

Waterloo Public Library

Regular Meeting of the Board



Board Meeting Minutes

March 7, 2018

Waterloo Public Library – Board Meeting Minutes –07/03/2018

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

Regrets: Ms. Karen Scian (Chair); Ms. Alison DeMuy; Ms. Rachel Harder

Staff: Ms. Laurie Clarke (CEO); Ms. Gloria Van Eek-Meijers (Deputy CEO); Ms. Liana Jupan (Manager, Finance & Facilities) Ms. Anjana Kipfer (Manager, Marketing & Communications); Ms. Kelly Kipfer (Manager, Community Engagement & Children’s Services)

1. Call to order:

J. Doble (Chair) called the meeting to order.

2. Approval of the agenda

Moved by S.S Ahmad, seconded by J. Strong that the agenda be approved.

Motion carried.

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the January 24, 2018 regular meeting

Moved by I. Gilchrist, seconded by S.S. Ahmad that the minutes of the January 24, 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. Correspondence

Copy of letter from Catherine Fife to Minister of Finance; Google/Benevity letter

10. Staff Presentation – K. Kipfer, Manager of Community Engagement

- WPL worked with over 90 community partners in 2017
- This year, WPL hosted the 1st ever Baby-Palooza in partnership with local organizations like Ontario Early Years Centre, La Leche League Canada, Tummies to Toes and the Region of Waterloo to name a few. The event was attended by over 200 people
- Creating partnerships with local organizations allows us to offer a deeper breadth of programs
- WPL saw an increase of over 30% in adult memberships at the Main Library, which we believe has a direct correlation to the success of Adult Programs in 2017
- WPL continues to leverage partnerships with the City of Waterloo: WPL MakerBike programs are planned with the Neighbourhood Associations and the very popular Where The Wild Things Are program took place at RIM Park
- WPL has built a strong relationship with Frontier College: Post-secondary students provide numeracy, literacy and homework help to over 300 WPL customers
- WPL is working on several collective impact projects – working with the health care sector to promote messages about the importance of early literacy
- The Every Kid A Card project continues, which is a collaborative between the 4 regional libraries
- The Festival of Trees, a literary event geared at elementary school children is coming to The Aud in Kitchener on May 18, 2018. WPL is the Chair of the committee planning this event
- WPL participates actively on Children and Youth Planning Table

11. Committee Reports

11.1 – Finance & Resources Committee – J. Strong

- The Finance & Resources Committee met on Tuesday, Feb 27th to review the 2017 financial documents
- The 2017 budget was achieved and J. Strong congratulated WPL staff on their work

Moved by J. Strong, seconded by I. Gilchrist to present the financial documents to the Board as information.

Motion carried.

Note: H. Kaluzny arrived at 5:30pm

12. Information Items

12.1 – CEO Report – L. Clarke

- The City of Waterloo adopted the same resolution as the City of Kitchener in a letter that was being sent to the Province of Ontario requesting library funding increases. G. Van Eek-Meijers and A. Kipfer attended the City Council meeting where Councillors unanimously voted to support the letter
- The RFPQ for the Main Library Mechanical Upgrades has been deployed. WPL staff have been investigating alternative space for programs during the time of the upgrades
- WPL's 1st annual "Let's Get Personal Campaign", which replaced the Toasty Toes Sock Drive, was extremely successful with 2 van loads of items being collected for Wayside Waterloo, who were delighted with the positive response
- Strategic Plan process is underway with staff brainstorm sessions and idea submissions taking place in April
- WPL has been approached about some possible Sponsorship opportunities for the ESB, which L. Clarke is investigating

13. Other Business - S. S. Ahmad, Report from OLBA session

- OLBA stressed the importance of need for Board succession documentation as well as skills matrix (which the WPL Board is currently completing)
- OLBA members recommends that current library Board members actively recruit new Board members
- Members of OLBA also recommended having "Consent Agenda Items" included on meeting agendas. These are items that would receive a "blanket approval" at the beginning of a Board meeting in order to save time
- S.S. Ahmad recommended that a WPL Board member should seek membership on the OLBA as it would be beneficial for WPL to be represented

14. Date of AGM followed by regular meeting of the Board

Wednesday, March 28, 2018 at 5:00pm at the Main Library.

15. Adjournment

Moved by I. Gilchrist seconded by H. Kaluzny, that the meeting be adjourned.

Motion carried.