



# Library Board Meeting Minutes

**Date:** Wednesday, February 19, 2025

**Time:** 7 p.m.

**Location:** Admin Boardroom, Central Library

## 1. **Call to order**

Called to order at 7:00 p.m. by Chair B. Van Dam

## **Territory acknowledgement**

Given by Chair B. Van Dam

## **Trustees present**

2<sup>nd</sup> Vice Chair Katherine Andrews, Laura Blythe, 1<sup>st</sup> Vice Chair Margaret Lam, Anjali Misra, Shannon Nicholson, Chair Brandon Van Dam, Councillor Christine Michaud (joined at 7:07 p.m.), Councillor Margaret Johnston (joined at 7:11 p.m.)

## **Staff present**

Darren Solomon, Secretary-Treasurer and Chief Executive Officer; Kerri Hutchinson, Manager, Marketing and Communications; Kristin Johnson-Perlock, Division Manager, Operations and Information Services; Lisa Lawrence, Director, Human Resources; Lorie Lee, Director, Systems and Performance Outcomes; Angela Riddell, Director, Business Services and Infrastructure; Amanda Wiley, Division Manager, Community Library

## **Regrets**

Jason Hammond, Bonita Hansra, Clare Wagner

2. **Pecuniary/conflict of interest declarations**

None

3. **Agenda review**

25-18... On **motion** by L. Blythe and **seconded** by K. Andrews it was **RESOLVED** that the agenda be adopted.

**CARRIED**

4. **Approval of consent agenda items**

25-19... On **motion** by M. Lam and **seconded** by K. Andrews it was **RESOLVED** that the consent agenda be approved.

**CARRIED**

5. **Presentation: Getting Southwest Ready to Open (Amanda Wiley, Division Manager, Southwest Community Library and Kerri Hutchinson, Manager, Marketing and Communications)**  
Staff updated the Board on Southwest opening operations, programming and outreach, and communications from the soft opening in March until the grand opening later expected later in May.

6. **Board updates**

a. **Chair update (Brandon Van Dam)**

An Executive Committee workshop is planned for March 27, 2025 to review the mandates of Board committees.

The annual Board self-evaluation is under review and expected to be brought to the Board in April.

Raised attention to a resolution that was passed by the City of Kitchener Council in response to tariff threats from the United States.

25-20... On **motion** by K. Andrews and **seconded** by M. Lam it was **resolved** that the Kitchener Public Library Board amend the Purchasing Policy to encourage staff to consider pursuing a Buy Canadian preference in the procurement of goods and services to support our local and Canadian economies.

**CARRIED**

**b. Finance Committee Updates (Shannon Nicholson)**  
Quarterly Financial Statements and 2024 Audit Process

The Finance Committee Chair reviewed the 2024 Q4 financial statements and the draft Finance Committee work plan. The Board agreed on the audit review process, which will have the auditor present their findings of the 2024 Audit to the Finance Committee and for the Committee to then present its recommendations to the Board.

25-21... On **motion** by S. Nicholson and **seconded** by L. Blythe it was **RESOLVED** to accept the Q4 Financial Statements as presented.

**CARRIED**

**7. New Business**

J. Hammond's update on the OBLA Boot Camp update was deferred to March.

A. Misra updated the Board on the Kids Community Quilt Project art exhibit on Level 2 at Central Library. It is a quilt created by children through outreach programs run by Level Up, the non-profit A. Misra works with.

D. Solomon updated the Board that Lorie Lee, Director of Systems and Performance Outcomes, has resigned, and her last day will be February 28, 2025.

**8. Adjournment**

25-22... There being no further business, on **motion** by S. Nicholson and **seconded** by K. Andrews, it was **RESOLVED** to adjourn the meeting at 7:52 p.m.

**CARRIED**