

MINUTES OF TRUSTEES MEETING FOR  
KITCHENER PUBLIC LIBRARY BOARD

COMMENCEMENT

The meeting commenced with a Land Acknowledgement given by Katherine Andrews.

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, October 18, 2023, by the Chair, Katherine Andrews, in the Meeting Room at the Grand River Stanley Park Community Library.

TRUSTEES PRESENT

Katherine Andrews; Laura Blythe; Jason Hammond; Bonita Hansra (remote); Councillor Margaret Johnston; Councillor Christine Michaud; Anjali Misra; Shannon Nicholson; Brandon Van Dam; Clare Wagner.

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Penny-Lynn Fielding; Gloria Grigas; Lorie Lee; Angela Riddell.

REGRETS

Margaret Lam.

SPECIAL GUEST

Robyn Zondervan, Division Manager, Grand River Stanley Park Community Library.

2. Presentation by Robyn Zondervan, Division Manager, Grand River Stanley Park Community Library

The Library Board was provided a tour of the Grand River Stanley Park Community Library followed by a PowerPoint presentation with Robyn Zondervan, Division Manager. The library team at this location is made up of 6 full-time staff, 4 part-time and 2 shelvers.

The Grand River branch is the first KPL Library branch that opened in 1971, 52 years ago, at the Sunnyside Home on Franklin Street. The current Grand River Stanley Park location has been a shared facility with Grand River Collegiate Institute since 2002.

The adjoining high school is an important part of the community with an enrollment of approximately 1400 students, a number that has grown over the past few years with the Breslau baby boom.

A number of newcomers use this location, benefitting from the library's Settlement worker in partnership with the Multicultural Centre and weekly English Conversation Circle program.

Many families use the space as a full slate of children's programming is offered each week that not only benefits the children, but also, enables new parents to connect with people who share similar interests in a neutral space.

Unique to the branch is the high usage by baby boomers and seniors with 50% aged 45 or older in the Grand River Stanley Park branch area. Programs such as Tech Help and the Grand Reads Book Club are just two examples geared to meet this group's needs.

All branch locations have an Ultimaker 3D printer and a Cricut die cutting machine. Unique to Grand River is the Janome embroidery machine which is used by many customers to create beautiful projects. Special collections include Wildlife Watch kits, as well as adult and child-sized snowshoes. Being the closest location to the Grand River, the library has taken advantage of this by offering a number of Grand River Hikes with David Gascoigne.

Staff work closely with the high school and strive to build relationships with students as well as offer opportunities to participate in an open gaming program for teens every Tuesday morning at lunch, a Dungeons & Dragons program this Fall, and KPL's travelling Digital Literacy department with their activities and programs for teens.

During this summer's renovation, the branch continued to serve the community with its Curb & Carry station in their hallway, despite construction. By partnering with the Stanley Park Community Centre, the children's programmer was able to offer Babytime and GRFK. Overall, Grand River Stanley Park saw 400+ program participants this summer.

The design of the new service desk and staff workroom better supports customer service. The shorter, accessible shelving that was installed opens up the floor space and allows for more natural light. The new laptop bars are very popular.

[Councillors Christine Michaud and Margaret Johnston joined the meeting.]

In addition to the community partners that this location works with, either in partnerships or through programming, Robyn Zondervan plans to continue to connect with more organizations in the neighbourhood, as well as discuss opportunities with the high school to offer food literacy programs in their new, state-of-the-art commercial kitchen.

The Library Board thanked Robyn Zondervan for her detailed presentation and tour of the branch library.

[Robyn Zondervan exited the meeting.]

### 3. AGENDA REVIEW

Katherine Andrews recommended that her Report of the Chair be moved to follow the Report of the CEO with her In-Camera session.

23-54... On motion by Laura Blythe and seconded by Brandon Van Dam, it was RESOLVED that the Agenda be adopted, as amended.

CARRIED

There were no pecuniary / conflict of interest declarations.

### 4. MINUTES of the Board Meeting of September 20, 2023

23-55... On motion by Clare Wagner and seconded by Brandon Van Dam, it was RESOLVED that the Minutes of the Library Board Meeting of September 20, 2023, be approved.

CARRIED

5. BUSINESS ARISING

None.

6. 1. BUSINESSREPORT OF OFFICERS(a) Report of the Chair

Please refer to the end notes for the Report of the Chair, as amended under Agenda Review.

(b) Finance CommitteeQuarterly September 2023 Financial Statements

As noted during the review of the Q3 Financial Statements, Angela Riddell will revise the September 2023 Financial Statements to reflect 2022 comparatives for the period ending September 30, 2022.

23-56... On motion by Shannon Nicholson and seconded by Anjali Misra, it was RESOLVED to approve the September 2023 Financial Statements, as amended with the addition of the new 2022 comparatives for the period ending September 30, 2022.

CARRIED

(c) Facilities Planning & Building CommitteeGrand River Stanley Park Community Library

With the Grand River Stanley Park Community Library now open as of Monday, October 2, 2023, no further updates regarding this location were noted by Clare Wagner, Chair of the Facilities Planning & Building Committee.

Southwest Community Library

The Mayor, along with a number of elected officials, participated in the official ground breaking ceremony of the Southwest Community Library, on-site at 100 Rosenberg Way on Monday, October 16, 2023.

Clare Wagner thanked the many staff who have contributed to this exciting milestone and would enjoy hearing the history of this project's construction to date.

The naming of the Southwest Community Library will be addressed at an upcoming Facilities Planning & Building Committee meeting and a report provided for the full Board to discuss at their November or December meeting.

(d) Public Service & Policy Committee

Foundation Policy Review

At the September Board meeting, the Public Service & Policy Committee were asked to bring back their review and copies of the following:

FN-01 Foundation Policy – Mission, Vision & Values

FN-02 Foundation Policy – Intellectual Freedom

KPL's Core Position Statement endorsed by a previous Library Board.

FN-01 Mission, Vision & Values

No updates to FN-01 were noted by the Public Service & Policy Committee.

FN-02 Intellectual Freedom

As noted in the copies provided, Brandon Van Dam, Chair of the Public Service & Policy Committee, recommended that a third sentence be added to FN-02 to read as follows:

*“The CEO shall provide an annual report to the Board on the challenges surrounding intellectual freedom, including but not limited to collections, programs and room rentals.”*

23-57...

On motion by Brandon Van Dam and seconded by Laura Blythe, it was RESOLVED to approve the Governance Policy update, FN-02 Intellectual Freedom, as presented.

CARRIED

Board's Core Position Statement

As no changes were made to the Board's Core Position Statement at the September Library Board meeting, the Board suggested that the Public Service & Policy Committee bring back its review of the Board's Statement on Race and Social Equity for a further discussion at the October Board meeting.

A report around staff reviews of Board Endorsement Statements at other libraries was provided by Mary Chevreau for inclusion with the Board package for their information.

Although no updates were made to KPL's current Core Position Statement – Race & Social Equity, the Board requested that KPL's inhouse Inclusion & Diversity Policy stipulate that the Library Board be notified of any updates to that policy, thereby ensuring a review by the Library Board of KPL's Core Position Statement at that time.

(e) Report of the Secretary-Treasurer and CEO

Updates

As noted by Mary Chevreau, the groundbreaking event at the Southwest Community Library on October 16, 2023, was a real milestone for KPL. The design of the library's first net-zero building is very special.

KPL is currently recruiting for a Division Manager for the new Southwest Community Library who will help support library staff in the interim.

The Grand River Regional Cancer Centre has been in touch with KPL. KPL's satellite centre at the Grand River Regional Cancer Centre opened in 2018 but then closed during COVID. KPL provides a digital collection for people in treatment with a small inhouse collection which KPL manages and refreshes.

An open house of the Grand River Regional Cancer Centre is planned for Saturday, November 4, 2023, with KPL's satellite centre to be showcased at the same time.

On Thursday, October 19, all locations of KPL will close to host its first Staff Development Day since 2019. The library is looking forward to its keynote speaker, Colleen James, and invited speakers for the different workshops offered during the afternoon.

Mary Chevreau was pleased to notify the group that KPL's revenue generated from special events is increasing which is helping to offset the loss from going fines free. The Manager of Special Events has expanded her team to include 2 new staff members.

Council Margaret Johnston suggested that Mary Chevreau present a report to Council regarding this good news story of revenue increases and offsetting losses.

7. II. NEW BUSINESS

None.

8. III. PRESENTATIONS

Report of Councillors

No updates were noted.

Report of the Chair

In-Camera Session

23-58... On motion by Jason Hammond and seconded by Anjali Misra, it was RESOLVED that the meeting move in-camera to discuss a confidential personnel matter, with no staff present.

CARRIED

23-59... On motion by Jason Hammond and seconded by Anjali Misra, it was RESOLVED that the meeting conclude its in-camera session.

CARRIED

9. ADJOURNMENT

23-60... There being no further business, on motion by Brandon Van Dam, it was RESOLVED to adjourn the meeting at 8:32 p.m.

CARRIED

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Chair

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Secretary-Treasurer

[Attachments Accompanying October 18, 2023 Board Meeting]

- (a) September 20, 2023 Board Minutes
- (b) Q3 Financial Statements as at September 30, 2023
- (c) Foundation Policy FN-01 Mission, Vision & Values
- (d) Foundation Policy FN-02 Intellectual Freedom (with revisions)
- (e) KPL's Core Position Statement
- (f) Library Board Statement Endorsements by Other Libraries