

Waterloo Public Library
Minutes of the Regular Meeting of the Library Board
January 23, 2008

Trustees Attending: Mr. Tim Jackson (Chair); Ms. Barbara Dembek; Ms. Lynne Paquette; Councillor Karen Scian

Regrets: Mr. Tom Bishop; Mr. David Caputo; Mr. Bob Ernest; Ms. Reagan Little; Councillor Ian McLean

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

1. Call to order

Mr. Jackson called the meeting to order.

As there was no quorum, Mr. Jackson noted that the business of the meeting would continue and that the motions would be confirmed at the February meeting.

2. Approval of the agenda

Ms. Matyas asked that *Family Literacy Day* and *Main Library Building Issues* be added as items 11.4 and 11.5 respectively under *Information Items*.

Moved by B. Dembek, seconded by L. Paquette, that the agenda be approved as amended.

Motion 01-08-01

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the November 28, 2007 meeting

Moved by L. Paquette, seconded by B. Dembek that the minutes from the previous meeting be approved.

Motion 01-08-02

5. Business arising from the minutes

None.

6. Delegations

None.

7. Correspondence

Outgoing:

None.

Incoming:

None.

9. Decision items

None.

10. Discussion Items

None.

11. Information items

11.1 Chief Librarian's Report

Received. Ms. Matyas reported that she has forwarded a signed contract to the Education Safety Association Office (ESAO) for that organization to provide muskeletal injury avoidance training for staff.

11.2 2008-2010 operating budget and 2008-2017 capital budget

Ms. Matyas noted that she and Ms. Peysar had adjusted the budgets to take into account an overpayment of \$173,000 in development charges made by the City of Waterloo in 2006 and 2007. She noted that she had reviewed the book plan, the current per capita figures for the collection and the proposed budget figures and that there will be a projected shortfall of \$20,000 for collections in 2008. She advised that she and Ms. Peysar have indicated to city staff that the repayment of the development charges to the city will be made over a three year time timeline, and that the library would work to accommodate the shortfall through one-time adjustments and renegotiated contracts with vendors in the course of the year, before reducing collection targets or making further changes to the budget.

Ms. Matyas also noted that the 2009 and 2010 operating budgets approved by the City of Waterloo did not include the growth factor as specified in the funding agreement and that this would be an item for discussion prior to the next budget year. She also noted that no capital funding for library maintenance of any kind was included in the budget, with the exception of a balance of approximately \$50,000 in a contingency fund for emergency repairs. She noted that the library had removed in excess of \$400,000 in funding from its capital budget in 2007 through the dissolution of the maintenance reserve fund, and an additional \$80,000 in previously approved capital funding in 2008. Ms. Matyas indicated that she would be bringing forward further information regarding the funding of library maintenance at future Board meetings and as an update to the negotiations regarding an operating agreement with the City of Waterloo.

Moved by L. Paquette, seconded by B. Dembek that the 2008-2010 operating budget and ten year capital budget projection be approved as distributed.

Motion 01-08-03

Ms. Matyas expressed her appreciation to Ms. Peysar for her excellent work on the budget preparations and revisions.

11.3 Mural project with Conestoga College graphic design students

Ms. Gale described the mural project, which involved the students from Mr. Bishop's Conestoga College graphic arts class creating murals to celebrate the alphabet. She then presented the final selections from among the class submissions, and explained that these selections will be produced on moveable panels to enliven the AV, Magazine and Children's areas of the Main Library.

Ms. Gale noted that the announcement of the final selections to the graphic arts class is scheduled for January 29th. Ms. Matyas was asked to confirm the date, time and location for Board members wishing to attend. In response to a suggestion from Councillor Scian, it was agreed that a media announcement regarding the project would be made when the murals were ready for installation.

11.4 Family Literacy Day

Ms. Matyas advised that library staff would be participating in Family Literacy Day activities at Conestoga Mall on Sunday, January 27.

11.5 Main Building Issues

Ms. Matyas distributed a list of issues relating to Main Library building maintenance as identified by WPL's new facility coordinator, Mr. David Barclay. Mr. Jackson reported that Ms. Matyas had followed up with the City of Waterloo regarding the underground storage tank and that she had advised city staff of the library's plans to replace the old lighting ballasts. Ms. Matyas noted that she will be updating library staff with regard to these issues.

12. Committee reports

12.1 Resources

Ms. Dembek confirmed that the financial statements to December 31, 2007, which were distributed to the Board, had been reviewed by the Resources Committee and that the Committee had no concerns.

12.2 SOLS

In Mr. Ernest's absence, Ms. Matyas circulated copies of the Ontario Library Boards Association newsletter.

12.3 Capital Campaign Steering Committee

Mr. Jackson reported that the response from the Ministry of the Environment to the Environmental Assessment Part II Orders is now anticipated by mid-February. He noted that Ms. Matyas is confirming the financial pledges that have been made thus far for the west side branch library project through formal documentation.

13. Other business

13.1 Strategic Plan

On behalf of the Strategic Plan committee members, Ms. Paquette and Ms. Little, Ms. Matyas reported that the committee has agreed that the 2005-2007 key strategies and the efficient planning process leading up to the completed plan had worked well for the library, and that the recommended approach was to refresh the current plan with input from the Board, management team and staff. Ms. Matyas indicated that she would email suggested dates in March for a Board planning session.

14. Date of next meeting – February 27, 2008

15. Adjournment

Moved by L. Paquette, seconded by Councillor Scian that the meeting be adjourned.
Motion 01-08-04