
**Waterloo Public Library
Regular Meeting of the Library Board
February 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: Mr. Stephen Bryant, (Chair); Mr. Geoff Bellew; Ms. Xiaopu Fung;
Mr. Ian Gilchrist; Ms. Sarah Hackbusch; Ms. Helen Kaluzny (Vice-Chair);
Mr. Caleb Franz Kouahou; Ms. Pauline Levean; Mr. Brendan Lowther;
Mr. Elmer Thiessen; Councillor Melissa Durrell; Councillor Karen Scian

Regrets: None

Staff: Ms. Laurie Clarke (CEO); Ms. Liana Jupan (Manager, Finance and
Facilities); Ms. Shelley Graham (Recording Secretary)

1. Call to order

Mr. Bryant called the meeting to order.

2. Approval of the agenda

Mr. Bryant asked to add the following items: *8.1 Approval of the RFP for the Shelving Tender for the John M. Harper Branch; 8.2 AGM Meeting Time and 11.3 SOLS*

Moved by G. Bellew, seconded by I. Gilchrist, that the agenda be approved as amended.

Motion Carried. 02-11-01

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the January 26, 2011 regular meeting

Correction noted.

Moved by H. Kaluzny, seconded by M. Durrell, that the minutes of the January 26, 2011 regular meeting be approved as amended.

Motion Carried. 02-11-02

5. Business Arising from the minutes

None.

6. Delegations

None.

7. Correspondence

None.

8. Decision Items

8.1 Approval of the RFP for the Shelving Tender for the John M. Harper Branch

Moved by G. Bellew, seconded by P. Levean, that the Board approve of Ven-rez Products Ltd., as recommended by the C.E.O. as the choice to be awarded the shelving tender from the RFP process.

Motion Carried. 02-11-03

8.2 AGM Meeting Time

Mr. Bryant provided an explanation of the function and typical length of the AGM. He reported that he would be moving away from Waterloo in April 2011 and would therefore not be able to continue serving the WPL Board. He said that he could Chair the March meeting if the AGM followed the regular meeting. He indicated that a motion would be necessary to permit this change of order as the constitution states that "*the annual meeting shall take place at a separate meeting prior to the March meeting of the Board*".

Moved by P. Levean, seconded by I. Gilchrist, that the Board conduct the AGM following the regular Board meeting on March 23, 2011.

Motion Carried. 02-11-04

9. Discussion Items

None.

10. Information Items

10.1 CEO Report

Mr. Bryant thanked Ms. Clarke for arranging flowers for each staff member on Valentine's Day as a token of appreciation from the Board during the "Love your Library" month.

Ms. Clarke reviewed highlights from her recent attendance at Fundraising sessions at the OLA SuperConference. She said that social media is increasingly successful in Fundraising efforts.

She indicated that a lunch and learn session will be planned for staff to share their OLA experiences.

Ms. Levean reported on her experience at the Conference. She reviewed a session concerning running meetings and committee reporting which suggested Boards make written reports a standard and reduce verbal reporting. She also described the use of the Consent Agenda approach whereby committee reports are combined for blanket approval, with consideration for discussion as needed. She recommended the Board consider adopting both of these practices.

Councillor Durrell reported that the *Consent Agenda* approach is used at the Council level and concurred that it is an efficient method which allows more time for discussing business items, and any concerns arising from the reports. Mr. Bellew suggested that Committee minutes could serve as reports to avoid duplication.

Ms. Fung reported that a session she attended examined Board visibility in the community. She said that posting Board information such as photographs, biographies and email addresses on the library's website is an excellent approach. Mr. Lowther suggested planning community-based events to engage the Board with the community.

Ms. Clarke reported that she and Mr. Bryant have been investigating creating a standardized template for the content of the CEO report and asked the Board for their input.

(Councillor Scian arrived at 5:23 pm)

Discussion followed and Mr. Bellew suggested that the content of the report should be focussed on it's relevance to Governance and include indicators of financial and staff health. Councillor Scian suggested using the strategic plan as a basis, with the addition of operational updates. It was agreed that Ms. Clarke would provide a draft template for the next meeting.

10.2 J. M. Harper Branch report

Report received. Ms. Clarke reported that the project continues to be on budget. She said the library is exploring partnering with the YMCA on their direct mail fundraising effort.

Ms. Clarke noted that the vendor for the food services area has not been finalized. Some vendors approached have responded that they feel the traffic would be too light to justify costs.

Mr. Bellew said that the grand opening is an important fundraising opportunity and that the Board should move quickly to arrange an event. Discussion followed and it was agreed that the Fundraising Committee should be augmented for this purpose. Several avenues to offset costs were discussed including offering discounted early bird tickets, \$100 pledges from the Board, networking and accessing volunteers in the community. Ms. Clarke said that she has invited the Minister of Culture for the opening.

11. Committee Reports

11.1 Resources Committee

Mr. Bellew reported that the Committee met on February 10, 2011. He indicated that the committee plans to have an information session to improve the Board's understanding of the budget and its process. Discussion followed regarding the challenges of the budget and its impact on the operations of the library.

Moved by G. Bellew, seconded by P. Levean, that the final statements to December 31, 2010 be accepted as information.

Motion Carried. 02-11-05

(Ms. Kaluzny departed at 6:15 pm)

Mr. Lowther expressed concern regarding the impact that the proposed budget could have on services, and asked that every effort be made to maintain WPL's standards.

Mr. Bellew reassured the Board that the Resources Committee conducted a thorough line-by-line review of the budget. He said that concerns will be addressed in greater depth during the Financial training planned for the Board. Ms. Jupan provided explanations for several calculations in the budget.

Moved by G. Bellew, seconded by I. Gilchrist, that the proposed 2011 Operating Budget be approved.

Motion Carried. 02-11-06

11.2 Fundraising Committee

Ms. Fung reported that the committee met on February 16th and that they plan to meet every second Wednesday at 7:15am in Ms. Clarke's office. She reviewed the Capital Campaign for the J. M. Harper Branch and noted that 3 naming opportunities are still available valued at \$100,000 in total.

She said that the committee will have a proposal and action items prepared for the next Board meeting and encouraged other trustees to join the committee for the purpose of finalizing the fundraising and planning the grand opening of the J.M. Harper Branch.

Councillor Scian volunteered to assist as a community contact and all were asked to compile a list of networking opportunities for the Committee's consideration.

11.3 SOLS

Mr. Kouahou reported that he would be attending a SOLS meeting on April 16, 2011.

12. Other business

It was agreed that all future committee minutes would be distributed with the Board package.

13. Date of next Regular Board meeting – March 23, 2011 at 4:30 PM

14. Adjournment

Moved by B. Lowther, seconded by P. Levean, that the meeting be adjourned.

Motion Carried. 02-11-07

NOTE: The Annual General Meeting will follow the Regular Board Meeting