

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 7:00 p.m. on Wednesday, January 19, 2022, 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

Penny-Lynn Fielding; Gloria Grigas; Angela Riddell.

REGRETS

None.

2. AGENDA REVIEW

22-01... On motion by Councillor Sarah Marsh and seconded by Michelle Dow, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. MINUTES of the Board Meeting of December 8, 2021

22-02... On motion by Colleen James and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED that the Minutes of the Board Meeting of December 8, 2021, be approved.

CARRIED

4. BUSINESS ARISING

None.

5. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

Committee Selection Form

The Chair reminded the Board to submit a Committee Selection form to Gloria by Friday, January 28, 2022, to confirm their participation in a Committee(s) of choice for the year 2022.

Ontario Library Association (OLA) Virtual Super Conference Attendance

The Chair encouraged the Board to notify Gloria if wanting to be registered for the 2022 Super Conference. The link to access the full schedule was listed on the Board's Agenda.

Library Board's Annual Self-Evaluation Form

A copy of the Board's self-evaluation form was provided in the Board package for their preliminary review. Look for an email next week with the link to complete an online copy of the same form using Survey Monkey by the cut-off date specified.

The results will be compiled and reported at the February Library Board meeting.

(b) Finance Committee

Updates

No updates were noted as staff complete the library's 2021 year-end financials. The library's audit will start in February.

Stephanie Soulis thanked Michelle Dow for her 7 years of service as Chair of the Library Board's Finance Committee.

(c) Facilities Planning & Building Committee

Southwest Community Library Update

Erin Rudland, Chair of the Facilities Planning & Building Committee, confirmed that the costing has been received for the Southwest Community Library.

As noted by Penny-Lynn Fielding two more costings will follow as details of the build are fine tuned.

(d) Public Service & Policy Committee

No updates were reported.

Stephanie Soulis reminded the Board to include the recruitment process as a discussion item on their Agenda this year as four Trustees will be leaving at the end of November having completed two full terms on the Library Board.

(e) ad hoc Diversity & Inclusion Committee

No updates were noted.

(f) Report of the Secretary-Treasurer and CEO

Updates

As explained by the CEO, the library's opening hours on January 5th were reduced to Monday - Saturday, 10 am - 6 pm, and the reopening of Central's Sunday hours postponed. All library locations continue to remain open at 50% capacity, along with curbside pickup and virtual programming.

Mary Chevreau read the thank you card sent to the Library Board and Staff Association from Lesa Balch who retired as of January.

As noted by the CEO, the library is actively recruiting to fill this vacancy.

Final Budget Day Updates

On December 13, 2021, the City of Kitchener unanimously approved Kitchener Public Library's 2022 Operating and Capital budgets.

The CEO thanked the Library Board and City Councillors for their continued support and commitment to Kitchener Public Library.

DTK (Downtown Kitchener)/Central Activity Update

As noted by the CEO, Kitchener Public Library has been one of the few public spaces open during the pandemic.

The library's concerns have been expressed at weekly meetings with the City of Kitchener and Region of Waterloo. Mary Chevreau thanked Councillor Sarah Marsh for getting involved to better understand how to move the process forward to secure results at these meetings.

Mary Chevreau's first recommendation is the immediate need for a day shelter and access to public washrooms for all individuals to use in DTK.

If the current situation continues at Central, the CEO recommended that security support be provided for staff between 4:00 and 6:00 pm, Monday through Friday, and all day Saturday. A meeting with a contract security company is scheduled for tomorrow to discuss a trial run.

Article in The Record

Mary Chevreau was pleased with The Record's good news story that was published on Monday, January 17, featuring the headline, "*Libraries are 'the essence of community'*".

2022 Business Plan

The CEO presented the 2022 Business Plan, highlighting strategic initiatives that help create shared spaces; reflect the community; enable learning together and remove barriers.

22-03... On motion by Katherine Andrews and seconded by Dana Ristic, it was RESOLVED to accept the 2022 Business Plan, as presented.

CARRIED

Community Connections Overview & Annual Report

The CEO shared the December report prepared by the Community Connections Team which documented the sharp increase in activity of over 80% in the library during the month. As noted by the Community Connections Team, this increase is most likely attributable to the opening of the St. Andrews interim shelter across the street, as well as the colder temperatures.

A copy of the Community Connections Annual Report for 2021 was shared with the Library Board which provided statistics of In-Library Connections as well as Programming & Outreach.

These recorded statistics are not only valuable but also a great tool that can be used and shared with the City Councillors.

Mary Chevreau paid a shout out to the Community Connections team, senior staff and PIC's (persons in charge), all of who are doing an amazing job supporting each other.

After the Library Board exchanged several suggestions of how they could thank and recognize the library staff, the group supported the idea of a group montage with each Board member virtually thanking staff.

Mary Chevreau will coordinate the video recording with the Library Board and Manager of Marketing & Communications which will then be emailed to all Kitchener Public Library staff for viewing.

The CEO thanked the Library Board for their willingness and thoughtfulness to recognize staff.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

Councillor Kelly Galloway-Sealock confirmed that Council finalized and passed the City's budget on December 13, 2021.

At a future Board meeting, Councillor Sarah Marsh looks forward to sharing the Downtown Kitchener Vision project and process for the development of a comprehensive vision and set of guiding principles for DTK.

8. REPORT OF THE NOMINATING COMMITTEE

Stephanie Soulis called upon the Nominating Committee, Councillor Sarah Marsh, for her report.

Councillor Sarah Marsh thanked the Library Board for their quick response when contacted to confirm the election of officers for the year 2022.

On behalf of the Nominating Committee, Councillor Sarah Marsh submitted the following slate of officers:

Chair –Katherine Andrews

1st Vice-Chair – Cory Ernst

2nd Vice-Chair – Stephanie Soulis

Facilities Planning & Building Committee Chair – Dana Ristic

Finance Committee Chair – Shannon Nicholson

Public Service & Policy Committee Chair – Co Chair, Clare Wagner (Jan – March) & Co-Chair Colleen James (April – Dec)

The Board were in agreement to discontinue the ad hoc Diversity & Inclusion Committee meetings in 2022 but retain the topic of *Diversity & Inclusion* as a standing agenda item under the Report of the Chair.

22-04... On motion by Stephanie Soulis and seconded by Colleen James it was RESOLVED to accept the report from the Nominating Committee.

CARRIED

9. ELECTION OF OFFICERS

No further nominations for the Slate of Officers, as provided by the Chair of the Nominating Committee, were received and the Elected Officers of the Library Board confirmed as follows:

- 1) Katherine Andrews, as nominated for the position of Chair, was elected as Chair of the Kitchener Public Library Board.
- 2) Dana Ristic, as nominated for the position of Chair of the Facilities Planning & Building Committee, was elected as Chair of the Facilities Planning & Building Committee.
- 3) Shannon Nicholson, as nominated for the position of Chair of the Finance Committee, was elected as Chair of the Finance Committee.
- 4) Clare Wagner and Colleen James, as nominated for the position of Co-Chairs of the Public Service & Policy Committee, were elected as Co-Chairs of the Public Service & Policy Committee.
- 5) Cory Ernst, as nominated for the position of 1st Vice-Chair of the Library Board, was elected as 1st Vice-Chair.
- 6) Stephanie Soulis, as nominated for the position of 2nd Vice-Chair of the Library Board, was elected as 2nd Vice-Chair.

Mary Chevreau thanked Councillor Sarah Marsh for her help to Chair the Nominating Committee.

10. REMARKS OF THE CHAIR

Katherine Andrews thanked everyone for their support and welcomed the opportunity of working with the Board as their Chair. Congratulations were extended to the elected officers as well as a thank you to both Stephanie Soulis for her 4 years of service as Chair and Michelle Dow for her 7 years as Chair of the Finance Committee.

11. ADJOURNMENT

22-05 ... There being no further business, on motion by Michelle Dow and seconded by Councillor Kelly Galloway-Sealock, it was RESOLVED to adjourn the meeting at 8:30 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying January 19, 2022 Board Meeting]

- (a) December 8, 2021 Library Board Minutes
- (b) Committee Selection Form
- (c) Library Board Annual Self-Evaluation Form
- (d) 2022 Business Plan
- (e) 2022 - 2024 Strategic Plan Final Digital Version
- (f) Community Connections 2021 Annual Report
- (g) Community Connections December 2021 Report