

Waterloo Public Library
Minutes of the Regular Meeting of the Library Board
November 23, 2009

Trustees Attending: Mr. Bob Ernest (Chair); Mr. Tom Bishop; Mr. Stephen Bryant; Ms. Helen Kaluzny; Councillor Ian McLean (via teleconference)

Regrets: Mr. Tim Jackson; Ms. Reagan Little; Ms. Lynne Paquette; Ms. Barbara Dembek; Councillor Karen Scian

Staff: Ms. Cathy Matyas (Chief Librarian); Ms. Christine Peysar (Business Manager), Ms. Shelley Graham (Recording Secretary)

Guests: Ms. Christine Brown (WPL, Information services), Ms. Julie Currie (KPL, Coordinator of Public Services)

1. Call to order

Mr. Ernest called the meeting to order.

2. Approval of the agenda

3. Ms. Matyas asked to add item *12.1 Board Vacancy*.

Moved by T. Bishop, seconded by S. Bryant, that the agenda be approved as amended.

Motion 11-09-01

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the September 23, 2009 meeting

Moved by T. Bishop, seconded by S. Bryant, that the minutes and motions from the October 28, 2009 meeting be approved.

Motion 11-09-02

5. Business arising from the minutes

No report.

6. Delegations

None.

7. Correspondence

Outgoing:

None.

Incoming:

From David Calder, General Manager, corporate Services, City of Waterloo *re: Library Human Resources information System (November 3, 2009)*

Ms. Matyas reported that early in 2009, the Library's request to access its personnel records stored in the City's Peoplesoft software was denied, which led to the decision to purchase the

Library's new HR system from Vantage Point Software. She reported that the Library will be able to populate the software through purchasing personnel records from the City for \$1,500.

In answer to Councillor McLean's question, she confirmed that the Vantage software and the Peoplesoft software provide the same function, and that there would be no changes to the payroll process. Ms. Matyas said that she anticipates that the system will be in place and ready for implementation by Ms. Beamer, Manager of Human Resources, by the end of the year.

8. Decision items

9. Discussion items

None.

10. Information items

10.1 Chief Librarian's Report Received.

Ms. Matyas reported that the Groundbreaking ceremony for the Harper Branch was attended by people currently involved in the project as well as past Board and community members who had volunteered their time to help develop Library expansion. She reported that all in attendance were delighted to see their work come to fruition.

Ms. Matyas reported that construction of the Harper Branch is proceeding on schedule, despite the dewatering issue, due to accommodations made by construction manager, Mr. Bob Nippell.

Ms. Matyas provided a summary of the library's work with the Asset Management Team. She described a recent incident where she was called in to address City contracted roofers who were working on the roof after dark, and was concerned that safety protocols did not appear to be in place for after hours work by the contract workers. Councillor McLean said he would investigate and report back to Ms. Matyas.

10.2 Incident in the Children's department on October 31, 2009

Ms. Matyas reported that the situation was well- handled by staff and that steps have been taken to re-establish the affected families' confidence in Waterloo Public Library. She said that the staff remain vigilant about controlling access to the Children's Department to families and children.

She indicated that the CPTED study for the Main Library will be moving forward as planned.

10.3 Staff Development Day, November 27, 2009 Report received.

11. Resources

11.1 Update on library staffing and organizational design

Ms. Matyas reported that Ms. d'Ailly has completed a smooth transition into her new position as Manager, Collections; that Mr. Dennis Cidade has accepted a one-year contract as Manager, Systems effective upon the retirement of his manager, Ms. Ellen Jones; and that Ms. Van Eek Meijers' new position, Manager, Community Services has been confirmed with library staff.

Councillor McLean commented that the organization design appears to have struck the right balance between change and continuity.

(Councillor McLean ended the teleconference at 8:05 am)

11.2 SOLS

Mr. Ernest reviewed upcoming SOLS meetings and the expansion activities of several small and mid-sized libraries in Southwestern Ontario. He encouraged the Board to attend these meetings as well as the Ontario Library Association's Superconference in late February 2010.

Ms. Matyas indicated that she would email the link to the Board for consideration.

Moved by B. Ernest, seconded by T. Bishop, that Mr. Jackson be nominated for the Ontario Library Board Association's award for outstanding leadership, the James Bain Medallion Award.

Motion 11-09-03

Ms. Matyas reported that effective March 2010, Mr. Jackson will have served the maximum of three consecutive terms as Chair and has indicated to her that he will be resigning from the Board. She explained the process behind board appointments and it was agreed that two new trustees would be appointed in early 2010, followed by another two in the following April.

Ms. Matyas indicated that community interest to join the Waterloo Public Library Board has always been strong and that this is reflected in the quality and number of applicants received by the City.

11.3 Harper District Branch Library and Capital Campaign Steering Committee

Ms. Matyas reported that the Harper Family have asked the City to strengthen communications regarding their donation. She indicated the fundraising is on track, however this publicity would benefit the campaign.

In answer to Mr. Bishop's question regarding public art for the new branch, Ms. Matyas indicated that Waterloo Council have asked to strengthen their Public Art Committee by increasing its membership, which will in turn assist public art projects for the John Harper branch.

12. Other business

Ms. Matyas reported that Mr. Alex Chong, Youth on Board student, did not attend the meeting.

13. Date and time of next meeting – December 22, 2009 at 7:00 pm

14. Adjournment

Moved by H. Kaluzny, seconded by T. Bishop, that the meeting be adjourned.

Motion 11-09-04