

# Waterloo Public Library

## Regular Meeting of the Board



Board Meeting Minutes

March 28, 2018

# Waterloo Public Library – Board Meeting Minutes –28/03/2018

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**Board Members Attending:** Ms. Karen Scian (Chair); Ms. Jude Doble (Vice Chair); Ms. S. S. Ahmad; Mr. Ian Gilchrist; Ms. Rachel Harder; Ms. Helen Kaluzny; Mr. John Strong; Councillor Angela Vieth

**Regrets:** Ms. Alison DeMuy

**Staff:** Ms. Laurie Clarke (CEO); Ms. Gloria Van Eek-Meijers (Deputy CEO); Ms. Anjana Kipfer (Manager, Marketing & Communications)

## **1. Call to order:**

K. Scian (Chair) called the meeting to order.

## **2. Approval of the agenda**

**Moved by J. Strong**, seconded by H. Kaluzny, that the agenda be approved.

**Motion carried.**

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

None.

## **4. Approval of the minutes of the March 7, 2018 regular meeting - rescheduled from February 28, 2018**

**Moved by S.S. Ahmad**, seconded by I. Gilchrist, that the minutes of the March 7, 2018 regular meeting be approved.

**Motion carried.**

## **5. Business arising from the minutes**

None.

## **6. Chair Report – K. Scian**

None.

## **7. Council Report – Councillor A. Vieth**

None.

## **8. Delegations**

None.

## 9. Decisions - Addition to 1-1 Governance Policy

L. Clarke brought to the Board the possibility of including a continuance for the Board Chair's term length which would allow an extension if the Board resolved to do so.

Votes: 4 Yes, 3 No

**Moved by**, I. Gilchrist, seconded by R. Harder, that the Board Chair's term can be extended if so deemed by Board resolution. Board Chair K. Scian did not participate in the vote.

**Motion carried.**

## 10. Correspondence

None.

## 11. Committee Reports

### 11.1 – Fundraising Committee – I. Gilchrist

- Fundraising Committee met this month to begin planning for After Hours @ The Library which will take place on November 16, 2018
- Working on booking a “headlining” author
- WPL will investigate Corporate Sponsorship to cover cost of author

## 12. Information Items

### 12.1 – CEO Report – L. Clarke

- The Main Library Mechanical Upgrade project is in the planning stages. The City has issued a Request for Prequalification (RFPQ #18-02) and the respondent's proposals are currently being evaluated. Unfortunately, our application for the Province of Ontario's Municipal GHG Challenge Fund application was unsuccessful
- March Break programming was very successful – the SuperHero Science event at McCormick was extremely popular with over 600 attendees
- WPL has secured a monthly radio spot on CKWR to discuss programs & events
- Submitted a proposal to a local tech company for a sponsorship opportunity to have an “Expert in Residence” at the East Side Branch Library
- Submitted a proposal to another local business for 4 different East Side Branch Library Sponsorship Levels
- Volunteer Appreciation Night is Wed April 18 at 7:00pm

**13. Other Business – Board Skills Matrix**

K. Scian advised the Board to review the list of identified skills and experience necessary for Board membership and make note of additional ones that should be included.

R. Harder will attend the first SOLS meeting at Niagara-on-the-Lake on Saturday, April 14. One of the main focuses of the meeting is Board Succession. She invited the Board to submit questions/comments to be brought up at the meeting.

**14. Date of next regular meeting of the Board**

Wednesday, April 25, 2018 at 5:00pm at the Main Library.

**15. Adjournment**

**Moved by I. Gilchrist** seconded by S.S. Ahmad, that the meeting be adjourned.

**Motion carried.**