

**Waterloo Public Library  
Minutes of the Regular Meeting of the Library Board  
April 27, 2005**

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**Trustees Attending:** Mr. Tim Jackson (Chair); Ms. Barbara Dembek; Ms. Ophelia Tong, Mr. Dave Caputo; Mr. Bob Ernest; Ms. Raegan Little; Councillor Mark Whaley; Councillor Ian McLean

**Regrets:** Ms. Katherine Chiang; Mr. Roger Gratl

**Staff:** Ms. Cathy Matyas (Chief Librarian); Ms. Chris Peysar (Business Manager); Ms. Lynda Gale (Deputy Chief Librarian/Manager of Public Services), Ms. Shelley Miller (Recording Secretary)

**1. Call to order**

Mr. Jackson called the meeting to order.

**2. Approval of the agenda**

**Moved by** D. Caputo, seconded by B. Ernest that the agenda be approved.  
**Motion carried.** 04-05-01 All in favour

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

None.

**4. Approval of the minutes of the regular meeting of the Board – March 23, 2005**

**Moved by** O. Tong, seconded by B. Dembek, that the minutes of the March 23, 2005 Board meeting be approved.  
**Motion carried.** 04-05-02 All in favour

**Approval of the minutes of the in-camera meeting of the Board– March 23, 2005**

**Moved by** R. Little, seconded by D. Caputo, that the minutes of the March 23, 2005 in-camera meeting of the Board be approved.  
**Motion carried.** 04-05-03 All in favour

**5. Business arising from the minutes**

5.1 Simon Farbrother (CAO) attendance at Library Board meeting – June 22, 2005  
Ms. Matyas confirmed that the CAO would attend the June Board meeting.

5.2 Reserve funding for possible future wireless costs  
Ms. Matyas reported that she had checked with Bob Mavin, CFO for the City of Waterloo, and that he had agreed that a reserve fund should not be set up for a possible future expense for the wireless service.

Ms. Matyas noted that she had confirmed a three-year agreement with FibreTech, and that if the agreement was not renewed after the three year period that the library would look for ongoing funding within the operating budget, or cancel the service.

### 5.3 Wireless Internet access in public libraries.

Ms. Matyas reported that free wireless access would be available at the Main Library following the space re-organization, which would be complete by the end of May.

She noted that Internet access brings the challenge of balancing the library's core values of universal access and intellectual freedom, with a recognition of local community values and the importance of providing a safe public space. She noted that the Ontario Library Association and Burlington Public Library had obtained a legal opinion regarding Internet access which has served as the basis for public library policies across the country, including Waterloo's policy. She noted that Waterloo's policy makes reference to and endorses many of the statements by the Canadian Library Association and Ontario Library Association that were included in the Board package.

Ms. Matyas was asked to confirm that the library's Acceptable Use Policy would be included at the point of sign-off for the wireless service within the library. The Board also requested that the current policy regarding Internet access be reviewed for currency by the library's legal counsel.

## 6. Delegations

### 6.1 Art exhibits and community partnerships to support visual literacy – Lynda Gale

Ms. Gale reported on the art displayed in the Library since 2003. These include: "Books and Quilts", adult and children's art exhibits, and the "Beautiful China" exhibit arranged with the Chinese Consulate.

Ms. Gale reported that a display by environmental artist Kelly Borgers would be on display in the auditorium in May, that there will be an exhibit of art created by library staff on exhibit throughout the library at the end of the year.

*(Councillor McLean arrived at 8:26 pm)*

## 7. Correspondence

*Outgoing:*

None.

*Incoming:*

None.

## 8. Decision items

### 8.1 Strategic Plan - Values

**Moved by** B. Ernest, seconded by D. Caputo, that the Library Board approve the Waterloo Public Library statement of Values.

**Motion carried.** 02-05-05 All in favour

### 8.2 Donation by Lakeshore Optimists' Club for Toy Lending Library at McCormick Branch

Ms. Matyas reported that the Optimists' Club had confirmed their intention to provide the library with \$22,000 to establish a toy lending library at the McCormick Branch. She reported that space has been made available through an arrangement with City staff whereby the toy lending library would be operated out of the Optimist meeting room at the Albert McCormick Community Centre, adjacent to

the library, several times during the week. She noted that the funding for the donation would be facilitated through an agreement between the City of Waterloo and the Club, and that (subject to Council approval of the funding agreement with the Club) she expected that the library would have the toy lending service up and running by September.

Ms. Matyas noted that the funding agreement would be drafted by Finance staff and was scheduled to go to Council for review on May 16. She reported that she and Joe Staubitz of the Lakeshore Optimists Club had met with Bob Mavin regarding the terms of an agreement, which would be based on a four year loan from the City to the Club for the project. In order to address concerns by some Club members regarding the future of the McCormick Branch resulting from reports in the media, the proposal will indicate that the Club will retain ownership of the toys over the period of the loan, and that payments of the loan would be suspended and the agreement re-opened if the branch were to close during the term of the loan. Ms. Matyas noted that she had provided the Club with information regarding the planning and public consultation that is currently underway, and her thoughts regarding future service delivery at the McCormick Branch.

Ms. Matyas confirmed that the agreement would be an arrangement between the City and the Club, but that the Club had asked that the Library Board confirm their acceptance of the fact that the ownership of the toys resides with the Club during the term of the loan.

**Moved by** R. Little, seconded by D. Caputo, that the Library Board agree to establish a toy lending library at the McCormick Branch with funding from the Optimist Club. Further, that the Board agree that ownership of the toys would revert to the Optimist Club in the event of branch closure during the term of the loan.

**Motion carried.** 02-05-06 All in favour

In response to a question from Mr. Caputo, Ms. Matyas indicated that public donations of gently-used quality toys would also be welcome additions to the toy lending library, and would remain property of the Library.

## 9. Discussion items

None.

## 10. Information items

- 10.1 Chief Librarians report  
Report received. Ms. Matyas noted that library staff are starting to build the branch library collection with a portion of the \$1.4M from the Book Reserve Fund, and that the branch materials are to be considered part of the 2.5 volumes per capita target. She noted that both the branch materials and used books for the upcoming booksale are being stored off-site, at the Library Services Centre in Kitchener.
- 10.2 Computer contracts with KPL  
Ms. Matyas reported that there have been no further meetings with Kitchener, and no communication regarding the contracts from KPL staff. She noted that WPL is proceeding with tenders in the event that the contracts with KPL are not re-negotiated.
- 10.3 2004 statistical report, and quarterly statistical report (January – March 2005)  
Reports received. Ms. Gale explained that the information is gathered using a mix of computer-generated reports and manual methods.
- 10.4 Volunteer Appreciation Event – May 18, 2005 (7 pm to 9 pm)  
Mr. Ernest encouraged trustees to attend this event.

## 11. Committee reports

11.1 Resources Committee  
No report.

11.2 Outreach and Planning Committee  
No report.

11.3 SOLS  
Mr. Ernest reported on discussions at recent SOLS meetings. Topics included strategic planning and municipal/governmental service points operated in libraries.

Mr. Ernest closed by inviting trustees to attend the Book Expo from June 26-28 at the Toronto Metro Convention.

11.4 Building Committee

- Terms of Reference

In response to a question from Councillor McLean, Mr. Jackson confirmed that every member of the Committee would have one vote.

**Moved by** O. Tong, seconded by R. Little, that the Library Board approve the Terms of Reference for the Building Committee.

**Motion carried.** 02-05-07 *All in favour*

Ms. Matyas reported that she and Mr. Ernest had completed the interviews for the consultant for the study phase of the building project, and that Jim Morgenstern of dMA Planning and Consulting had been offered the contract. Ms. Matyas reported that she had asked Mr. Morgenstern to re-examine some aspects of the work program that was submitted as part of his original proposal, in order to eliminate duplication with previous documentation available to the Board and to reduce the total project cost to \$30,000. She noted that Mr. Morgenstern would make these adjustments.

Ms. Matyas indicated that an RFP would be issued over the next week to obtain the services of a fundraising consultant, to assist with a capital campaign for both branch building projects.

Ms. Matyas and Mr. Ernest provided background on the new Canada Ontario Municipal Rural Infrastructure Funding (COMRIF) program. Ms. Matyas noted that the first of three intake rounds for the program had taken place earlier this year, and that cultural services were not eligible under this first round. She noted that culture may be eligible in subsequent rounds, but that each municipality can only advance a single application under the COMRIF program. She noted that the City of Waterloo had put forward an application for the improvement of hard services as part of the first intake period, and that City staff were still waiting to hear if the application was successful.

Ms. Matyas indicated that the second round would be announced in the late spring of 2005, and that the third intake period would be announced in the spring of 2006. She noted that representatives from the Ministry of Culture had indicated to her that the COMRIF partners were aware that there was a strong desire on the part of many municipalities to have culture included in the second or third intake rounds.

Councillor McLean and Councillor Whaley confirmed that Ms. Matyas should notify the CFO if an announcement regarding cultural eligibility was made, and pursue the need for library building funds under the program with City staff, the Board and Council.

## 12. Other Business

- Posting Minutes on Website

Mr. Ernest asked that the agendas and minutes from the WPL Board meetings be posted on the library website, noting that many libraries had adopted this practice.

**Moved by** B. Ernest, seconded by R. Little, that the Library Board agendas and minutes be posted on the Waterloo Public Library's website.

**Motion carried.** *02-05-08 All in favour*

## 13. Date of next meeting – May 25, 2005

The next meeting is to be held at 8:00 pm on Wednesday, May 25, 2005 in the Boardroom.

## 15. Adjournment

**Moved by** B. Ernest, seconded by D. Caputo that the meeting be adjourned.

**Motion carried.** *02-05-06 All in favour*