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**Waterloo Public Library  
Regular Meeting of the Library Board  
January 26, 2011**

**Trustees Attending:** Mr. Stephen Bryant, (Chair); Ms. Xiaopu Fung; Mr. Ian Gilchrist; Ms. Sarah Hackbusch; Ms. Helen Kaluzny; Mr. Caleb Franz Kouahou; Ms. Pauline Levean; Mr. Brendan Lowther; Mr. Elmer Thiessen; Councillor Melissa Durrell; Councillor Karen Scian

**Regrets:** Mr. Geoff Bellew

**Staff:** Ms. Laurie Clarke (CEO); Ms. Liana Jupan (Manager, Finance and Facilities); Ms. Gloria Van Eek Meijers (Manager, Information Services); Ms. Shelley Graham (Recording Secretary)

**Guests:** one citizen

**Delegations:** none

**1. Call to order**

Mr. Bryant began the meeting with a welcome to the new trustees and to those returning to serve the Waterloo Public Library. He indicated areas of focus for this year will include the opening of the J. M. Harper Branch, revisiting the Strategic Plan and renewing the Funding Agreement with the City of Waterloo. All present provided a brief personal background.

**2. Approval of the agenda**

Mr. Bryant asked to move item *10.2 SOLS and FOPL Representatives to 5.3 Nominations and Elections.*

**Moved by** P. Levean, seconded by H. Kaluzny, that the agenda be approved as amended.

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

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

Councillor Scian defined pecuniary interest. No declarations were made.

**4. Approval of the minutes of the previous meeting**

Correction noted.

**Moved by** P. Levean, seconded by H. Kaluzny that the minutes of the November 24, 2010 regular meeting be approved as amended.

**Motion Carried.** 01-11-02

**5. Nominations and Elections**

Ms. Clarke assumed the Chair. Ms. Clarke reported that these elections are required for the new municipal term, and that elections would be recurring at the AGM in March 2011. Mr. Bryant reviewed the roles of each committee. Expressions of interest were noted.

### 5.1 Election of Chair

Ms. Clarke called for nominations for the Chair

**Moved by** P. Levean, seconded by B. Lowther, that Mr. Bryant be nominated for the position of Chair.

**Motion carried.** 01-11-03

Mr. Bryant accepted the nomination.

**Mr. Bryant was acclaimed Chair of the Board.**

### 5.2 Election of Vice-Chair

Mr. Bryant called for nominations for the Vice-Chair.

**Moved by** K. Scian, seconded by B. Lowther that Ms. Kaluzny be nominated for the position of Vice-Chair of the Library Board.

**Motion carried.** 01-11-04

Ms. Kaluzny accepted the nomination.

**Ms. Kaluzny was acclaimed Vice-Chair of the Board.**

### 5.3 Election of Chair of Committee Chairs

- Resources

Mr. Bryant called for nominations for the position of Chair of the Resources Committee.

**Moved by** B. Lowther, seconded by P. Levean that Mr. Bellew be nominated for the position of Chair of the Resources Committee.

**Motion carried.** 01-11-05

Mr. Bryant accepted the nomination on Mr. Bellew's behalf.

**Mr. Bellew was acclaimed Chair of the Resources Committee.**

- Fundraising

Mr. Bryant called for nominations for the position of Chair of the Fundraising Committee.

**Moved by** B. Lowther, seconded by P. Levean that Ms. Fung be nominated for the position of Chair of the Fundraising Committee.

**Motion carried.** 01-11-06

Ms. Fung accepted the nomination.

**Ms. Fung was acclaimed Chair of the Fundraising Committee.**

- SOLS Representative

Mr. Bryant called for nominations for the position of SOLS representative. He informed the Board that the meetings are held out of town and that travel is required.

**Moved by** P. Levean, seconded by E. Thiessen that Mr. Gilchrist be nominated for the position of SOLS representative.

**Motion carried.** 01-11-07

Mr. Gilchrist accepted the nomination.

**Moved by** B. Lowther, seconded by P. Levean that Mr. Kouahou be nominated for the position of SOLS representative

**Motion carried.** 01-11-08

Mr. Kouahou accepted the nomination.

Mr. Bryant confirmed that Mr. Gilchrist and Mr. Kouahou both wished to stand. It was agreed to vote by ballot. Ballots were counted outside the meeting room by Ms. Graham, and results given to Mr. Bryant.

Mr. Bryant declared that Mr. Kouahou had the majority.

**Mr. Kouahou was declared the SOLS representative**

## 6. Appointments to Committees

- **Resources Committee**

G. Bellew (Chair)

S. Hackbusch

P. Levean

S. Bryant (ex-officio)

- **Fundraising Committee**

X. Fung (Chair)

I. Gilchrist

H. Kaluzny

S. Bryant (ex-officio)

## 7. Business arising from the minutes

None.

## 8. Delegations

None.

## 9. Correspondence

None

## 10. Decision Items

### 10.1 Board meeting time

After discussion, a 4:30pm time was agreed upon.

**Moved by** Councillor Durrell, seconded by P. Levean that the Waterloo Public Library Board would meet each fourth Wednesday at 4:30pm.

**Motion carried.** 01-11-09

### Discussion items

#### 11.1 2011 Operating and Capital Budget

Ms. Clarke indicated that she would be focussing on the Operating Budget. She confirmed that all members had received a copy of the Funding Agreement with the City, which she explained establishes the basis for library funding. She then reviewed several expense increases, noting that the largest increase is to staffing and operation of the new J. M. Harper Branch. Ms. Clarke and management staff have been working on resolving this issue for a balanced budget. She said that the Resources Committee will review the detailed proposed Operating Budget and it will be ready for the Board's approval at the February Board meeting.

Councillor Scian reported that the City funds 95% of the Library and that the Fundraising Committee will need to explore more funding options, especially considering the limitations of Provincial funding and sources for generating revenues.

## **11. Information Items**

### **12.1 Harper Branch Report**

Ms. Van Eek Meijers, Manager, Information Services, gave a presentation on the J.M. Harper Branch. She reviewed the design, timelines, partnerships, and project milestones that have been reached. She indicated that she would provide an update at each Board meeting and circulated a handout at the conclusion of her presentation.

*(Mr. Lowther departed the meeting at 5:30pm)*

### **12.2 CEO Report**

Ms. Clarke highlighted the rapidly increasing circulation of the ebook collection, noting that this is an indicator of how quickly the Citizens of Waterloo accept new technology.

## **12. Committee Reports**

### **13.1 Harper District Branch Library and Capital Campaign Steering Committee**

It was agreed that a meeting would be arranged with Mr. Jackson to transition the John M. Harper Branch Library and Capital Steering Committee into the Fundraising Committee.

### **13.2 Resources Committee**

It was agreed that Mr. Bellew would work with Ms. Clarke to coordinate a meeting time.

### **13.3 SOLS**

Mr. Bryant reported that he recently attended a Trustee Council 2 meeting in Mississauga. He noted that these meetings provide a great opportunity for information- sharing on a variety of pertinent topics as well as networking opportunities.

## **13. Other business**

No report.

## **15. Date of next Regular Board meeting – February 23, 2011 at 3:30 PM**

Ms. Clarke said that the next meeting would start one hour early to accommodate the scheduled training and orientation session for new Board members.

## **16. Adjournment**

**Moved by** P. Levean, seconded by I. Gilchrist, that the meeting be adjourned.  
**Motion Carried** 11-10-10