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**Waterloo Public Library  
Regular Meeting of the Library Board  
June 22, 2011**

*Our Mission*

*The Waterloo Public Library is a place to grow! Through a team of friendly, knowledgeable and well-trained staff, volunteers and trustees, WPL offers people of all ages innovative life-long learning and leisure opportunities.*

**Trustees Attending:** Mr. Helen Kaluzny, (Chair); Mr. Geoff Bellew; Ms. Xiaopu Fung; Mr. Ian Gilchrist; Ms. Sarah Hackbusch; Mr. Brendan Lowther; Mr. John Strong, Mr. Alf Bogusky; Councillor Melissa Durrell; Councillor Karen Scian

**Regrets:** Ms. Pauline Levean; Mr. Elmer Thiessen

**Staff:** Ms. Laurie Clarke (CEO); Ms. Liana Jupan (Manager, Finance and Facilities/Recording secretary)

**Guests:** One member of staff

**1. Call to order**

Ms. Kaluzny called the meeting to order.

**2. Approval of the agenda**

**Moved by** K. Scian, seconded by I. Gilchrist, that the agenda be approved.

**Motion Carried.** 06-11-01

**3. Disclosure of pecuniary interest and the nature thereof**

None.

**4. Approval of the minutes of the May 25, 2011 regular meeting**

**Moved by** I. Gilchrist, seconded by X. Fung, that the minutes of the May 25, 2011 regular meeting be approved.

**Motion Carried.** 06-11-02

**5. Business Arising from the minutes** -Ms. Kaluzny mentioned she sent the link for the “Leadership by Design” questionnaire and she encouraged everyone to fill it.

**6. Delegations**

None.

**7. Correspondence**

Thank you letter from Lynda Gale, former Deputy C.E.O., for her retirement gift.

## 8. Decision Items

- 8.1 Ms. Clarke informed the Board that the submission of the operations and capital budgets to the City will occur in July and August, and so asked that the Board approve Ms. Kaluzny as able to represent the Board for this process.

**Moved** by J. Bellew, seconded by I. Gilchrist.

**Motion Carried.** 06-11-03

## 9. Discussion Items

None.

## 10. Information Items

### 10.1 CEO Report

Ms. Clarke reported that the website has been updated to make the donations button more visible and more user friendly.

### 10.2 John M. Harper Branch report – verbal

Ms. Clarke reported that the tagging of Harper collections should be finished on time. There are an increased number of people involved in the project, including some Library volunteers.

The interviews for the John M. Harper Branch employees will begin this week. There has been considerable interest in the positions and there are several candidates for each position.

The YMCA has taken responsibility for the café but to answer a question from Mr. Bellew, the library will not be involved. (As approved by the former Library Board)

Mr. Strong mentioned that the members of the Board, who participated in the site visit to the new branch, enjoyed it very much.

### 10.3 Gala fundraising update – Helen Kaluzny

Ms. Kaluzny announced that the YMCA and Library have decided not to proceed with the proposed joint gala. The potential for profit to aid fundraising is too low.

## 11. Committee Reports

### 11.1 Resources Committee Report – Geoff – Approval of the Funding Agreement 2012 - 2015

On June 14<sup>th</sup> the Resources Committee reviewed the Funding Agreement. The 50<sup>th</sup> percentile is maintained and no additional funding is provided for the John M. Harper branch. At the committee's request, Ms. Clarke has informed the City that at the presentation of the agreement to the Council there will be a briefing note to address the board's concern and possible consequences of no additional funding for the new branch. The recommendation from the Resources Committee is for approval of the agreement in its current form, with this noted.

Councillor Scian suggested that the Board request from the City an evaluation of expenses after the John M. Harper Branch is in operation for one year. Councillor Scian would like to move the Council presentation planned for July to August so that she is available to attend.

Ms. Clarke mentioned that the negotiations with the City for the Funding Agreement went well and that the suggested changes and clarifications from the Library were agreed to. For example, the hours of operation are now pooled for all branches rather than minimum service hours per week per branch, providing the Library with more flexibility.

Mr. Bellew commended Ms. Clarke on the work with the negotiations of the new Funding Agreement and recommended that it be approved.

**Moved** by G. Bellew, seconded by S. Hackbusch, that the Funding Agreement for 2012-2015 be approved. Mr. Bogusky abstained from voting, and Mr. Lowther voted against the motion.

**Motion Carried.** 06-11-04

Mr. Bellew wanted it noted that the Board gave direction to the Chair to express their concerns at the Council presentation, with regard to insufficient funding for the new branch.

#### 11.2 Fundraising Committee Report – Xiaopu

Ms. Fung described the Fundraising Committee's display table at Sobey's on June 11<sup>th</sup>. Although not as busy as hoped, and with many visitors not from Waterloo, Ms. Fung thought it was a worthwhile effort.

The letter for approaching corporate sponsorships was sent out by Ms. Clarke along with the list of those already contacted. Ms. Kaluzny will be working on a press release about the new branch. Councillor Durrell suggested a media tour be offered.

### **12. Other business**

#### 12.1 Strategic Planning Committee

A steering committee was struck - Mr. Gilchrist, Councillor Scian, Mr. Bogusky and Mr. Bellew. First meeting will take place in the fall to begin planning.

#### 12.2 Policy Review Committee

Ms. Kaluzny stated that the Board governance policies need to be reviewed for changes and/or updates. A committee was formed, consisting of Mr. Thiessen, Mr. Strong and Ms. Levean. First meeting to take place in the fall.

### **13. Date of next Regular Board meeting – September 28, 2011 4:30 pm Auditorium**

### **14. Adjournment**

**Moved by** Councillor Durrell, seconded by Mr. Lowther, that the meeting be adjourned.

**Motion Carried.** 06-11-05