

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, March 17, 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; Stephanie Soulis; Clare Wagner.

Mary Chevreau, Secretary-Treasurer and Chief Executive Officer.

STAFF PRESENT

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

REGRETS

Erin Rudland.

SPECIAL GUESTS

Rachel Hofstetter, Overlap Associates; Erica Dudzus, Manager, KPL Strategic Planning & Projects.

2. AGENDA REVIEW

21-16... On motion by Michelle Dow and seconded by Colleen James, it was RESOLVED that the Agenda be adopted.

CARRIED

There were no pecuniary / conflict of interest declarations.

3. Strategic Planning Update with Rachel Hofstetter, Overlap Associates

Using a slide presentation, Rachel Hofstetter shared the strategic planning process and timelines that Overlap will follow during KPL's upcoming strategic planning retreat.

Five responses were received from the Vision/Mission survey that was emailed to the Board for feedback. Rachel reviewed the meanings of Mission / Vision / Values, all of which will be worked on at the April 23 meeting. Strategic directions will be the focus at the April 24 meeting and ideas regarding obstacles/integrated strategies will be generated at the May 1 meeting. Breakout rooms will be used to help engage all participants to work through the discussions during the sessions.

Prior to the first strategic planning meeting, background information will be provided to the Board for their review including an Environmental Scan; community engagement summary and the Board's core position Statement on Race & Social Equity.

[Councillor Sarah Marsh joined the meeting.]

Following the Strategic Planning session, Overlap will prepare a draft strategic plan for review.

Stephanie Soulis thanked Rachel Hofstetter and Erica Dudzus for joining the Board meeting.

[Rachel and Erica exited the meeting.]

4. MINUTES of the Board Meeting of February 17, 2021.

21-17... On motion by Clare Wagner and seconded by Cory Ernst, it was RESOLVED that the Minutes of the Board Meeting of February 17, 2021, be approved.

CARRIED

5. BUSINESS ARISING

None.

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

Stephanie Soulis confirmed that the Finance Committee met with the Auditors on March 16, 2021, to review the audited Year-End Financial Statements.

(b) Finance Committee2020 Year-End Audited Financial Statements

During Michelle Dow's review of the Audited Financial Statements for the Year Ended December 31, 2020, reclassifications to conform to the presentation in the current year were noted. The changes do not affect the prior year surplus and the statements received an unqualified opinion.

21-18... On motion by Michelle Dow and seconded by Councillor Sarah Marsh, it was RESOLVED to approve the Audited Financial Statements for the Year ended December 31, 2020, as printed.

CARRIED

(c) Facilities Planning & Building Committee

No updates were noted.

(d) Public Service & Policy Committee

No updates were noted.

(e) ad hoc Diversity & Inclusion Committee

Shannon Nicholson confirmed that the ad hoc Diversity & Inclusion Committee met on March 11.

The preliminary objectives of the Committee were recapped at the meeting which include Board recruitment, as well as training and coaching for the Library Board.

A recruitment plan will be developed as the Trustees move closer to the end of their Library Board term. In the interim both the Trustees and the CEO will continue to advocate the need for diversity on the Library Board.

At the April Board meeting, time will be allocated on the Agenda, (30 to 45 minutes) as required, for a discussion of the Diversity & Inclusion training Videos #2 and #3. After the debrief, Colleen James will then lead the Board through an interactive Diversity, Equity, Inclusion (DEI) exercise.

Colleen James and Clare Wagner will coordinate smaller group discussions in break out rooms for this exercise at the April meeting. Councillor Sarah Marsh noted that this is a good approach before we attend the strategic planning retreat.

Mary Chevreau informed the group that the links to the Diversity & Inclusion training Videos #2 and #3 are posted on the Board portal.

(f) Report of the Secretary-Treasurer and CEO

Updates

Diversity, Equity & Inclusion

Mary Chevreau noted that Kitchener Public Library also has an internal Diversity, Equity & Inclusion Committee, the values of which are reflected in the library's strategic plan and business plans.

Vaccine Rollout

The KPL vaccine rollout team are assisting with booking first vaccination appointments for those eligible individuals (80+) who have pre-registered for a vaccine and indicated that phone is their preferred method of contact.

Staff trained to make the phone calls have embraced the initiative which has been a great exercise for KPL. The next cohort of phone calls for individuals between the ages of 70 - 79 starts next week.

Funding for the Centre for Equitable Library Access (CELA)

Using a PowerPoint presentation, Lesa Balch, Director, Innovation & Integration, presented the detailed report provided in the Board package titled, *Funding for the Centre for Equitable Library Access (CELA) and the National Network for Equitable Library Service (NNELS)*.

CELA and NNELS launched an advocacy campaign in response to the federal government's plans to cut \$1 million this year from accessible book funding which is shared by CELA and NNELS, and continue to cut an additional \$1M each year until all federal funding is eliminated in 2025.

As noted by Lesa, an announcement was made yesterday, March 16, by the Minister of Employment, Workforce Development and Disability Inclusion that \$1 million will be restored to fund activities of CELA and NNELS for the year 2021. Financial support for future years was not mentioned in the announcement.

The CELA services available in various accessible formats for KPL customers were illustrated in the slide presentation by Lesa Balch.

CELA will keep the libraries informed if additional help is required to support their advocacy campaign.

KPL's Accessibility Policy and annual Accessibility Plan were highlighted by Lesa Balch. As part of the plan, the Rick Hansen Foundation met with Angela Riddell and Megan Clare on Saturday, March 6, 2021, to conduct an accessibility review on site at Central.

Angela Riddell noted that the accessibility assessment by the Rick Hansen Foundation was very detailed with several photos and measurements taken during the review.

It is anticipated that the Central library will receive a Rick Hansen Foundation Accessibility Certification (RHFAC) as an accessible space.

Mary thanked Lesa Balch for her presentation.

#### Seniors Program Grant

Penny-Lynn Fielding reported that KPL has secured a New Horizons for Seniors Program federal grant of a little over \$16,000 which will enhance and add to our Visiting Library program.

As part of the grant requirements, the project must be a volunteer-driven initiative in which seniors must be working with seniors. A description for volunteer recruitment will be drafted.

The planned project start date is April 1, 2021, with the funding to be spent by March 31, 2022. Thirty seniors and 25 non-seniors will be involved with this initiative.

The initiative includes senior volunteers phoning local Visiting Library seniors; the custom delivery of library materials; virtual book clubs and an intergenerational connection through creative arts.

Youth artists will be engaged to create artwork that will be shared with local seniors.

In addition to creating intergenerational connections, this program will also offer a creative outlet for seniors.

Mary Chevreau thanked Penny-Lynn and her Team for their great plans to utilize this funding.

Stephanie Soulis thanked staff for their presentations.

7. II. NEW BUSINESS

None.

8. III. PRESENTATIONS

(a) Report of Councillors

Councillor Sarah Marsh invited the Board to join the Mayor's virtual State of the City Address to be hosted on Thursday, March 25 with networking to start at 8:45 am and remarks from 9:15 am to 10:00 am.

Mayor Berry Vrbancovic and Kitchener City Council plan an inspiring morning that will celebrate and focus on all community groups with some cameo appearances.

Councillor Sarah Marsh or Councillor Kelly Galloway-Sealock will forward the link to register for the event.

Councillor Kelly Galloway-Sealock acknowledged that there was no meeting scheduled on Monday, March 15 as this week was originally designated as March break which has since been postponed to the week of April 12, 2021.

9. ADJOURNMENT

21-15... There being no further business, on motion by Dana Ristic, it was RESOLVED to adjourn the meeting at 8:25 p.m.

CARRIED

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Chair

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Secretary-Treasurer

[Attachments Accompanying March 17, 2021 Board Meeting]

- (a) February 17, 2021 Library Board Minutes
- (b) Audited Financial Statements Year Ended December 31, 2020
- (c) Audit Findings Report for the Year Ended December 31, 2020
- (d) Funding for Centre for Equitable Library Access Report