strike Nominating Committee

Mr. Bruce MacNeil agreed to Chair the Nominating Committee. Elections for the positions 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.

[Ms. Jacqueline McLaren joined the meeting.]

Ontario Library Association (OLA) Conference February 2012

Please let Gloria know if interested in attending any of the OLA sessions between February 1 and 4, 2012. Attendance at the conference will be confirmed once all requests have been received.

CEO Performance Review

A copy of the yearend Business Plan progress report was emailed in December and the electronic copy of the CEO's Performance Appraisal Form was emailed in November. A print copy of the December progress report was also included in the Board package. Please use that information to complete the CEO appraisal form and email your evaluation to Mr. Dan Carli before Christmas.

Twitter and Facebook

KPL has recently added Twitter to its growing list of social media communication tools.

Mr. Mike Farwell commented that KPL staff responsible for managing the Twitter feed were doing a great job.

Roundabout at Country Hills Community Library

A copy of the response to the Library Board's letter which acknowledged the impact that the roundabout has had on the Country Hills Community Library was made available at the meeting.

(b) Facilities Planning & Building Committee

UpdatesCentral Library

Mr. Mike Farwell informed the Board that the waterproof 'blue skin' has been applied to the exterior mural wall. Work on the footings for the Queen Street parking ramp was also underway. The parking garage P2 and P1 slabs will be ready for concrete in the next week. Ahrens Street, up to the entrance of the surface parking lot, has been paved.

Review of the detailed construction schedule continues.

(c) Finance Committee

November Financial Statement

11-61...

On motion by Ms. Lynn Gazzola and seconded by Ms. Jennifer Ball, it was RESOLVED to accept the November 2011 Financial Statement, as printed.

CARRIED

Request for Information from Finance & Corporate Services

Ms. Sabina Franzen noted that KPL submitted an issue paper identifying potential reductions of 2% as part of the Operating Budget submission this fall.

A clarification regarding the Public Libraries Act was provided should a request be made by City Council to amend line items within the library's budget.

The Councillors reminded the Board that a public meeting is scheduled on the 9th of January to seek input on the City's 2012 budget. The Library Board and supporters of the library were encouraged to speak at that meeting.

(d) Fundraising Committee

Updates

Mr. Wayne Buchholtz provided an update of fundraising efforts to date.

(e) Public Service & Policy Committee

Mr. Dave Sterritt presented an overview of the 2011 Business Plan December Progress Report.

(f) Report of the Secretary-Treasurer and CEO

Emails distributed in Past Month

No questions were noted.

In-Camera Session

11-62 On motion by Councillor Kelly Galloway and seconded by Mr. Wayne Buchholtz, it was RESOLVED that the meeting move in-camera to discuss a confidential human relations matter.

CARRIED

11-63 On motion by Ms. Jennifer Ball and seconded by Councillor Berry Vrbanovic, it was RESOLVED that the in-camera session be concluded.

CARRIED

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS(a) Report of Councillors

Councillor Berry Vrbanovic reported that the City's CAO, Ms. Carla Ladd, will be leaving her position with the City of Kitchener as of February 2012.

Final budget day at the City is January 19, 2012.

Mr. Dan Carli congratulated Councillor Kelly Galloway for her 5 years of service as a City Councillor.

(b) Annual KPL Foundation Report

Mr. Paul Dickson provided the annual report on behalf of KPL's Foundation President, Ms. Sherry Erb.

The KPL Foundation's 2011 donation to KPL will be designated for the following initiatives:

- Edna Staebler Writer-in-Residence program
- Dorothy Shoemaker Literary Award contest
- Pioneer Park Community Library for their middle grade student area and,
- The Central Library Project.

8. ADJOURNMENT

Mr. Dan Carli wished everyone a Merry Christmas.

11-64... There being no further business, on motion by Mr. Bruce MacNeil, it was RESOLVED to adjourn the meeting at 7:08 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying December 14, 2011 Board Meeting]

- (a) November 16, 2011 Library Board Minutes
- (b) November 2011 Financial Statement
- (c) January 2012 Calendar of Events
- (d) Email Summary from CEO to KPL Board November 9 - December 7, 2011
- (e) Yearend Business Plan Progress Report
- (f) 2012 Library Board Meetings Schedule