

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 20, 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

21-01... On motion by Katherine Andrews and seconded by Shannon Nicholson, 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 9, 2020

21-02... On motion by Michelle Dow and seconded by Erin Rudland, it was RESOLVED that the Minutes of the Board Meeting of December 9, 2020, be approved.

CARRIED

4. BUSINESS ARISING

None.

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

Stephanie Soulis acknowledged the exciting news that Kitchener Public Library will be eliminating all overdue library fines. The Chair thanked City Council for supporting the library's budget request to do so. The announcement received positive comments by library users, several of which were shared by Mary at the beginning of the meeting. The Chair also thanked staff for their presentation and passion to get the job done.

Strategic Plan Update

At the September 2020 Library Board meeting, the Board agreed to postpone the library's strategic planning sessions until the Spring of 2021.

The Board agreed to hosting the sessions virtually by arranging dates in the month of April for three 3-hour sessions, each on 3 different days, with the consultant.

The CEO will send out a Doodle poll to the Board. The dates for these three planning sessions will be confirmed once available.

Committee Selection Form

Look for an email to be sent tomorrow with an attached Committee Selection form requesting Trustees confirm their participation in a Committee(s) of choice for the year 2021.

Please submit to Gloria by Friday, January 29, 2021.

Ontario Library Association (OLA) Super Conference Attendance

Clare Wagner confirmed that she has registered for the conference.

The Chair encouraged the Board to notify Gloria if wanting to be registered for the Super Conference. If unable to do so, Stephanie Soulis noted that all OLA sessions will be recorded and available after the conference.

Mary Chevreau will email the Board outlining the sessions that KPL staff are presenting this year.

Library Board's Annual Self-Evaluation Form

An online self-evaluation form will be provided to the Board using Survey Monkey. Look for an email with the link for completion by the deadline date of Friday, January 29, as noted by the Chair.

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

(b) Finance CommitteeUpdates

No updates were noted as staff complete the 2020 year-end financials.

(c) Facilities Planning & Building CommitteeUpdates

Erin Rudland, Chair of the Facilities Planning & Building Committee, provided an update of the Southwest Community Library. The RFP for expressions of interest closed on Tuesday, January 19, with 14 architectural firms submitting a response.

From here, City of Kitchener and KPL staff will conduct interviews in early February to determine a short list. KPL staff will then review the short list and meet again with City staff to confirm the final selection.

It is anticipated that a recommendation will be brought to the Library Board at its February meeting.

(d) Public Service & Policy Committee

No updates were reported.

(e) ad hoc Diversity & Inclusion Committee

No updates were noted. The newly formed ad hoc Diversity & Inclusion Committee will arrange to meet in February.

(f) Report of the Secretary-Treasurer and CEO

Updates

The CEO thanked Councillor Sarah Marsh and Councillor Kelly Galloway-Sealock for their continued support and commitment to Kitchener Public Library. On Monday, January 18, 2021, City Council approved the Library's 2021 budget and increase in its 2022 operating budget to allow the library to go fines free. The outcome of this decision will be beneficial for years to come by breaking down those cost barriers for our library users and move the library to more equitable policies around fines and the return of materials.

Incident Report March - Dec 2020

Incidents reported during the March to December 2020 time period are not indicative of previous years due to the library's minimal service during the pandemic.

The library has agreed to a secondment of one staff member to the Working Centre. This outreach worker has experience with our vulnerable customers at Central and will now help out many of the same individuals at the Working Centre that have been shuttered from our library due to its closure.

The library has partnered with a community organization to provide physical space and access to technology at Central for individuals to attend their mandatory virtual court appearance. During the latest lockdown, the library has been unable to help these individuals. If a court appearance is missed, a bench warrant is being issued.

Mary Chevreau will speak with Councillor Sarah Marsh regarding options that may be available to help our vulnerable population with this issue.

2021 Business Plan

The CEO presented the 2021 Business Plan provided in the Board package, highlighting each initiative. A question and answer session followed.

The initiatives outlined match with the library's current strategic plan. The Board agreed that the plan is both thorough and innovative.

21-03... On motion by Councillor Kelly Galloway-Sealock and seconded by Katherine Andrews, it was RESOLVED to accept the 2021 Business Plan, as presented.

CARRIED

6. II. NEW BUSINESS

None.

7. III. PRESENTATIONS

(a) Report of Councillors

The City passed its final budget on Monday, January 18, 2021 .

A five-person Team has been hired to focus on equity and inclusion within the organization at the City of Kitchener.

As noted by Councillor Sarah Marsh, the Conrad Family and their Foundation have donated the Conrad Centre for the Performing Arts facility to the City to support the performing arts in the community.

8. REPORT OF THE NOMINATING COMMITTEE

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

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

Chair – Stephanie Soulis

1st Vice-Chair – Katherine Andrews

Facilities Planning & Building Committee Chair – Erin Rudland

Finance Committee Chair – Michelle Dow

Public Service & Policy Committee Chair – Clare Wagner

ad hoc Diversity & Inclusion Committee Chair – Shannon Nicholson

21-04... On motion by Councillor Kelly Galloway-Sealock and seconded by Erin Rudland it was RESOLVED to accept the report from the Nominating Committee.

CARRIED

Stephanie Soulis relinquished the Chair to the CEO who presided pro tem for the election of the officers.

9. ELECTION OF OFFICERS

Mary Chevreau identified Stephanie Soulis as nominated for the position of Chair and called for further nominations from the floor.

No further nominations were received and Stephanie Soulis was acclaimed as Chair of the Kitchener Public Library Board.

Mary Chevreau identified Erin Rudland as nominated for the position of Chair of the Facilities Planning & Building Committee and called for further nominations from the floor.

No further nominations were received and Erin Rudland was acclaimed as Chair of the Facilities Planning & Building Committee.

Mary Chevreau identified Michelle Dow as nominated for the position of Chair of the Finance Committee and called for further nominations from the floor.

No further nominations were received and Michelle Dow was acclaimed as Chair of the Finance Committee.

Mary Chevreau identified Clare Wagner as nominated for the position of Chair of the Public Service & Policy Committee and called for further nominations from the floor.

No further nominations were received and Clare Wagner elected as Chair of the Public Service & Policy Committee.

Mary Chevreau identified Shannon Nicholson as nominated for the position of Chair of the ad hoc Diversity & Inclusion Committee and called for further nominations from the floor.

No further nominations were received and Shannon Nicholson elected as Chair of the ad hoc Diversity & Inclusion Committee.

Election of the 1st and 2nd Vice-Chairs

Katherine Andrews was nominated for the position of 1st Vice-Chair of the Library Board and Michelle Dow for the position of 2nd Vice-Chair of the Library Board. No further nominations were received from the floor.

21-05... On motion by Stephanie Soulis and seconded by Colleen James, it was RESOLVED to approve Katherine Andrews as the 1st Vice-Chair of the Library Board and Michelle Dow as the 2nd Vice-Chair of the Library Board.

CARRIED

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

Congratulations were extended to the elected officers.

10. REMARKS OF THE CHAIR

Stephanie Soulis thanked everyone for their continued support and welcomed the opportunity of working with a Board that has made her job easy and uplifting. Engagement has been productive with a lot of work accomplished, regardless of the pandemic.

The Chair thanked the library staff for their continued efforts to do a great job.

As a side note, Stephanie Soulis invited the Trustees to consider taking on the job of Chair in 2022 so she may help with their training during her last year of tenure with the Board.

Michelle Dow also encouraged a Trustee to take on the role of Chair of the Finance Committee in 2022 to do the same.

11. ADJOURNMENT

21-06 ... There being no further business, on motion by Dana Ristic and seconded by Michelle Dow, it was RESOLVED to adjourn the meeting at 8:15 p.m.

CARRIED

Chair

Secretary-Treasurer

[Attachments Accompanying January 20, 2021 Board Meeting]

- (a) December 9, 2020 Library Board Minutes
- (b) Board Annual Self-Evaluation Form
- (c) 2021 Business Plan
- (d) Committee Selection Form