

Waterloo Public Library

Regular Meeting of the Board



Board Meeting Minutes

January 23, 2019

Waterloo Public Library – Board Meeting Minutes – 23/01/2019

Board Members Attending: Ms. Karen Coviello (Chair) Ms. Jude Doble (Vice Chair); Ms. S.S. Ahmad; Ms. Rachel Harder; Mr. John Strong; Ms. Dawn Charlton; Ms. Beisan Zubi; Ms. Kelly McManus; Councillor Diane Freeman

Regrets: Ms. Sarah Milne, Mr. Frank Mensink

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

1. Call to order:

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

2. Approval of the agenda

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

Motion carried.

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Ratification of the minutes of the December 19, 2018 regular meeting

Moved by S.S. Ahmad, seconded by J. Strong, to ratify the minutes of the December 19, 2019 meeting.

Motion carried.

5. Business arising from the minutes

None.

6. Welcome to the WPL Board – K. Coviello

Territorial Land Acknowledgement: We would like to begin by acknowledging that the land on which we gather today is the land traditionally used by the Haudenosaunee, Anishinaabe, and Neutral People. We also acknowledge the enduring presence and deep traditional knowledge and philosophies of the Indigenous People with whom we share this land today.

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6.1 Skills Matrix Activity

- Board Members participated in an exercise to identify skills that members can contribute to the Library Board experience.

6.2 Roles & Responsibilities of a Public Library Board Member

- Role of the Library Board is to work in alignment with the City of Waterloo and City Council to create an excellent public library system in the City of Waterloo
- A public library board is a governing board with the authority to make policy and to govern the library's affairs under the Public Libraries Act, RSO 1990. c. P.44
- The Board Chair acts as the spokesperson for the Library Board
- WPL works closely with our neighbouring library systems – KPL, Idea Exchange & Region of Waterloo – who are all doing great work in the community. The library systems complement each other.
- There are two Standing committees – Finance & Resources Committee and Fundraising & Outreach Committee. Appointments were made to these committees.
- Annual General Meeting is held in March

6.3 Leadership & Committee Membership

6.3.1. Chair – Karen Coviello

6.3.2. Vice Chair – Jude Doble

6.3.3. Finance Chair – John Strong

- Finance Committee meets 4 times a year to review financial documents and any Human Resources issues. As Chair, K. Coviello also sits on this committee.
- Appointees:
 - S.S Ahmad
 - F. Mensink
 - B. Zubi

6.3.4. Fundraising Chair – Rachel Harder

- Meets monthly to work towards fundraising goals. In the past this has included planning the annual fundraiser, *After Hours @ The Library*. Moving forward, there will be a focus on fundraising for the East Side Branch Library. As Vice Chair, J. Doble also sits on this committee.
- Appointees:
 - K. McManus
 - D. Charlton
 - S. Milne

7. Chair Report – K. Coviello

None.

8. Council Report – Councillor D. Freeman

- The WPL Business Plan is included as part of the City of Waterloo Budget Plan which can be viewed on the City's website, and will be presented to Council January 28 2019.
- WPL will present the Capital Budget on February 4 2019.
- Final Budget Day is February 2011.
- Councillor Freeman will also be writing a monthly editorial for The Record/Waterloo Chronicle

9. Delegations

None.

10. Correspondence

None.

11. Committee Reports - None

12. Information Items

12.1 CEO Report – L. Clarke (verbal)

- “Noon Year’s Party” on December 31st was a huge success – 200 kids at Main and 150 at John M. Harper
- Skate Program in partnership with the City at the WRC had 140 attendees
- BabyPalooza coming up on Wednesday, February 27th at John M. Harper Branch
- Stories N’ Skate is taking place on January 25th at McCormick
- Family Literacy Day at Conestoga Mall in partnership with ELAWR takes place on Sunday January 27th
- The programs that have been running at RIM Park to engage that community have seen a 30% increase in attendance since last year
- Programming staff are planning a series of programs/events based on the “Summer of ‘69” which will include celebrations of the 50th anniversary of Woodstock and the moon landing
- One of our newest programs, Introductory Piano Lessons for Adults, has been very popular with a significant waiting list
- SAD Lights have been incredibly popular and well-received, receiving lots of media coverage
- The Waterloo Chronicle Digitization Project is now complete. The generous contributions of the Waterloo Regional Heritage Foundation and Good Foundation Inc. are being recognized in various channels including via social media, on wpl.ca and digital ads throughout the City of Waterloo

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- Main Library Mechanical Upgrades are currently underway. A schedule is in place so that we can minimize closures
- East Side Library update – An architect has been chosen by a committee consisting of the City of Waterloo and WPL project team for the East Side Library. This will become public knowledge in February.

13. Staff Presentation – A. Kipfer, Manager, Marketing & Communications

14. Date of next regular meeting – Wednesday, February 27, 2019 – McCormick Branch, Beaupre Room

15. Adjournment

Moved by J. Strong, seconded by K. McManus that the meeting be adjourned.

Motion carried.