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**C.E.O.**  
Laurie Clarke

**Website**  
wpl.ca

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Since 1876

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**Waterloo Public Library  
Regular Meeting of the Library Board  
November 23, 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:** Ms. Helen Kaluzny, (Chair); Ms. Pauline Levean (Vice Chair); Mr. Ian Gilchrist; Ms. Sarah Hackbusch; Mr. Elmer Thiessen; Mr. Brendan Lowther; Mr. John Strong; Mr. Geoff Bellew; Mr. Alf Bogusky

**Regrets:** Councillor Melissa Durrell; Councillor Karen Scian; Ms. Xiaopu Fung; Ms. Liana Jupan (Manager, Finance and Facilities)

**Staff:** Ms. Laurie Clarke (CEO); Ms. Gloria Van Eek Meijers (Manager, Community Services); Ms. Shelley Graham (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** G. Bellew, seconded by P. Levean, that the agenda be approved.

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

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

None.

**4. Approval of the minutes of the September 28, 2011 and October 26, 2011 regular meetings**

Ms. Kaluzny reiterated discussions concerning the pension in the September minutes and Ms. Clarke reviewed her report regarding the outcome of her enquiries with the City. Mr. Bellew suggested that it would be helpful to have a written declaration from the City of their position with respect to the risk for underfunded liability.

**Moved by** I. Gilchrist, seconded by P. Levean, that the minutes of the September 28, 2011 and October 26, 2011 regular meetings be approved.

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

**5. Business Arising from the minutes**

5.1 Motion to approve leave for Ms. Xiaopu Fung.

**Moved by** B. Lowther, seconded by S. Hackbusch, that in accordance with S. 13 (c) of the Public Libraries Act, R.S.O. 1990, that the Waterloo Public Library Board authorize that Xiaopu Fung be granted leave from the Waterloo Public Library Board for a period of one year, until September 26, 2012.

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

## 6. Delegations

None.

## 7. Correspondence

Email from Ralph Dykstra

Ms. Clarke noted that the email is for information purposes.

Ms. Clarke indicated that the opening hours for all locations will be reviewed as part of the strategic plan. Discussion followed regarding informing the public of opening hours for the Main Library and nearby McCormick Branch and it was agreed to create signage to this effect to be posted at the John M. Harper Branch.

Mr. Strong noted that the building can appear open as lights are on at all hours. Ms. Van Eek-Meijers explained that the after- hours lighting is part of a building code requirement and that she has requested a reduction.

## 8. Decision Items

None.

## 9. Discussion Items

## 10. Information Items

### 10.1 CEO Report – Laurie Clarke (verbal)

Ms. Clarke reviewed the third quarter statistics. She highlighted the steady increases for e-books circulation and self-check out usage.

Ms. Clarke announced that the KWCF awarded WPL with the \$15,000 grant towards the John M. Harper campaign.

### 10.2 John M. Harper Branch report – Gloria Van Eek Meijers (verbal)

Ms. Van Eek-Meijers reported that since the Harper Branch opened there have been 1,076 new memberships and circulation averages 2,010 items daily with 60% of these items being checked out using the self-checkout service. She reported that a fourth self-check out station will be installed in the near future.

She said that the Children's programming is very successful and that cross-over programming with the YMCA's early years centre is being investigated.

Mr. Gilchrist was joined by the Board in applauding the efforts of Ms. Van Eek-Meijers, Ms. d'Ailly and the many staff who assisted with the project.

## 11. Committee Reports

### 11.1 Strategic Planning Report – None

### 11.2 Resources Committee Report – Geoff Bellew

Mr. Bellew expressed appreciation for the explanatory notations provided by Ms. Jupan.

**Moved by** G. Bellew, seconded by P. Levean, that the minutes of the Resources Committee and 3<sup>rd</sup> Quarter Financial Statements be received as information.

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

**Moved by** G. Bellew, seconded by P. Levean, that the Draft Capital Budget be approved.

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

Mr. Bellew reviewed the workplan and invited attendance to the January 10<sup>th</sup> Resources Committee meeting.

11.3 Fundraising Committee Report – Brendan Lowther (verbal)

Mr. Lowther reported that committee met recently. He said they discussed the need for sustainable fundraising and that they will be brainstorming for new ideas and exploring success stories from other libraries.

11.4 SOLS Report – Ian Gilchrist (verbal)

Mr. Gilchrist reported on his attendance at a recent meeting. He noted that many SOLS members communicate via listserv and that this is a valuable tool. He indicated that he would like to host a future SOLS meeting at the John M. Harper branch.

**12. Other Business**

12.1 OLA SuperConference – Helen Kaluzny (verbal)

Ms. Kaluzny reviewed the 2012 schedule. She recommended that trustees consider attending on Thursday in particular, as there are many trustee-oriented sessions. Ms. Clarke asked for confirmations of attendance by December 12<sup>th</sup>.

**13. Date of next Regular Board meeting – December 21<sup>st</sup>, 2011 6:30 pm John M. Harper Branch**

(To be followed by a Christmas social at Mr. Strong's home, for Board Members and the Senior Management Team)

**14. Adjournment**

**Moved by** E. Thiessen, seconded by I. Gilchrist, that the meeting be adjourned.

**Motion Carried.** 10-11-07