

Waterloo Public Library

Regular Meeting of the Board

Board Meeting Minutes

February 24, 2016

Waterloo Public Library – Board Meeting Minutes – 24/02/2016

Board Members Attending: Ms. Karen Scian (Chair); Ms. S.S. Ahmad; Ms. Alison DeMuy; Ms. Jude Doble (Vice Chair); Mr. Ian Gilchrist; Ms. Rachel Harder; Ms. Helen Kaluzny; Mr. John Strong; Councillor Angela Vieth

Regrets: None

Staff: Ms. Laurie Clarke (CEO); Ms. Gloria Van Eek-Meijers (Deputy CEO)

1. Call to order:

Ms. Scian, Chair, called the meeting to order.

2. Approval of the agenda

Moved by I. Gilchrist and seconded by J. Doble that the agenda be approved.

Motion carried.

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the January 27, 2016 meeting

Moved by H. Kaluzny, seconded by R. Harder, that the minutes of the January 27, 2016 meeting be approved as amended.

Motion carried.

5. Business arising from the minutes.

None.

6. Chair Report – K. Scian (verbal)

- February 8, 2016 was City of Waterloo Budget Day for both the WPL operating and capital budgets.
The capital budget was approved as presented.
On the operating side, Councillor Vieth presented a new motion to council recommending an amended 3 year operating budget. The approved motion included:
 - Base funding at the 50th percentile using 8 comparator libraries with the addition of a calculation for growth along with the CPIX inflation number in each year of the agreement (as per the existing funding agreement).
 - Allowance for total increases for the 3-year period from 2016 – 2018 to be advanced in 2016.
 - Agreement that Library and City staff will work towards a model of funding that provides adequately for all library locations, including the proposed east side branch.

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- Agreement that Library and City Staff will commence the east side branch library preliminary design work.

Council voted 5 to 3 to approve the motion. (Attached - Notice of Motion Re Library- Presented by Councillor Vieth February 8th, 2016)

- Ms. Scian highlighted the fact that the approved funding is an advancement, but explained that it is not the increased funding that was requested, and may still result in restraint on the John M. Harper Branch Library hours.
- Library staff will review open hours of usage at all locations to determine a distribution of hours that makes sense for the community and the Library. Until the analysis is completed and the Board makes a decision regarding opening hours across the library system, the John M. Harper Branch will remain closed on Fridays and Sundays.
- Ms. Clarke will contact Tim Anderson, CAO, City of Waterloo to begin developing a project plan for the east side branch library.
- An invitation will be extended to Council members and city staff to attend the Library's 2015 AGM on March 23, 2016, 5:00 p.m. at the John M. Harper Branch.

7. Council Report – Councillor A. Vieth (verbal)

Councillor Vieth spoke to the need and desire of City of Waterloo council and staff to build positive relationships with the library, as they look to build a strong library system, including expansion of service to the east side of Waterloo.

8. Delegations

None.

9. Correspondence

None.

10. Decision Items

None.

11. Information Items

11.1 CEO Report – L. Clarke CEO (verbal)

- The 3rd annual Stories and Skate program at the McCormick Branch on Friday January 29 was a huge success. Over 250 participants joined library staff and the University of Waterloo's Women's Hockey team for stories, crafts, games and skating.
- Board members are invited to attend the Library's annual Volunteer Appreciation Social on April 13, 2016, 7:00 p.m. Main Library Auditorium. WPL's 150 volunteers contributed 4,780 hours in 2015.

- Board Committee chairs are reminded to send Ms. Clarke their 2015 reports for inclusion in the 2015 AGM report.

12. Committee Reports

12.1 Finance & Resources report – J. Strong (verbal)

The Finance & Resources Committee met on February 23, 2016 and reviewed both the motion for the 3 year operating budget as approved by Council on February 8. and the 2015 year-end financial statements.

Moved by I. Gilchrist and seconded by A. DeMuy that the 2015 year-end financial statements as presented to the Board to be accepted as information.

Motion carried.

13. In-Camera - A closed meeting for the matters being considered are of labour relations or employee negotiations

Moved by I. Gilchrist and seconded by H. Kaluzny, that the meeting go in-camera

Motion carried.

14. Date of next meeting

Wednesday March 23rd at 5:00pm at the John M. Harper Branch followed by the 2015 AGM.

15. Adjournment

Moved by K. Scian, seconded by I. Gilchrist

Motion carried.

NOTICE OF MOTION RE LIBRARY – PRESENTED BY COUNCILLOR VIETH FEBRUARY 8th, 2016

WHEREAS the City of Waterloo and Waterloo Public Library (WPL) have a long history of collaboration and partnership to deliver excellent Library facilities to our community. In a transforming and digital world the Library is evolving as a critical element of welcoming, place making and indeed innovation and support for a community.

AND WHEREAS on November 23, 2015, Council approved CORP2015-095, a (1) year funding agreement extension that provided \$300,000 (\$192,000 for inflation & 50th percentile adjustments and \$108,000 for population growth) in 2016; further that financial impacts for 2017 and 2018 were estimated at \$166,000 and \$173,000 respectively based on the existing agreement principles. This provides a total of **\$639,000 in additional budgeted funding over the 2016-2018 budget period**; all of which is included within the proposed Staff Recommended and CPIX Budget options.

AND WHEREAS the Library Board's correspondence of October 16, 2015 recognized that notwithstanding the 2016 agreement extension and funding increase from the City, that the forecasted WPL Operations were projecting a \$300,000 deficit for the 2016 year. To mitigate this impact the WPL Board has rolled back hours of opening at the John M Harper branch, to the original 48 hours per week agreed between the City and WPL (i.e., no more Fridays or Sundays). This generates \$120,000 per year in savings; leaving a funding gap of \$180,000 in 2016.

AND WHEREAS the long term vision for a main branch, west Waterloo branch and east Waterloo branch remains partially completed with the east side branch library remaining an outstanding part of the vision. Further that since 2008, Council has been setting aside Capital Construction funding (to date \$7.8 M) for the delivery of an eastside branch library.

THEREFORE BE IT RESOLVED THAT:

- 1) Council advances the full (3) years of budgeted operating funds (\$639,000) to WPL for the 2016 operating year for an amended total funding amount of (\$4,795,051 + \$639,000 = \$5,434,051). Further that the overall funding allocation for the existing branch locations remain at this total funded amount of \$5,434,051 for 2017 and 2018 and is intended to cover inflationary and growth related operating costs for those years, while remaining at the anticipated 50th percentile funding at the end of 2018;
- 2) That Council acknowledges that this funding advancement may still result in restraint on the John M Harper Branch Library hours, the book plan requirements per section 9 of the agreement and other customer facing efficiencies as the WPL Board may decide;

- 3) That the funding shortfall created by the City in advancing the funding to WPL in year (1) and year (2) be funded through the Tax Rate Stabilization Reserve as an interim measure until the 2015 and 2016 year end surplus is determined and reported to Council;
- 4) That City and WPL staff commence the east side branch library design work to effectively deliver an east side branch model within the Council approved allocation of \$7.8M and that the preliminary design and operating costs be brought back for Council and public consideration with the new operating model; and,
- 5) That a new operating model be developed to incorporate a financially sustainable four (4) branch library model following Council's acceptance of the east side branch library design concepts and operating needs.