

**Waterloo Public Library
Regular Meeting of the Library Board
April 27, 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. Geoff Bellew; Mr. Ian Gilchrist; Ms. Sarah Hackbusch; Mr. Brendan Lowther; Mr. Elmer Thiessen; Councillor Melissa Durrell

Regrets: Ms. Xiaopu Fung; Councillor Karen Scian

Staff: Ms. Laurie Clarke (CEO); Ms. Liana Jupan (Manager, Finance and Facilities); 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 I. Gilchrist, seconded by S. Hackbusch, that the agenda be approved.

Motion Carried. 04-11-01

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the March 23, 2011 regular meeting

Moved by E. Thiessen, seconded by I. Gilchrist, that the minutes of the March 23, 2011 regular meeting be approved.

Motion Carried. 04-11-02

5. Approval of the minutes of the March 23, 2011 AGM

Moved by M. Durrell, seconded by B. Lowther, that the minutes of the March 23, 2011 Annual General Meeting be approved today and ratified at the 2012 AGM.

Motion Carried. 04-11-03

6. Business arising from the minutes

None.

7. Delegations

None.

8. Correspondence

Incoming: From Michael Chan, Minister of Tourism and Culture (April 14, 2011)
From David Allen, C.E.O., F.O.P.L. (April 19, 2011)
From Karen Saunders, C.F.O., Kitchener and Waterloo Comm. Foundation (March 18, 2011)

Ms. Clarke provided an overview of government funding over the past 15 years and explained why the Library community feels that \$2.85 million dollars is inadequate. She indicated that this is for information only.

Ms. Clarke reviewed the KWCF grants and donations statement and provided background regarding the library's relationship with the foundation. In response to Mr. Bellew's inquiry, she confirmed that the WPL cannot hold stock in accordance with the Public Libraries Act.

9. Decision items

9.1 Approval of the Terms of Reference of the Management and Operations Committee for the Harper District Branch Library (and Stork Family YMCA) and the Terms of Reference for the Operations Committee for the Albert McCormick Facility.

Moved by I. Gilchrist, seconded by G. Bellew, that the Terms of Reference of the Management and Operations Committee for the Harper District Branch Library and the Terms of Reference for the Operations Committee for the Albert McCormick Facility be approved.

Motion Carried. 04-11-04

10. Discussion Items

10.1 Policy Review

Ms. Kaluzny recommended that a sub-committee be formed at the June meeting purposed to review the policies over the summer for the Board's consideration at the September meeting. Ms. Clarke indicated that she would send an e-copy of the Table of Contents. Ms. Kaluzny confirmed that a second sub-committee would be created to develop the Strategic Plan.

10.2 C.E.O. Performance Review

Mr. Bellew reported that the Resources Committee is in the process of developing this for presentation to the Board this fall. He said that he anticipates implementation in 2012.

11. Information Items

11.1 CEO Report

Ms. Clarke reported on the progress of the Funding Agreement. Discussion followed regarding the background for using the 50th percentile for calculations and whether the cities and libraries used as comparators for the Funding Agreement are the right ones. Are service levels similar?

Ms. Kaluzny encouraged Board attendance at Ms. Lynda Gale's retirement party, after 36 years of service, on May 30, 2011 in the auditorium from 2:30pm to 4:00pm. Ms. Kaluzny praised her hard work and wonderful dedication.

11.2 J. M. Harper Branch report

Report received. Ms. Clarke indicated that a decision will need to be made in the near future regarding the public announcement for the opening date. Ms. Clarke said that she and Ms. Kaluzny have met with the YMCA and have agreed to partner with them for a fundraising gala, date to be confirmed. Expenses and profits will be evenly divided.

12. Committee Reports

12.1 Resources Committee Report – Geoff Bellew
Report received.

12.2 Fundraising Committee Report – Brendan Lowther

Report received. Mr. Lowther thanked the Board for their donations to the J. M. Harper Branch. He indicated that this summer the committee will be intent on raising the library's profile by operating Board-run information booths at different locations and events. He said that the donation aspect would be minimized with the strongest focus being promoting library cards.

Ms. Kaluzny reported that the Library needs to build its supporter list and asked that each trustee provide the names of two potential supporters.

12.3 SOLS Report – Ian Gilchrist

Mr. Gilchrist reported that approximately 25 people attended the recent meeting. He noted all of them reported tight budgets at their libraries. He stressed the importance of advocating for the WPL to local politicians and Members of Parliament. He said that the next meeting will be held in Burlington this November.

13. Other business

None.

14. Date of next Regular Board meeting – May 25, 2011 at 4:30 PM

15. Adjournment

Moved by P. Levean, seconded by G. Bellew, that the meeting be adjourned.

Motion Carried. *03-11-03*