

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 7:01 p.m. on Wednesday, September 15, 2021, by the Chair, Stephanie Soulis, using the online platform, Zoom, as a result of the pandemic.

TRUSTEES PRESENT

Katherine Andrews; Michelle Dow; Cory Ernst; Councillor Kelly Galloway-Sealock; Colleen James; Councillor Sarah Marsh; Shannon Nicholson; Dana Ristic; Erin Rudland; Stephanie Soulis; Clare Wagner.

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

Lesa Balch; Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

REGRETS

None.

2. AGENDA REVIEW

21-47... On motion by Councillor Sarah Marsh and seconded by Katherine Andrews, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of August 18, 2021.

21-48... On motion by Michelle Dow and seconded by Cory Ernst, it was RESOLVED that the Minutes of the Board Meeting of August 18, 2021, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESSREPORT OF OFFICERS(a) Report of the ChairUpdates

Stephanie Soulis was pleased to acknowledge Kitchener Public Library's return to regular hours of operation as well as the start of wedding bookings at Central.

(b) Finance Committee

No updates were reported by the Chair, Michelle Dow.

(c) Facilities Planning & Building CommitteeSouthwest Community Library Update

Erin Rudland, Chair of the Facilities Planning & Building Committee, provided an update of the Southwest Community Library.

Detailed design of the Southwest Community Library is currently underway. The architects will provide the Facilities Planning & Building Committee with the exterior design and landscaping for their next meeting on October 4. The design will then be sent out for a cost estimate.

The design and detailed cost estimate for the Southwest Community Library will require the Library Board's final approval prior to its scheduled October 20 Library Board meeting. This will enable the City of Kitchener to issue an RFP for the work to begin soon after.

Mary Chevreau will poll the Library Board to set a date for this meeting in early November. An hour meeting will be required.

21-49... On motion by Erin Rudland and seconded by Cory Ernst, it was RESOLVED to schedule an in-camera Facilities Planning & Building Committee meeting with the full Board in early November 2021.

CARRIED

(d) Public Service & Policy Committee

In the absence of the Chair of the Public Service & Policy Committee who will be joining the Board meeting later this evening, Mary Chevreau provided an update of the library's new Strategic Plan.

The CEO thanked the members of the Public Service & Policy Committee for their excellent conversations of the library's future direction and values to help finalize a draft copy of the Strategic Plan while working together with our staff and the consultant.

Mary Chevreau also acknowledged a special thank you to Penny-Lynn Fielding and Erica Dudszus for their ongoing efforts to complete the plan.

A draft copy of the new 2022 - 2025 Strategic Plan was provided to the Public Service & Policy Committee yesterday, Tuesday, September 14, 2021. Due to the short turnaround time for the Library Board to review the draft copy of the plan before tonight's meeting, the Public Service & Policy Committee will forward copies to the full Board for their review. The Public Service & Policy Committee will then ask for a motion to approve the Strategic Plan at the October Library Board meeting in order to move forward.

Following Board approval, the staff team will work with Overlap on the design of the plan and development of the 2022 Business Plan.

(e) ad hoc Diversity & Inclusion Committee

No updates were noted by the Chair, Shannon Nicholson. Please forward any suggestions to Shannon Nicholson for the Committee's review.

Stephanie Soulis appreciated the Committee's refreshing discussions that they initiated with the Board during their presentation of the training videos, *Challenging Systemic Barriers: The Equity Lens*, which helped to prepare the group for their work at the strategic planning sessions.

(f) Report of the Secretary-Treasurer and CEO

Updates

Retirement Announcement

Lesa Balch, Director of Innovation & Integration, recently announced her retirement. Lesa's last day of work is January 7, 2022.

During Lesa's 21+ year career at the Kitchener Public Library, she has held a number of roles and not only contributed to but also profoundly influenced the direction of our collections, technology, and staff.

Mary thanked Lesa for her unflappable leadership, can-do attitude and steady presence at the Executive level which will be missed.

[Clare Wagner joined the meeting.]

Library Café Update

The Hacienda Café is planning to reopen in the near future with reduced hours and a reduced menu to start. A stanchioned area near the café will permit café customers to eat and drink. The café is responsible to meet its own provincial guidelines in order to operate safely.

National Day for Truth and Reconciliation, September 30, 2021

Kitchener Public Library will remain open on Thursday, September 30, with plans to make it a special day of Indigenous teachings, programming and collections that will best observe the day.

Mary encouraged the Board to visit a branch location that day.

Capital Budget Review

On Wednesday, September 15, Mary Chevreau and Angela Riddell met online with the City of Kitchener senior team to review Kitchener Public Library's 2022 Capital Budget submission.

No concerns were raised during the meeting.

Forest Heights Community Library

Mary Chevreau reported that the Forest Heights Community Library will be closed for in-person library service starting around October 25 for approximately 5 weeks (dates still subject to change) for the installation of new shelving, flooring and painting of the branch.

The branch will remain open for hold pickups and return of library materials. The Forest Heights collection will not be accessible during this closure.

In-Camera Session

21-50... On motion by Colleen James and seconded by Katherine Andrews, it was RESOLVED that the meeting move in-camera to discuss a confidential personnel matter.

CARRIED

21-51 On motion by Michelle Dow and seconded by Erin Rudland, 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 the City of Kitchener will be publishing its Proof of Vaccine Policy soon. As required by the Province of Ontario, beginning September 22, municipalities across Waterloo Region will require all individuals entering an indoor municipal recreation facility or community centre to provide proof of full vaccination along with identification.

The Councillors will email the link to the Library Board which outlines the City of Kitchener's Proof of Vaccine Policy, once available.

In addition to the Proof of Vaccine requirement, all the necessary COVID protocols will remain in place at the City of Kitchener; i.e., masking; practicing physical distancing; disinfecting of the facilities, and more, as required.

21-52... On motion by Shannon Nicholson and seconded by Michelle Dow, it was RESOLVED that the meeting move in-camera to further discuss a confidential personnel matter.

CARRIED

21-53 On motion by Michelle Dow and seconded by Councillor Sarah Marsh, it was RESOLVED to conclude the in-camera session.

CARRIED

Councillor Kelly Galloway-Sealock noted that Council's annual Grillefest returns this year on Saturday, September 25 to celebrate Kitchener-Waterloo Oktoberfest's opening weekend and to raise funds and collect donations for the Food Bank of Waterloo Region.

Residents are invited to attend any of the five community centres across the City that will be hosting the event to enjoy food and refreshments served by the Mayor, members of Council, and City staff.

Councillor Sarah Marsh noted that residents across the city will be hosting local musicians on Saturday, September 18, by staging small, intimate, free pop-up concerts throughout Kitchener neighbourhoods.

Stephanie Soulis reminded the Board that the Downtown Kitchener Ribfest & Craft Beer Show is this weekend, September 17 - 19, 2021, in Victoria Park, live and in person.

The Frederick Art Walk, a walkable art tour and sale through Central Frederick neighbourhoods, returns this year on Saturday, October 16 and Sunday, October 17.

8. ADJOURNMENT

21-54... There being no further business, on motion by Dana Ristic and seconded by Colleen James, it was RESOLVED to adjourn the meeting at 7:45 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying September 15, 2021 Board Meeting]

(a) August 18, 2021 Library Board Minutes

(b)