

Waterloo Public Library  
Minutes of the Regular Meeting of the Library Board  
April 26, 2006

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**Trustees Attending:** Mr. Tim Jackson (Chair); Mr. David Caputo; Ms. Katherine Chiang; Mr. Bob Ernest; Mr. Roger Gratl; Ms Raegan Little; Ms. Ophelia Tong; Councillor Ian McLean; Councillor Mark Whaley

**Regrets:** Ms. Barbara Dembek

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

**1. Call to order**

Mr. Jackson called the meeting to order.

**2. Approval of the agenda**

Ms. Matyas asked that *Sunset date for KPL computer contracts* be added as Item 5.1 under Business Arising from the Minutes.

Mr Jackson asked that *Item 8.1 Code of Conduct* be moved forward to follow Item 4.

**Moved by** R. Little, seconded by R. Gratl, that the agenda be approved as amended.

**Motion carried.** 04-06-01 All in favour

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

None.

**4. Approval of the minutes of the previous meeting – March 22, 2006**

Ms. Matyas noted that Motion 12.1 that appeared in the minutes was in adventently a repetition of a motion that appeared earlier in the same minutes, and indicated that the minutes should be revised to remove this motion.

**Moved by** D. Caputo, seconded by B. Ernest, that the minutes of the March 22, 2006 Board meeting be approved as amended.

**Motion carried.** 04-06-02 All in favour

**Approval of the minutes of the in-camera meeting – March 22, 2006**

**Moved by** R. Little, seconded by R. Gratl, that the in-camera minutes of the March 22, 2006 Board meeting be approved.

**Motion carried.** 04-06-03 All in favour

**8. Decision items**

**8.1 Code of Conduct**

Mr. Jackson introduced Ms. Hegedus, Manager of Circulation Services. Ms. Hegedus reviewed changes made to the policy, in order to make it more concise and customer-friendly.

**Moved by** B. Ernest, seconded by R. Little, that the revised Code of Conduct be accepted.

**Motion carried.** 04-06-04 All in favour

(Mr. Gratl arrived at 8:06 pm)

## 5. Business arising from the minutes

### 5.1 Sunset date for KPL computer contracts

Ms. Matyas reported that the KPL Board had recommended a sunset date of August 21, 2006 for the LAN agreement between the two libraries. It was agreed that Mr. Jackson would draft a letter to the KPL Chair, recommending a December 31, 2006 sunset date to enable WPL to research and implement a replacement system.

## 6. Delegations

None.

## 7. Correspondence

*Outgoing:*

None.

*Incoming:*

- March 22, 2006: From Greg Romanick, General Manager for Recreation and Leisure Services, City of Waterloo re: Door Access Between AMCC East Ice Pad and the Library Branch
- March 24, 2006: From Regina Public Library Board re: federal infrastructure agenda
- April 7, 2006: Press release from Ministry of Culture re: "McGuinty Government Boosts Literacy and Learning"

## 9. Discussion items

None.

## 10. Information items

- 10.1 Chief Librarian's report  
Report received.

## 11. Committee reports

### 11.1 Resources Committee

#### 11.1.1. Terms of Employment

In Ms. Dembek's absence, Ms. Matyas outlined the work of the Resources Committee in reviewing the Terms of Employment document. She reported that the document had also received a full legal review.

Ms. Tong expressed concern regarding *6.1 Procedure of Appeal* in relation to job evaluation. It was agreed that an appeal would be fully documented for employee and employer records.

In responses to a question from Mr. Gratl, Ms. Gale reviewed in greater detail the role of the Job Evaluation Committee.

Mr. Ernest asked for additional information regarding the hiring of relatives. Ms. Matyas explained that this policy was adopted by the Board in 2005, as a new requirement of the Municipal Act for libraries and other municipal organizations to have this policy in place. Mr. Jackson noted that a potential trustee would not be considered if a family member was an employee of the library. It was agreed that a definition for immediate relative as parent, spouse, child or sibling would be added to the Terms of Employment document.

**Moved by** B. Ernest, seconded by R. Little, that the Terms of Employment be approved with the revisions noted by the Board.

**Motion carried.** 04-06-05 All in favour

11.1.2. Cost-of-living allowance (COLA) and benefits adjustments for 2006 and 2007

Ms. Matyas noted that the library had budgeted 3% for the 2006 cost-of-living increase and that an additional \$6,000 would be found within the budget to accommodate the 3.25% settlement.

**Moved by** O. Tong, seconded by K. Chiang, that a 3.25% cost-of-living increase be approved for 2006; that a 3.00% cost-of-living increase be approved for 2007; and that the benefit improvements as recommended by the Resources Committee be approved for 2006 and 2007.

**Motion carried.** 04-06-06 All in favour

11.2 Outreach and Planning Committee

No report.

11.3 SOLS

Mr. Ernest reviewed the fundraising efforts made by the Shelbourne Public Library, raising \$350,000 for their 2004 expansion.

He encouraged trustees to attend an OLBA Workshop "Board Evaluation and Trustee Recruitment" being held May 16 through May 18, 2006. Mr. Jackson said that he and Ms. Matyas are developing an ideas list, with the intention of hosting an information night for potential applicants for Board appointment.

*Councillor Whaley arrived at 8:45 pm.*

11.4 Capital Campaign Steering Committee

Ms. Matyas reported that a meeting with the canvassing team would take place on May 17, 2006.

*Councillor McLean arrived at 8:50 pm.*

11.5 Branch Library Steering Committee

*Motion to move in-camera to discuss a matter relating to the proposed or pending disposition of land.*

**Moved by** K. Chiang, seconded by R. Gratl, that the meeting go in-camera.

**Motion carried.** 04-06-07 All in favour

By motion of the Board, the regular meeting resumed following the in-camera discussion.

**Carried.**

**12. Other Business**

12.1 Funding Agreement

Ms. Matyas reported that a draft of the funding agreement would be brought to the Board and to Council for a preliminary review in June.

**13. Date of next meeting** – May 24, 2006 at 8:00 pm.

**15. Adjournment**

**Moved by** B. Ernest, seconded by K. Chiang that the meeting be adjourned.

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