
**Waterloo Public Library
Regular Meeting of the Library Board
May 25, 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; Mr. Brendan Lowther; Mr. Elmer Thiessen; Councillor Melissa Durrell; Ms. Xiaopu Fung; Councillor Karen Scian; Mr. Alf Bogusky; Mr. John Strong

Regrets: Ms. Sarah Hackbusch; Mr. Geoff Bellew

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

Guests: None.

1. Call to order

Ms. Kaluzny called the meeting to order.

2. Approval of the agenda

Moved by I. Gilchrist, seconded by P. Levean, that the agenda be approved.

Motion Carried. 05-11-01

3. Welcome Ms. Kaluzny welcomed the two new Board members, John Strong and Alf Bogusky.

4. Disclosure of pecuniary interest and the nature thereof

None.

5. Approval of the minutes of the April 27 regular meeting

Moved by M. Durrell, seconded by E. Thiessen, that the minutes of the April 27, 2011 regular meeting be approved.

Motion Carried. 05-11-02

6. Business arising from the minutes

None.

7. Delegations

None.

8. Correspondence

Incoming: Thank you card from Jane Rausch, retiring employee, for her retirement gift.

Letter from David Allen, CEO Federation of Public Libraries, re Windsor-Essex Catholic District School Board eliminating school libraries. A thorough discussion occurred regarding our position on this issue and how WPL should participate in this issue, and demonstrate our support for school libraries.

Moved by K. Scian, seconded by I. Gilchrist, to write an editorial piece to the KW Record

Motion carried. 05-11-03

9. Decision items

10. Discussion Items

11. Information Items

11.1 CEO Report

Ms. Clarke reported on the 2010 annual statistics report that was distributed. Overall WPL is continuing to increase usage statistics. In the future, Ms. Clarke will be sending statistical reports on a quarterly basis. Ms. Clarke met with Rob Trotter at the City of Waterloo and received useful information for WPL's strategic plan process. Ms. Clarke reminded the Board of Lynda Gale's retirement tea on May 30 from 2:30 – 4pm.

11.2 J. M. Harper Branch report

Ms. Clarke reported that the construction is going well. August 31st is the tentative opening date. She is ready to schedule a tour for the Board members. July 20th remains the date for substantial completion. New videos will soon be up on the Harper web site.

11.3 Gala fundraising update

Ms. Kaluzny reported that the committee met regarding the proposed Joint Gala Fundraiser with the YMCA. Details are being arranged such as finding a speaker. The date has yet to be finalized.

12. Committee Reports

12.1 Resources Committee Report – Pauline Levean

Report received. Liana Jupan added details and definitions to the financial statements, in order to aid in understanding of the statements. The September Board meeting will have an overview of the budget process for all members. The Auditors report was received and reviewed. The Resources Committee recommended that the Board approve the report.

12.2 Moved by P. Levean, seconded by M. Durrell to approve the Auditors report.

Motion Carried. 05-11-04

12.3 Moved by P. Levean, seconded by I. Gilchrist to receive and approve the first quarter financial reports.

Motion Carried. 05-11-05

12.4 Fundraising Committee Report – Xiaopu Fung & Brendan Lowther

Report received. Mr. Lowther described the Library Card Canvassing project and listed dates and locations – June 11th – Sobey's at Weber St., July 9th at Food Basics at Laurelwood and June 23rd at Sobey's at Columbia. He is looking for volunteers and is hoping that each Board member could volunteer for two shifts.

Ms. Fung announced that we received a surprise anonymous donation to the Harper Campaign, which was of great assistance to the campaign. The naming of the Lobby and the Meeting Room are still available.

Ms. Fung reported that the Library needs to build its supporter list and asked that each trustee provide the names of two potential supporters. She will be able to provide an “ask” letter to help to reach out to potential donors.

12.5 SOLS Report – Helen Kaluzny

Ms. Kaluzny attended a workshop in London recently and networked with many other library Board members in other cities.

12.6 Leadership by Design – Helen Kaluzny

Ms. Kaluzny is asking all members of the Board to review the documents online (she will provide a link). The toolkit provides a knowledge gap analysis tool. It will allow the Board to understand where the learning opportunities are, given that there are nine new members. Please fill in the toolkit information within the next month.

13. Other business

13.1 – Financial – Question & Answer period with Liana Jupan and Laurie Clarke.

14. Date of next Regular Board meeting – June 22, 2011 at 4:30 PM

15. Adjournment

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

Motion Carried. 05-11-06