

Waterloo Public Library

Regular Meeting of the Board



Board Meeting Minutes

November 28, 2018

Waterloo Public Library – Board Meeting Minutes – 28/11/2018

Board Members Attending: Ms. Karen Coviello Scian (Chair) Ms. Jude Doble (Vice Chair); Ms. S.S. Ahmad; Mr. Ian Gilchrist; Ms. Rachel Harder; Mr. John Strong

Regrets: Ms. Alison DeMuy; Ms. Helen Kaluzny; Councillor Angela Vieth

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

1. Call to order:

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

2. Approval of the agenda

Moved by I. Gilchrist, seconded by J. Strong, that the agenda be approved with the addition of one item – Matrix Discussion.

Motion carried.

3. Disclosure of pecuniary interest and the nature thereof

None.

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

Moved by I. Gilchrist, seconded by J. Strong, to approve the minutes of the October 24, 2018 meeting.

Motion carried.

5. Business arising from the minutes

None.

6. Chair Report – K. Coviello Scian

None.

7. Council Report – Councillor A. Vieth

None.

8. Delegations

None.

9. Correspondence

None.

10. Committee Report

10.1 Finance & Resources Committee report – J. Strong - Report submitted.

Review of the 2nd and 3rd Quarter 2018 Financial Statements

- A thorough discussion of the statements took place and budget was deemed on track.

The Draft 2019 Operating budget

- Staff presented the 2019 Operating budget, which reflected some changes from 2018. Increases may be seen in the Collections budget; Technology budget; Legal & Consulting budget; and the Office budget. A significant increase was necessary in the Staffing budget. This increase reflects merit and proposed COLA increases plus the cost for providing benefits for retirees.

The Funding and Operating Agreement, January 1, 2019-December 31, 2029

- Staff met with City Finance staff to review the 2019 Library Operating allocation as it is the first year of our new agreement. There are two portions to the allocation – Assessment Growth and Inflation. We reviewed the formulas for these.
- Our Assessment Growth amount for 2019 is \$53,796. The inflation percentage used is CPIX and is pegged at 1.31% resulting in an increase of \$71,188. The total increase for 2019 is \$124,984.
- The new agreement works very well and is very straight forward, which allows better financial planning on our part.

KWCF Annual report

- Last year there were questions from City Council about the Accumulated Donations section, where it appeared that WPL donated funds to the KWCF (Kitchener Waterloo Community Foundation). This was, of course, not the case but referred to our Endowment Fund with them. In reply to our question about how this information was reported, they have now added a statement to the end of this section and add an asterisk to any Charitable Organization Endowment Fund, which will indicate that the amount is the total contributions to date to the Fund and indicates that annual disbursement are made to that Charitable Fund.

Moved by I. Gilchrist, seconded by S.S. Ahmad, to accept the 2nd and 3rd Quarter Financial Statements as information.

Motion carried.

Moved by K. Coviello Scian, seconded by S.S. Ahmad, to accept the 2019 Operating Budget.

Motion carried.

J. Strong thanked the Board and Administration for their work.

10.2 Fundraising Committee report – I. Gilchrist – Report submitted.

We sold 80 tickets this year, which was our lowest ticket sales to date, however, there was an increase in both the number of raffle tickets and drink tickets sold from 2017. Overall, in the course of 5 years, \$30,559.68 was raised at *After Hours @ The Library*. These funds went towards purchasing technology-related items for Adult & Children's Programs.

Items purchased with funds thus far (doesn't account for funds raised in 2018):

Note that this isn't an exhaustive list as there are some costs for managing/administering the different items purchased (i.e. software, signage etc.)

- 3D printer
- VHS to DVD converter,
- Robotics building pieces
- Mobile phones for cultural geocaching
- MakerBike
- 12 iPads and various iPad accessories - iPad trolleys (for storing and charging the iPads), Apple Care subscription, Otterbox Cases for iPads
- Chromebooks for VLS remote check-out
- Mac mini computer
- Green screen
- Vaquformer (creates molds for jewelry, art etc.)
- Light box & micro lens (for photography workshops)
- Large power tools – drill press, Shop-Vac, scroll saw, belt sander
- Serger (for sewing)
- Hand tools for MakerBike
- Hot wire cutter
- Convection oven (for creating clay art)
- Licenses for Adobe Creative Suite
- Modular wheeled storage units for pop-up maker spaces

11. Information Items

11.1 CEO Report – L. Clarke (verbal)

- WPL is now available on the STOCARD app, which allows WPL customers to upload their card information to the app for easy access. During this pilot period, the more people that download the app, the less WPL has to pay in service fees.
- 7th Annual Waterloo West Neighbourhood Fest took place on Saturday, Nov 24th at the John M. Harper branch in partnership with the YMCA & UW Rec & Leisure students. It was very successful with approximately 300 attendees.

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- Main Library Mechanical Upgrades – Boilers have been repaired to get us through the winter as work continues.
- East Side Branch Library – RFP for new architect is currently posted and closes on Monday, December 10 with a decision being made by Friday, December 21st. The design phase is to take place until July 2019 with construction scheduled to start in Fall 2019. The opening of the East Side Branch Library has been pushed back to end of 2020.

12. Matrix Discussion – Board members asked to send these to S.

13. Date of next regular meeting – Wednesday, December 19, 2018

14. Adjournment

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

Motion carried.