

Waterloo Public Library

Regular Meeting of the Board Via Zoom



Board Meeting Minutes

April 28, 2021

Waterloo Public Library – Board Meeting Minutes – 28/04/2021

Board Members Attending: K. Coviello (Chair); D. Charlton (Vice Chair); S. Ahmad; R. Harder; K. McManus; F. Mensink; J. Strong; I. Pandit; Councillor D. Freeman

Staff: L. Clarke (CEO); C. Denbok (Manager, Human Resources); L. Dick (Manager, Branches); A. Kipfer (Manager, Marketing & Communications)

1. Call to order:

1.1 Land Acknowledgment – J. Strong

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

2. Approval of the agenda

Moved by K. McManus, seconded by F. Mensink, that the agenda be approved.

Motion carried.

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the previous regular meeting

Moved by F. Mensink, seconded by D. Freeman, to approve the minutes of the March 24, 2021 Board meeting.

Motion carried.

5. Business arising from the minutes

None.

6. Correspondence – Letter from the Region of Waterloo CAO; Letter to Premier Ford

7. Staff Presentation – Corrine Denbok, Manager, Human Resources

- Launching a new Performance Evaluation System in spring 2021, moving to a more frequent but doable, feedback model. We plan on adding simple, suitable questions, utilizing an automated and paperless system. The objective is to have a more engaging process to encourage goal setting and to more readily identify learning/training opportunities
- Currently working on a market survey to compare WPL salaries with other libraries – estimated completion date is in approximately 6 weeks
- Many great training opportunities for staff since training sessions can be done virtually. Over 50 staff attended Ontario Library Association (OLA) sessions in February. All staff are also participating in Ryan Dowd's Librarian's Guide to Homelessness – helping build empathy and tools about best practices

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- Diversity & Inclusion training - many managers taking part in Anti-Racism Training with Selam Debs
 - Investigating opportunities for anti-racism training for all staff
 - Recruitment Initiatives – expanding our job posting strategies to ensure we are capturing underrepresented populations. Expanded our inclusion statement in our job postings.
 - COVID Info Hub – area on our Intranet that houses all current and relevant COVID-related information, including mental health resources like our Employee Assistance Program (EAP)
 - Expanded staff appreciation initiatives such as treat days, appreciation gifts, etc. to support staff during Covid; also planning a virtual staff event in June

8. Committee Roles & Responsibilities – K. Coviello

- Governance Committee - S. Ahmad spoke about the focus of the Governance Committee which is creating best practices on how to recruit Board members. The Board will implement these best practices and focus on building relationships with community members
- Finance & Resources Committee – J. Strong confirmed a regular schedule of meetings which coincide with the Library’s financial reporting schedule
- Fundraising & Outreach Committee - R. Harder informed the Board that the Fundraising Committee would be meeting in May and would update their work plan at the May 2021 Board meeting

9. Information Items

9.1 Eastside Branch Update – L. Dick

- Construction continues to be on schedule
- L. Dick provided information about the large, graphic, wall installation and the concept around it. The design will speak to the fluid engagement of the library and natural surroundings, incorporating the various flora and fauna in the outdoor areas around the library
- Current COVID restrictions have not had an impact on supply delivery, budget or the construction schedule up to this point

9.2 CEO Report – L. Clarke

- In assisting the ROW Public Health, to date, staff have made 1650 calls to book vaccination appointments. This was completed on work time, but staff also volunteered to call on their own personal time
- Recently began lending Parks Passes for the GRCA & Ontario Parks which already have extensive holds lists
- Curbside pick-up & virtual programs are going well, with many notes of appreciation from customers received
- Book bundles continue to be a huge hit

10. Other Business

- Strategic Plan
 - WPL plans to conduct a needs-assessment community survey during 2021 as a first step in planning for the new 2022 Strategic Plan work.

11. In-camera – as being discussed are personal matters about an identifiable individual

Moved by K. McManus, seconded J. Strong, to move in-camera.

Motion carried

Moved by F. Mensink, seconded by S. Ahmad, to move out-of-camera

Motion carried.

12. Date of next regular meeting

Wednesday, May 26, 2021 at 5:00pm via Zoom

13. Adjournment

Moved by D. Freeman, seconded by R. Harder, that the meeting be adjourned

Motion carried.