
**Waterloo Public Library
Regular Meeting of the Library Board
September 28, 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. Elmer Thiessen Mr. Brendan Lowther; Mr. John Strong, Mr. Alf Bogusky; Councillor Melissa Durrell; Councillor Karen Scian

Regrets: Ms. Xiaopu Fung

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

Changes to the agenda noted under 11.1 Resources Committee: the approval of the second quarter instead of the third quarter, the addition of the following items: Resources Committee work plan, the draft CEO Job description, the draft template for CEO Performance review, the draft Governance Policy 1-2a.

Moved by B. Lowther, seconded by J. Strong, that the agenda be approved as amended.

Motion Carried. 09-11-01

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the June 22, 2011 regular meeting

Moved by J. Strong, seconded by G. Bellew, that the minutes of the June 22, 2011 regular meeting be approved as amended.

Motion Carried. 09-11-02

5. Business Arising from the minutes

Further to the report regarding the approval of the 2012/15 Funding Agreement Ms. Clarke reported that Council demonstrated their strong support for the WPL and understanding regarding the cost of opening the John M. Harper Branch and its possible impact on the WPL's budget.

6. Delegations

None. (Councillor Durrell asked that notices of the meeting be posted on Library property on the day of the meeting.)

7. Correspondence

Invitation to YMCA Grand Opening event on September 29th. Councillor Scian encouraged all to attend the event.

8. Decision Items

- 8.1 Recommended appointment of Jim Clifford Moving Services, library-specialized movers. Ms. Clarke reported that the cost of the service is covered under the budget for moving and storage. In answer to Mr. Strong's question regarding scrutiny, she confirmed that references were found favourable.

Moved by I. Gilchrist, seconded by P. Levean that the Board approve Jim Clifford Moving Services, specialists in library moving, as a single-source supplier for staging and shelving the library collections at the John M. Harper Branch, for a cost of \$12,000 plus taxes.

Motion Carried. 09-11-03

9. Discussion Items

None.

10. Information Items

10.1 CEO Report

Report received. Ms. Clarke noted that WPL will receive \$23,000 from the estate of a Waterloo Citizen for use at the discretion of the WPL. Ms. Clarke provided a sample of the new "Kindercard" promotion which encourages children in Kindergarten to obtain a library card.

Mr. Bellew asked if statistics reported could be provided with more context. Ms. Clarke indicated she would endeavour to increase the statistics reports to twice each year, and provide more context.

10.2 John M. Harper Branch report – verbal

Ms. Clarke reported that she was recently informed that the shelving has been delayed by one week. The original confirmed delivery date was October 3rd. Ms. Clarke reported that this is ultimately the responsibility of the architect and that she has asked him to expedite matters.

Ms. Clarke said that the rest of the preparations are going smoothly with staff positions filled, the arrival of the furnishings and installation of the computers.

Moved by G. Bellew, seconded by I. Gilchrist that the WPL Board authorize Ms. Kaluzny and Ms. Clarke to be the decision-makers regarding the possible delay with the opening of the John. M. Harper Branch

Motion Carried. 09-11-04

11. Committee Reports

11.1 Resources Committee Report – G. Bellew

Mr. Bellew noted that the next meeting date has been changed to November 15th. He said that outstanding business from the report is an answer to the question regarding managing a deficit should OMERS become underfunded due to the economic market. Ms. Clarke noted that the fund has historically managed market fluctuations by adjusting employer and employee contributions.

11.1.1 Q2 Financial Report and Resources Committee minutes

Received. Ms. Clarke explained past Boards have received quarterly reports as information only.

Moved by G. Bellew, seconded by P. Levean that the financial statements for the second quarter be accepted as information by the Board.

Motion Carried. 09-11-05

11.1.2 Operating Budget

Mr. Bellew noted that the draft budget has been reviewed by the Resources Committee. Ms. Clarke provided an overview of the City budget cycle and how the Library follows this.

Discussion followed regarding the shortfall. Mr. Bellew noted that the John M. Harper Branch is a new entity and that for this reason its budget impact is unknown.

Further to the earlier note of a bequest to the Library, Mr. Bogusky suggested that a policy be considered directing bequests into the Endowment Fund to ensure that they add to capacity rather than to the operating budget.

Moved by G. Bellew, seconded by K. Scian, that the WPL Board approve the draft 2012 Operating Budget with the understanding that the City is aware of the shortfall in the budget due to additional operational costs of the new John M. Harper Branch and recognizing that every effort has been made and will continue to be made to reduce the deficit.

Motion Carried. 09-11-06

11.1.3 CEO Job Description and Performance Review tool

Job Description was reviewed.

Moved by G. Bellew, seconded by I. Gilchrist, that the WPL Board approve the CEO Performance Review tool for application in 2012.

Motion Carried. 09-11-07

Moved by G. Bellew, seconded by S. Hackbusch, that the WPL Board approve Policy 1-2a: *Performance Review of the CEO*.

Motion Carried. 09-11-08

11.2 Fundraising Committee Report (verbal) - B. Lowther

Mr. Lowther thanked those who were able to staff the Library displays over the summer. He said that there may be fewer displays going forward. He also suggested that the WPL consider participating in local parades in the future.

Ms. Clarke reported that approximately \$800 has been donated from the public to the fundraising campaign. This is of course not including the \$100,000 anonymous donation given earlier this year. She said that she has applied for a \$15,000 grant from the KWCF to apply to the campaign. Library advocates in the community are doing “asks” in an effort to help the campaign, which is very much appreciated.

12. Other business

12.1 Strategic Planning Committee

Ms. Clarke said that meeting dates are being planned.

12.2 Policy Review Committee

Ms. Clarke said that a meeting has been set for November 29th.

13. Date of next Regular Board meeting – October 26, 2011 4:30 pm John M. Harper Branch

14. Adjournment

Moved by G. Bellew, seconded by M. Durrell, that the meeting be adjourned.

Motion Carried. 09-11-09