
**Waterloo Public Library
Regular Meeting of the Library Board
March 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. Pauline Levean; Mr. Brendan Lowther; Mr. Elmer Thiessen; Councillor Melissa Durrell; Councillor Karen Scian

Regrets: Ms. Helen Kaluzny (Vice-Chair)

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

Mr. Bryant called the meeting to order.

2. Approval of the agenda

Mr. Bryant asked to add the following items: *9.4 Board Appointments; 9.5 Educational Items*
Moved by I. Gilchrist, seconded by P. Levean, that the agenda be approved as amended.
Motion Carried. 03-11-01

3. Disclosure of pecuniary interest and the nature thereof

None.

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

Moved by E. Thiessen, seconded by G. Bellew, that the minutes of the February 23, 2011 regular meeting be approved.
Motion Carried. 03-11-02

5. Business Arising from the minutes

Mr. Bryant said that the Board would strive to adopt the consent agenda approach, and that Committee minutes are acceptable for reporting purposes.

6. Delegations

None.

7. Correspondence

None.

8. Decision Items

None.

9. Discussion Items

9.1 Strategic Plan

Report received. Mr. Bryant said that in consideration of the newness of the Board and CEO, that it would be reasonable to defer a new plan to 2012. Ms. Clarke reviewed her report on the 2008-2010 Strategic Plan highlighting accomplishments and identifying the unfinished areas as: the performance review process, self-checkout e-commerce, enhancing reader's advisory services, and the delivery of intra-library services for local libraries. These will be reviewed again for the new plan.

It was agreed to begin the planning process by striking a task force at the June meeting, followed by a roundtable discussion at the September meeting.

9.2 Policies

Policies received. Ms. Clarke indicated that she will send an updated Table of Contents electronically to the Board. A review of policies is under consideration.

Ms. Clarke indicated that Ms. Beamer, H. R. Manager, is reviewing the Terms of Employment and proposed changes will be brought to the Board at a later date.

9.3 CEO Performance Review Process

Report received. Mr. Bryant asked the Board to review the CEO 2011 Goals/Objectives list and said that he has prepared an informal performance review to be placed in Ms. Clarke's personnel file. Discussion followed and revisions noted.

Methods of measuring customer and staff satisfaction were discussed. Ms. Levean suggested that the library consider using the online survey service available from Survey Monkey.

9.4 Board appointments

Councillor Scian reported that the two openings will be advertised in the next few weeks and asked the new trustees to complete the Board skills assessment matrix to help identify the criteria for candidates.

9.5 Educational Items

Mr. Bellew reported that a half-hour presentation on Library Finances would be given at the May Board meeting and asked that the Board prepare by reading the information that will be sent ahead of time.

10. Information Items

10.1 CEO Report

Ms. Clarke reported that a standardized template for the report has been applied and that areas of inactivity will be noted as "nothing to report" and that future reports will include statistical information. She reported that a first meeting with the City regarding the Funding Agreement has been scheduled for April 13th.

Discussion followed regarding the pros and cons of filtering computer access. Ms. Clarke noted that the adult computer stations are unfiltered and children may not use these computers. She said that the computers in the Children's Department are filtered. Mr. Lowther indicated that he would send a link to the Board that strongly supports unfiltered internet use.

(Mr. Lowther departed at 5:40 pm)

10.2 J. M. Harper Branch report

Ms. Clarke said that she would report on Ms. Van Eek Meijer's behalf. She reported that the budget and completion date are both on schedule and that the Operations Committee are finalizing their Terms of Reference which will be brought to the Board for approval before it is sent to Council for approval. She reported that there have been expressions of interest in the food services opportunity at the branch.

11. Committee Reports

11.1 Resources Committee Report – Geoff Bellew

Report received. Mr. Bellew reviewed his report. He noted that the Resources Committee has developed a work plan for the year and recommended that the Board and its Committees also implement a work plan. He indicated that the Committee needs to identify the scope of its responsibilities by determining which areas of Human Resources and Finance fall to operational management and which to governance. He said this will be achieved by reviewing policies and other pertinent documents.

11.2 Fundraising Committee Report – Xiaopu Fung

Report received. Ms. Fung said that minutes would be forthcoming. She asked each Board member to consider pledging \$500 to the J.M. Harper Branch or what they could afford, to demonstrate their support.

Ms. Fung said that the Committee is also looking at long term sustainability and will investigate starting a Friends of the Library group in 2012.

Discussion followed regarding allocation of Capital Campaign money exceeding the target and Ms. Clarke indicated that she would seek clarification from the City.

12. Other business

None.

13. Date of next Regular Board meeting – April 27, 2011 at 4:30 PM

14. Adjournment

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

Motion Carried. *03-11-03*