



Library Board Meeting Minutes

Date: Wednesday, August 21, 2024

Time: 7 p.m.

Location: Admin Boardroom, Central Library

1. **Territory acknowledgement**

The meeting commenced with a territory acknowledgement given by Chair Katherine Andrews.

2. **Call to order**

The regular board meeting of the Kitchener Public Library board was called to order at 7:01 p.m. by Chair Katherine Andrews, in the Admin Boardroom at Central Library.

Trustees present

Chair Katherine Andrews, 2nd Vice Chair Laura Blythe, Jason Hammond, Bonita Hansra (remote), 1st Vice Chair Margaret Lam, Anjali Misra, Shannon Nicholson, Brandon Van Dam, Clare Wagner

Staff present

Darren Solomon, Secretary-Treasurer and Chief Executive Officer; Penny-Lynn Fielding, Deputy Chief Executive Officer; Kerri Hutchinson, Manager, Marketing and Communications; Lisa Lawrence, Director, Human Resources; Lorie Lee, Director, Systems and Performance Outcomes; Angela Riddell, Director, Business Services and Infrastructure; Nathan Stretch, Division Manager, Community

Development

Regrets

Councillor Margaret Johnston, Councillor Christine Michaud

3. Pecuniary/conflict of interest declarations

None

4. Agenda review

24-49... On **motion** by Margaret Lam and **seconded** by Jason Hammond, it was **RESOLVED** that the agenda be adopted.

CARRIED

5. Presentation: Culture Survey Results

Anne Cesak, a Culture Coach from our consultant Great Places to Work, shared background on the culture survey process and design. She shared key insights from culture survey results and she also provided an overview of Kitchener Public Library's workplace culture strengths and opportunities.

Following the presentation CEO Darren Solomon updated the board on next steps for the library including sharing results with all staff and adding workplace culture and belonging as a key focus area of the Human Resources department. Darren shared that this data helps us to understand where we are currently and what areas we can work on to get better together.

The Board asked about the amount of time it takes for culture scores to improve and what improvement looks like. Guidance was provided that an increase of 3-5% is a realistic target and anything above should be considered exceptional, and that these improvements may take up to three years or more to achieve.

[Bonita Hansra exited the meeting at 8 p.m.]

6. Approval of consent agenda items

24-50... On **motion** by Brandon Van Dam and seconded by Anjali Misra, it was **RESOLVED** that the consent agenda items be approved.

CARRIED

7. **Board updates**

a. **8 p.m. Chair Update**

Chair Katherine Andrews shared that Deputy CEO Penny-Lynn Fielding will be retiring on Friday, September 13. The Chair and board members shared appreciation for Penny-Lynn's many accomplishments throughout her career at Kitchener Public Library.

Chair Katherine Andrews also shared that the Executive Committee will make an update to Policy GOV-11 Evaluation of the Chief Executive Officer, to incorporate feedback on the performance review process and CEO development plan. These changes will be brought to the board for approval in September.

b. **Finance Committee Updates**

1. **June Quarterly Financial Statements**

Shannon Nicholson, Chair of the Finance Committee, presented the June 2024 Quarterly Financial Statements in detail.

24-51... On **motion** by Shannon Nicholson and **seconded** by Laura Blythe, it was **RESOLVED** to accept the June 2024 Financial Statements as presented.

2. **Presentation: Draft 2025 Operating and Capital Budgets**

CEO Darren Solomon and Angela Riddell, Director of Business Services, and Infrastructure, provided an update on the 2025 budget process with the City of Kitchener. Darren reviewed financial pressures, considerations and planning assumptions for the budget.

The 2025 operating and capital budgets will be brought to the Board in September for approval and submission to the City of Kitchener. The library's budgets go to City of

Kitchener Council in November 2024.

c. CEO Update

CEO Darren Solomon shared appreciation for Penny-Lynn Fielding's achievements and that the library and our community has benefited from her leadership for many years.

8. New Business

None

9. Adjournment

24-52... There being no further business, on **motion** by Anjali Misra and seconded by Margaret Lam, it was **RESOLVED** to adjourn the meeting at 9:07 p.m.

CARRIED

Chair

Secretary-Treasurer