

MINUTES OF BOARD OF TRUSTEES MEETING FOR  
KITCHENER PUBLIC LIBRARY BOARD

1. CALL TO ORDER

The Regular Board Meeting of the Kitchener Public Library Board was called to order at 7:02 p.m. on Wednesday, January 16, 2019, by the Chair, Ms. Stephanie Soulis, in the Administration Boardroom at Central.

TRUSTEES PRESENT

Ms. Katherine Andrews, Ms. Michelle Dow, Mr. Cory Ernst, Councillor Kelly Galloway-Sealock, Councillor Sarah Marsh, Ms. Shannon Nicholson, Ms. Erin Rudland, Ms. Stephanie Soulis, Mr. Derek Vollebregt, Ms. Clare Wagner.

Ms. Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Ms. Lesa Balch, Ms. Penny-Lynn Fielding, Ms. Sabina Franzen, Ms. Gloria Grigas.

REGRETS

Mr. Robin Mazumder.

2. AGENDA REVIEW

19-01... On motion by Mr. Derek Vollebregt and seconded by Ms. Erin Rudland, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of December 12, 2018.

19-02... On motion by Mr. Cory Ernst and seconded by Ms. Katherine Andrews, it was RESOLVED that the Minutes of the Board Meeting of December 12, 2018, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

No updates were reported by Ms. Stephanie Soulis.

(b) Finance Committee

Updates

Ms. Michelle Dow, Chair of the Finance Committee, noted that no financials are reported in January as staff continue to work on year-end. Copies of the December 2018 and January 2019 Financial Statement will be provided at the February Board meeting.

(c) Facilities Planning & Building Committee

Updates

No updates were reported by Ms. Erin Rudland.

(d) Report of the Secretary-Treasurer and CEO

Updates

Quarterly Incident Report Sept - Dec 2018

Ms. Mary Chevreau provided an update of incidents at the library locations for the period of September to December 2018.

Although the CEO reported an increase in incidents at Central during this period from that of 2017, the outreach workers on staff are helping to make a difference.

### 2019 Business Plan

The CEO presented the 2019 Business Plan provided in the Board package.

Thirteen projects were highlighted some of which included:

- an investigation of options for a Library Board portal to enhance information sharing and collaboration with the Library Board.
- a business case for the Southwest Community Library to be developed and submitted to the Board and Council by August of this year.
- Investigate opportunities for an Indigenous local history and culture podcast.
- Launch the new Heffner Audio Studios for public use by May 2019.
- Develop and pilot a framework to measure the social impact of library services.
- Investigate opportunities for after school nutrition and food literacy programming.
- Investigate an after school program attendance notification app.

As part of the library's long term planning and forecasting, the service needs in the north end of Kitchener will be reviewed as noted at the meeting.

### Library Management System

The library's enterprise infrastructure will be upgraded this year enabling the library to implement some new and enhanced functionality with its service models.

### 2018 Snapshot

Copies of the library's 2018 Snapshot were provided at the meeting. Staff pulled together meaningful, legible and relevant content for the 2018 Snapshot which the CEO shared and distributed to the City Councillors as part of her presentation at the City's Operating Budget meeting on Monday, January 7.

Mary Chevreau reviewed the information with the Team, acknowledging that the Councillors were impressed with the information. The CEO thanked Council for its support and positive feedback about the library.

#e-ContentForLibraries Campaign

The Canadian Urban Libraries Council (CULC) has launched a campaign which runs from Monday, January 14 to January 25 to call on multinational publishers to make more digital content available to libraries.

The campaign is designed to help make Canadian readers more aware that larger publishers are choosing not to make many best-selling titles available in eAudiobook format to libraries and charge excessive prices to libraries for the purchase of eAudiobook and eBook titles.

Kitchener Public Library and Kitchener City Council have previously written letters to advocate for e-content. This initiative encourages public libraries to support the campaign by sharing this content with its members to raise public awareness of the issue.

Social media posts in support of the campaign will be issued this week and next.

- 19-03... On motion by Ms. Michelle Dow and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED to move the meeting in-camera to discuss a confidential personnel issue with no staff present.

CARRIED

- 19-04... On motion by Ms. Michelle Dow and seconded by Ms. Erin Rudland, it was RESOLVED to conclude the in-camera session.

CARRIED

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

On Tuesday, January 15, the Ontario Government announced its plan to launch a review into a total of 82 municipalities which raises the prospect of future amalgamations.

The Minister of Municipal Affairs and Housing, Steve Clark, appointed Michael Fenn and Ken Seiling as Special Advisors.

As noted by Councillor Kelly Galloway-Sealock, Ken Seiling brings extensive municipal experience from our Region to the review process. Kitchener has a long tradition of collaboration with Waterloo Region and the six other local municipalities that make up the region. Public consultations are scheduled to begin sometime this spring.

As noted by Councillor Sarah Marsh we need to know the purpose of amalgamation and ensure that we have strong representation and meaningful engagement of our community in the process.

Mary Chevreau reported that Kitchener Public Library was denied a request to speak to the Standing Committee on Finance and Economic Affairs during the Pre-Budget Consultation to be held in Kitchener on Friday, January 25, 2019.

The CEO agreed with Councillor Kelly Galloway-Sealock who suggested that it would be worth pursuing a meeting with all of the MPP's to make a presentation that way instead.

Councillor Kelly Galloway-Sealock reported that public input regarding the City's budget is welcome at its upcoming meeting on January 21. Final budget day at the City is Thursday, January 31, 2019.

Proposed rate changes include a 2.3% annual increase in property taxes, as well as proposed increases in water and hydro.

## 8. REPORT OF THE NOMINATING COMMITTEE

Ms. Stephanie Soulis called upon the Nominating Committee, Councillor Sarah Marsh, for her report.

Ms. Sarah Marsh submitted the following slate of officers:

Chair – Ms. Stephanie Soulis  
Facilities Planning & Building Committee Chair – Ms. Erin Rudland, Mr. Cory Ernst and Mr. Derek Vollebregt  
Finance Committee Chair – Ms. Michelle Dow  
Public Service & Policy Committee Chair – Ms. Clare Wagner

19-05... On motion by Councillor Kelly Galloway-Sealock and seconded by Mr. Derek Vollebregt, it was RESOLVED to accept the report from the Nominating Committee.

CARRIED

Ms. Stephanie Soulis relinquished the Chair to the CEO who presided pro tem for the election of the officers.

## 9. ELECTION OF OFFICERS

Ms. Mary Chevreau identified Ms. Stephanie Soulis as nominated for the position of Chair and called for further nominations from the floor.

No further nominations were received and Ms. Stephanie Soulis was acclaimed as Chair of the Kitchener Public Library Board.

Ms. Mary Chevreau identified Ms. Erin Rudland, Mr. Cory Ernst and Mr. Derek Vollebregt as nominated for the position of Chair of the Facilities Planning and Building Committee and called for further nominations from the floor.

No further nominations were received and a closed vote was held for the position of Chair of the Facilities Planning & Building Committee.

19-06... On motion by Councillor Kelly Galloway-Sealock and seconded by Councillor Sarah Marsh, it was RESOLVED to approve Mr. Cory Ernst as Chair of the Facilities Planning & Building Committee.

CARRIED

Ms. Mary Chevreau identified Ms. Michelle Dow as nominated for the position of Chair of the Finance Committee and called for further nominations from the floor.

No further nominations were received and Ms. Michelle Dow was acclaimed as Chair of the Finance Committee.

Ms. Mary Chevreau identified Ms. Clare Wagner as nominated for the position of Chair of the Public Service & Policy Committee and called for further nominations from the floor.

No further nominations were received and Ms. Clare Wagner was acclaimed as Chair of the Public Service & Policy Committee.

### Election of the 1<sup>st</sup> and 2<sup>nd</sup> Vice-Chairs

Ms. Erin Rudland and Ms. Katherine Andrews were nominated for the position of 1<sup>st</sup> Vice-Chair and 2<sup>nd</sup> Vice Chair of the Library Board. No further nominations were received from the floor.

- 19-07... On motion by Ms. Michelle Dow and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED to approve Ms. Erin Rudland as the 1<sup>st</sup> Vice-Chair of the Library Board.

CARRIED

- 19-08... On motion by Ms. Clare Wagner and seconded by Mr. Derek Vollebregt, it was RESOLVED to approve Ms. Katherine Andrews as the 2nd Vice-Chair of the Library Board.

CARRIED

Congratulations were extended to the elected officers.

Ms. Stephanie Soulis thanked Councillor Sarah Marsh for her help to Chair the Nominating Committee.

#### 10. COMMITTEE SELECTION FORM

The Chair asked that all Board members complete the form provided at the meeting to sign up for participation in a committee of their choice.

#### REMARKS OF THE CHAIR

Ms. Stephanie Soulis thanked everyone for their support and welcomed the opportunity of working with the Board as Chair.

Arrangements will be made for some Board meetings to be scheduled at the branch locations throughout the year.

The Board members were encouraged to become involved with Board activities and advocacy of the library.

#### 11. ADJOURNMENT

- 19-09 ... There being no further business, on motion by Councillor Kelly Galloway-Sealock, it was RESOLVED to adjourn the meeting at 8:43 p.m.

CARRIED

-----  
Chair

-----  
Secretary-Treasurer

[Attachments Accompanying January 16, 2019 Board Meeting]

- (a) December 12, 2018 Library Board Minutes
- (b) February 2019 Calendar of Events
- (c) 2019 Business Plan
- (d) Committee Selection Form
- (e) 2018 Snapshot (distributed at the meeting)