

Waterloo Public Library
Minutes of the Regular Meeting of the Library Board
June 25, 2008
Main Library, 35 Albert Street

Trustees Attending: Mr. Tim Jackson (Chair); Mr. David Caputo; Mr. Tom Bishop, Ms. Barbara Dembek; Mr. Bob Ernest; Ms. Reagan Little, Ms. Lynne Paquette

Regrets: Councillor Ian McLean; Councillor Karen Scian; Ms. Christine Peysar (Business Manager)

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

1. Call to order

Mr. Jackson called the meeting to order.

2. Approval of the agenda

Ms. Matyas asked that *Asbestos Memo* and *Revision to Resources Committee Terms of Reference* be added to the agenda as items 11.4 and 12.1.4 respectively.

Moved by B. Dembek, seconded by R. Little, that the agenda be approved as amended.

Motion 06-08-01

3. Disclosure of pecuniary interest and the nature thereof

None.

3. Approval of the minutes of the May 28, 2008 regular meeting

Moved by B. Dembek, seconded by T. Bishop that the minutes of the meeting be approved.

Motion 06-08-02

5. Business arising from the minutes

5.1 Operating Agreement – City/Library (see Chief Librarian’s Report)

Mr. Jackson reported that an agreement has not yet been finalized. Capital maintenance funding and service level standards are being investigated by City of Waterloo staff.

5.2 NOW (Newcomers Online Waterloo) and Memorandum of Understanding with Region of Waterloo (see Chief Librarian’s Report)

Ms. Matyas provided an update on this project, and asked that the Resources Committee be provided with the authority to approve a draft agreement over the summer months, in order to meet the Region’s proposed timelines in taking the document to Regional Council.

Moved by R. Little, seconded by D. Caputo, that the Resources Committee review and approve the Memorandum of Understanding as needed on behalf of the Board.

Motion 06-08-03

5.3 Meeting dates/time for the Library Board

Following a discussion regarding meeting requirements as described by the WPL Constitution, it was agreed that the section on quorum be revised to read “At all Board meetings, a majority of members appointed to the Board must be present to establish a quorum for regular business. If there is no quorum, the meeting may continue but any resolutions must be ratified at a subsequent board meeting.”

Moved by R. Little, seconded by D. Caputo, that the Constitution be amended as indicated.

Motion 06-08-04

5.4 Participation in Library Board meetings via teleconference

It was agreed that the section on Regular Meetings would be revised to include the statement "The Board may use electronic conferencing (ie. telephone, videoconferencing) as an alternative to meetings in person to conduct Library Board business".

Moved by L. Paquette, seconded by B. Dembek, that Constitution be amended as indicated.

Motion 06-08-05

5.5 Policy: Staff Benefits

Ms. Matyas was asked to review alternative approaches to providing library staff with a health benefit, and report back to the Board in September.

5.6 DRAFT 2008-2010 Strategic Plan

This item was discussed as part of item 12.4

6. Delegations

None.

7. Correspondence

Outgoing:

None

Incoming:

From the Honourable Jim Prentice, Minister of Industry re: *Future of Community Access Program* (CAP) – May 16, 2008

Received.

(Mr. Ernest arrived at 8:05AM)

9. Decision items

9.1 West Waterloo District Branch Library and Family YMCA, and project budget

Ms. Hegedus reviewed the floor plans for the new branch, and reported on the progress of the design discussions. The Board expressed concern regarding the future roundabout that is planned for the corner of Fischer-Hallman and Laurelwood Drive, and asked that Ms. Hegedus represent the Board's strong interest in maximizing pedestrian access to the new branch in future design discussions.

Ms. Matyas reviewed budget, timing and phasing issues as detailed in her report. It was agreed that Mr. Jackson would reaffirm the project budget for the library through his letter of support for the move to detailed design, to Council and on behalf of the Board.

10. Discussion Items

None.

11. Information items

11.1 Chief Librarian's Report

Received.

11.2 Susan Low-Beer Sculpture

Ms. Matyas reported that Ms. Joan Taylor, Manager of Children's Services, and Ms. Paquette had agreed to sit on an ad hoc committee of the City of Waterloo to review the siting of the sculpture.

11.3 Quarterly statistical report (January – March 2008)

Received.

11.4 Asbestos memo

Ms. Matyas distributed the memo received from the City of Waterloo regarding asbestos and indicated that she would be following up with the City of Waterloo to request further information.

12. Committee reports

12.1 Resources

12.1.1 2007 Audited financial statements – WPL and Project NOW

Moved by R. Little, seconded by L. Paquette, that 2007 Audited Financial Statements for the library and for Project NOW be approved.

Motion 06-08-06

12.1.2 Revision to Terms of Reference for Resources Committee

Moved by D. Caputo, seconded by R. Little, that the Terms of Reference for the Resources Committee be amended to allow for meetings on a quarterly or as-needed basis.

Motion 06-08-08

12.1.3 Collections Funding and Development Charges

Ms. Matyas reported that Mr. Mavin, Chief Financial Officer, City of Waterloo, had met with the Resources Committee and would be reporting back on alternatives regarding the development charges overpayment.

12.1.4 Funding Agreement: Growth Funding Received.

12.2 SOLS

No report.

12.3 Capital Campaign Steering Committee

No report.

12.4 Strategic Planning Committee

Ms. Matyas presented a final draft of the 2008-2010 Strategic Plan to the Board and highlighted revisions. She noted that she would be launching the plan over the summer months.

Moved by L. Paquette, seconded by R. Little, that the 2008-2010 Strategic Plan be approved.

Motion 06-08-09

13. Other business

None.

14. Date of next meeting – September 24, 2008 at 7:30 am

15. Adjournment

Moved by B. Ernest, seconded by B. Dembek that the meeting be adjourned.

Motion 06-08-10