

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, March 16, 2022, by the Chair, Katherine Andrews, using the online platform, Zoom, as a result of the pandemic.

TRUSTEES PRESENT

Katherine Andrews; Michelle Dow; 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

Cory Ernst.

SPECIAL GUESTS

Nathan Stretch, Manager, Community Development

2. AGENDA REVIEW

22-12... On motion by Colleen James and seconded by Shannon Nicholson, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. PRESENTATION by Nathan Stretch, Manager, Community Development

Nathan Stretch left the meeting after his presentation to the Board.

Following a discussion by the group, the Trustees agreed to support the library's fundraising campaign for the Southwest Community Library.

22-13... On motion by Councillor Sarah Marsh and seconded by Shannon Nicholson, it was RESOLVED that the Library Board proceed with plans to fundraise and advocate for the Southwest Community Library.

CARRIED

22-14... On motion by Erin Rudland and seconded by Michelle Dow, it was RESOLVED that the Library Board set a fundraising goal of \$25,000 for the Southwest Community Library.

CARRIED

4. MINUTES of the Board Meeting of February 16, 2022

22-15... On motion by Stephanie Soulis and seconded by Shannon Nicholson, it was RESOLVED that the Minutes of the Library Board Meeting of February 16, 2022, be approved.

CARRIED

5. BUSINESS ARISING

None.

6. 1. BUSINESS

REPORT OF OFFICERS

(a) Report of the Chair

Updates

As noted by the Chair, all locations of Kitchener Public Library will return to regular hours as of Monday, March 21 – 9:00 am to 9:00 pm, Monday to Thursday; and 9:00 am to 5:30 pm, Friday and Saturday.

The provincial government is lifting its mask mandate in most settings effective Monday, March 21, with all directives to drop by April 27.

Earlier today, Waterloo Region Council followed the Province's lead and voted to rescind its COVID-19 Mask Bylaw as of Monday, March 21.

After March 21, Kitchener Public Library staff are free to continue to wear a mask, as a personal choice, while respecting their peers and public who may opt to remove their masks. The plexiglass installed throughout the library locations will remain in place.

The library will take direction from the City of Kitchener regarding their Staff Vaccine Policy, once available.

Mark your calendars for the upcoming Open House of the Southwest Community Library design, to be offered in-person on Thursday, April 28 between 6:30 and 8:30 pm at the Glencairn Church. All Board Trustees are welcome to join.

Katherine Andrews thanked Gloria for posting library programs in the *Calendar of Events* on IGLOO that Board members may be interested in attending.

The Executive Committee met on March 7 to discuss recruitment of new Board members for the upcoming term that starts in December. The group listed skills that would be most useful on the Library Board and brainstormed how to break down barriers.

The Trustees were encouraged to look at their connections in the community that would qualify and may be interested in applying. A call out to applicants who applied mid-term will also be made.

The Executive Committee will meet again in June to review the recruitment process and Information Session that will be hosted in September.

The Selection Committee is made up of all Board members who are not returning to the Board. The slate of candidates must be submitted to the City by October for final approval and appointment by the new Council in November.

(b) Finance Committee

Updates

2021 Year-End Audited Financial Statements

The Finance Committee met with staff and the auditors from KPMG on Thursday, March 10. Shannon Nicholson, Chair of the Finance Committee, confirmed that Kitchener Public Library received a clean audit report.

22-16... On motion by Shannon Nicholson and seconded by Colleen James, it was RESOLVED to approve the Audited Financial Statements for the Year ended December 31, 2021, as printed.

CARRIED

(c) Facilities Planning & Building Committee

Southwest Community Library Update

Dana Ristic, Chair of the Facilities Planning & Building Committee, confirmed that the Region is waiting for the Ministry clearances of the Archeological Assessment and report before the project for the Southwest Community Library can go to tender.

Depending on the length of the delay, it may impact the completion date of the project, as noted by Mary Chevreau.

Dana Ristic looks forward to attending the in-person Open House for the Southwest Community Library on April 28.

(d) Public Service & Policy Committee

Updates

At the April Board meeting Clare Wagner and Colleen James plan to present a proposal for the Board's consideration that includes the addition of a Land Acknowledgement to the start of every Board meeting.

Clare Wagner thanked Mary Chevreau for sending the previously approved standard territorial acknowledgement by the Library Board.

(e) Report of the Secretary-Treasurer and CEO

Updates

As noted by the CEO, two years ago today, by order of the Province, all Kitchener Public Library locations closed.

With all the uncertainty in the economy and world today, this anniversary is a time and reason to celebrate staff accomplishments, some of which are highlighted below.

- 1) Over 61,000 transactions with Curb and Carry
- 2) 232 pairs of skates loaned
- 3) Over 20,000 transactions moved to fines free and fines waived
- 4) Over 1,800 virtual programs with
- 5) Over 42,000 virtual attendees
- 6) 74 unique events (authors, live music, etc.)
- 7) Over 4,900 Maker kits distributed
- 8) 1,164 calls to Seniors for Vaccinations
- 9) 1,852 calls to check in with Seniors

Mary Chevreau thanked the staff for their continued resilience and creativity during a difficult two-year journey. Penny-Lynn added that the library made 12 service pivots in those 2 years.

The CEO also thanked the Library Board for their support. Clare Wagner expressed her thanks to library staff for carrying the burden.

The Central Library hosted its first vaccine clinic this afternoon at the request of the Waterloo Region Public Health Services who reached out to use community spaces for their vaccination clinics. Two more vaccination clinics will be offered at Central this month.

Great media coverage highlighted Central's vinyl collection on our local CTV News channel this evening. The collection can be borrowed or listened to in the library.

CBC Radio and 570 News will also interview staff tomorrow about the vinyl collection.

Mary Chevreau acknowledged that the vinyl collection was made possible, in part, by donations made in memory of Payton Colussi, a music enthusiast with a personal connection to the Heffner Studio and Kitchener Public Library. Janice Colussi, a staff member of the Business Services team at Central, will join the radio interviews tomorrow.

Overview of the Public Libraries Act of Ontario - Closed Meetings

Mary Chevreau referred to Item (g) listed as one of the 7 reasons for closed meetings, as outlined in the document, *Overview of the Public Libraries Act of Ontario*. A closed Library Board meeting for reasons under another Act, item (g), would be the Municipal Act that libraries use, should the circumstances warrant such a meeting.

Taking Minutes at In-Camera/Closed Sessions

A summary of the protocol for taking minutes at an in-camera session was provided in the Board package for their reference.

In-Camera Session

None.

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS(a) Report of Councillors

As noted by Councillor Sarah Marsh, Neighbours Day this year plans to be bigger and crazier. It is a free event and no registration required.

Plan to join in the fun on Saturday, June 18, 2022, from 1:00 to 5:00 pm. Local musicians will lend their talents by staging pop-up concerts on neighbourhood porches, driveways, lawns, boulevards and more across Kitchener.

The City has a call out for music ambassadors, musicians and/or hosts for a neighbourhood activity of their own. Please check the website to apply online.

Neighbours Night will be hosted in Victoria Park on Friday, June 17.

The Downtown Community Working Group (DCWG) has a call out for participants to join the group to bring unique and diverse perspectives to the development of a new vision for the downtown.

If wishing to get involved, please apply online with the City of Kitchener by the end of the day on Friday, March 25.

Nominations for the 2022 Senior of the Year Award are being accepted by the City of Kitchener. The nomination deadline is March 31.

The Provincial Senior of the Year award gives each municipality in Ontario the opportunity to honour one outstanding resident aged 65+ from their local community each year.

Councillor Sarah Marsh will forward an email to the Library Board with all of the links.

8. ADJOURNMENT

22-17 ... There being no further business, on motion by Councillor Kelly Galloway-Sealock, it was RESOLVED to adjourn the meeting at 8:34 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying March 16, 2022 Board Meeting]

- (a) February 16, 2022 Library Board Minutes
- (b) 2021 Draft Year-End Audited Financial Statements & Audit Findings Report
- (c) Overview of the Public Libraries Act of Ontario – Closed Meetings
- (d) Taking Minutes at In-Camera/Closed/Executive Sessions