



# Library Board Meeting Minutes

**Date:** Wednesday, November 20, 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, 2<sup>nd</sup> Vice Chair Laura Blythe, Jason Hammond, Bonita Hansra, Councillor Margaret Johnston, 1<sup>st</sup> Vice Chair Margaret Lam, Councillor Christine Michaud, Anjali Misra, Shannon Nicholson, Brandon Van Dam

**Staff present**

Darren Solomon, Secretary-Treasurer and Chief Executive Officer; Megan Clare, Division Manager; 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; Lindsey Skeen, Division Manager; Nathan Stretch, Division Manager

## Regrets

Clare Wagner

### 3. Pecuniary/conflict of interest declarations

None

### 4. Agenda review

24-64... On **motion** by Jason Hammond and **seconded** by Margaret Lam, it was **RESOLVED** that the agenda be adopted as amended.

**CARRIED**

### 5. Approval of consent agenda items

- a. Library Board Minutes: October 16, 2024
- b. Chair Report
- c. CEO Report

24-65... On **motion** by Laura Blythe and **seconded** by Margaret Lam, it was **RESOLVED** that the consent agenda be approved.

**CARRIED**

### 6. Board Updates

#### a. Public Service & Policy Committee Updates

- Governance Updates

Brandon Van Dam, Chair of Public Service & Policy Committee, shared an update on work that came out of the annual Board survey with respect to in-camera minutes and developing a complaints process.

24-66... On **motion** by Brandon Van Dam and **seconded** by Laura Blythe, it was **RESOLVED** that the Minutes and Agendas by-law be amended so that, effective January 1, 2025, agendas for meetings of committees of the board be posted for the public, that those meeting minutes be recorded, and that those draft minutes be approved by the committee prior to being brought to the board for approval.

**CARRIED**

With respect to complaints, the Public Service & Policy Committee wants to align with the Library's internal process, which is currently under development. The Library will aim to include the Committee's needs into its new process.

- **KPL 2025-2028 Strategic Plan**

24-67...

On **motion** by Brandon Van Dam and **seconded** by Margaret Lam, it was **RESOLVED** to approve the Kitchener Public Library 2025-2028 Strategic Plan as presented.

**CARRIED**

**b. CEO Update**

**Budget presentation to City of Kitchener Council**

CEO Darren Solomon updated the Board on the budget presentation to the City of Kitchener Council on Monday, November 18.

**Board holiday gathering**

Board members discussed continuing with a similar holiday gathering following the December 11 board meeting.

**Strategic Plan Outcomes presentation**

Public Service Division Managers Megan Clare, Lindsey Skeen, and Nathan Stretch presented its work in progress on outcomes related to the Strategic Plan. Under the Strategic Choice, "Drive Intentional Impact" this group has begun to identify wellbeing outcomes that will focus library services. Members of the board provided their feedback on the presentation and the identified outcomes.

Megan Clare, Lindsey Skeen and Nathan Stretch exited the meeting.

**7. New Business**

In response to a question from a board member, it was agreed that temporary changes to hours of operation related to professional development days, staff meetings, or other events are operational decisions that only requires approval by the Chief Executive Officer, whereas a permanent change to operating hours is a strategic decision

that would require Board approval.

**8. In-camera session, per *Public Libraries Act* 16.1 (4) (a) the security of the property of the board and, (b) personal matters about an identifiable individual**

24-68... On **motion** by Brandon Van Dam and **seconded** by Anjali Misra, it was **RESOLVED** that the meeting move in-camera per *Public Libraries Act* 16.1 (4) (a) the security of the property of the board and, (b) personal matters about an identifiable individual.

**CARRIED**

24-69... On **motion** by Jason Hammond and **seconded** by Brandon Van Dam, it was **RESOLVED** to conclude the in-camera session.

**CARRIED**

**9. Adjournment**

24-70... There being no further business, on **motion** by Margaret Lam and **seconded** by Laura Blythe, it was **RESOLVED** to adjourn the meeting at 9:01 p.m.

**CARRIED**

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Chair

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Secretary-Treasurer