

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 7:09 p.m. on Wednesday, August 18, 2021, by the 1st-Vice Chair, Katherine Andrews, using the online platform, Zoom, as a result of the pandemic.

TRUSTEES PRESENT

Katherine Andrews; Michelle Dow; Cory Ernst; Councillor Sarah Marsh; Shannon Nicholson; Dana Ristic; Clare Wagner.

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

REGRETS

Lesa Balch; Councillor Kelly Galloway-Sealock; Colleen James; Erin Rudland; Stephanie Soulis.

2. AGENDA REVIEW

21-39... On motion by Cory Ernst and seconded by Councillor Sarah Marsh, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of June 16, 2021.

21-40... On motion by Clare Wagner and seconded by Dana Ristic, it was RESOLVED that the Minutes of the Board Meeting of June 16, 2021, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Katherine Andrews, 1st Vice-Chair, called the meeting to order in the absence of the Library Board Chair.

No updates were noted.

(b) Finance Committee

June 2021 Financial Statements

Michelle Dow reviewed the June 2021 Quarterly Financial Statements.

21-41... On motion by Michelle Dow and seconded by Clare Wagner, it was RESOLVED to accept the June 2021 Financial Statements, as printed.

CARRIED

2021 Year-End Projections

Michelle Dow reviewed the Projected Year-End Statement of Revenues & Expenses.

Mary Chevreau noted that the discontinuation of charging customer fines for late returns has not impacted the return of borrowed items in a timely fashion by our library customers.

2022 Draft Operating Budget

Michelle Dow explained the projected changes outlined in the draft 2022 Operating Budget. The municipal appropriation base increase and COLA increase were noted, as well as rental revenue which is broken into 3 budget lines that include Room Rental; Venue Rental and Commons Studio Rental.

A portion of the budget surplus from the year 2020 will be carried forward to cover the projected 2022 budget shortfall.

21-42... On motion by Michelle Dow and seconded by Councillor Sarah Marsh it was RESOLVED to approve the draft 2022 Operating Budget as printed.

CARRIED

2022 Draft Capital Budget

Michelle Dow presented the draft 2022 Capital Budget.

The new Integrated Library System (ILS) budget line was reviewed by Mary Chevreau.

21-43 ... On motion by Ms. Michelle Dow and seconded by Katherine Andrews, it was RESOLVED to approve the draft 10-Year Capital Forecast 2022 – 2031, as printed.

CARRIED

2022 Budget Timelines

Michelle Dow referred to the summary of Administrative Review meetings as well as the Finance & Corporate Services Committee meetings scheduled by the City.

The date of the City's Final Budget Day is pending in either the month of December 2021 or January 2022.

Although these meetings will be hosted virtually by the City, Board members are welcome to attend.

(c) Facilities Planning & Building Committee

Southwest Community Library Update

Dana Ristic provided an update of the Southwest Community Library in the absence of the Chair of the Facilities Planning & Building Committee.

The Facilities Planning & Building Committee met with staff on August 12, 2021 to review the project and look at early design renderings.

Beginning on May 27, 2021 through July, library staff and Indigenous Consultants have met and consulted with:

- Mississaugas of the Credit First Nations (land rights owners)
- Six nations of the Grand River (land rights owners)
- Community Leaders
- Public at large
- Anishnabeg Outreach for Urban Indigenous input

Library staff have been working with the architect on early renderings for the new Net-Zero library, including positioning for the solar roof and other components required for a net-zero building such as windows and glazing, etc.

The architects completed a preliminary costing, which indicated a significant increase in cost-of-goods (as a result of shortages/cost increases due to COVID-19). As a result, the building footprint will need to be reduced by another 500 square feet to what will be a 14,000 square foot library which staff and architects agree will not reduce the flexibility or use of the building.

The building is starting to take shape, with architectural details focusing on the south side of the building (the side facing the green space); however, as the architects are still making changes, they are not quite ready to provide final renderings. The library should be well received by the community as it will be both beautiful and functional.

Next steps include the Board's approval for final costing and design in either October or November 2021. The construction tender will be issued in the Spring of 2022 and project completion anticipated during the summer of 2023.

The Facilities Planning & Building Committee will continue to meet with library staff as the project progresses.

(d) Public Service & Policy Committee

As noted by the Chair, Clare Wagner, the Public Service & Policy Committee have met with Overlap to continue the review process of the library's new 2022 – 2025 Strategic Plan which will be presented to the Board at the September or October Library Board meeting.

(e) ad hoc Diversity & Inclusion Committee

No updates were noted by the Chair, Shannon Nicholson.

(f) Report of the Secretary-Treasurer and CEO

Updates

Kitchener Public Library recently added a large selection of equipment to its collection that was received from the Commons Studio. As noted by Mary Chevreau, the library is grateful for the generous donation which will generate revenue from its rentals and available for use in Heffner Studio.

An announcement and donor recognition of the Commons Studio equipment is pending.

Federal legislation has been passed to create a National Day for Truth and Reconciliation on September 30 to commemorate the victims and survivors of Indigenous residential schools.

Kitchener Public Library will remain open, making it a special day of Indigenous teachings and collections that will best support and respectfully observe the day. The library's programs and services agenda for September 30 will be shared at the September Board meeting.

Kitchener Public Library's first wedding at Central is scheduled for this Sunday, August 22, 2021.

21-44... On motion by Michelle Dow and seconded by Councillor Sarah Marsh, it was RESOLVED that the meeting move in-camera to discuss a confidential personnel matter.

CARRIED

21-45... On motion by Michelle Dow and seconded by Dana Ristic, it was RESOLVED to conclude the in-camera session.

CARRIED

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Sarah Marsh reported that City Council voted to enable Momentum Developments, the new owners of 16 – 20 Queen Street North, to conserve the heritage designation of the historic building's 3-storey façade and approved the addition of a 34-storey condo tower to rise above the existing landmark building.

Councillor Sarah Marsh offered to connect the library with Momentum Developments who plan to offer some community performance space for arts engagement at this location.

As noted by Councillor Sarah Marsh, recent conversations with the Association of Municipalities of Ontario acknowledged that they are not focused on advocating additional spending for libraries at this time.

8. ADJOURNMENT

21-46... There being no further business, on motion by Shannon Nicholson and seconded by Michelle Dow, it was RESOLVED to adjourn the meeting at 8:13 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying August 18, 2021 Board Meeting]

- (a) June 16, 2021 Library Board Minutes
- (b) June 2021 Quarterly Statement
- (c) 2021 YEAR End Projections
- (d) 2022 Draft Operating Budget
- (e) 2022 Draft Capital Budget
- (f) 2022 Budget Timelines
- (g) Mid-Year Report