

Waterloo Public Library

Regular Meeting of the Board Via Zoom



Board Meeting Minutes

May 26, 2021

Waterloo Public Library – Board Meeting Minutes – 26/05/2021

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

Staff: L. Clarke (CEO); G. Van Eek Meijers (Deputy CEO); L. Dick (Manager, Branches); A. Kipfer (Manager, Marketing & Communications); L. Jupan (Manager, Finance & Facilities)

Regrets: I. Pandit

1. Call to order:

1.1 Land Acknowledgment

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

2. Approval of the agenda

Moved by D. Charlton, 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 R. Harder, seconded by F. Mensink, to approve the minutes of the April 28, 2021 Board meeting with an amendment to clarify that the Governance Committee is focused on best practices and the Board as a whole will be focused on implementing the best practices and building relationships with community members.

Motion carried.

5. Business arising from the minutes

None.

6. Correspondence

7. Committee Reports

7.1 Finance Report – J. Strong

- The Auditor's report ending December 31, 2020 was presented to the Finance committee by two members of the KPMG team – Tom Mennill, Partner and Brendan Hall, Senior Manager
- 1st Quarter Financial Statements for 2021 were also reviewed by the committee at their meeting

- The committee recommends both to the Board

Moved by D. Freeman, seconded by F. Mensink that the Board approve the Auditor’s report ending December 31, 2020

Motion carried.

Moved by F. Mensink, seconded by D. Freeman, to accept the 1st Quarter Financial Statements for 2021 as information.

Motion carried.

7.2 Fundraising Report – R. Harder

- R. Harder presented the Eastside Branch Sponsorship package, which was developed with the assistance of the Marketing team. The Sponsorship informational package will be used for fundraising for the Eastside
- The committee will be helping to raise funds and sponsorships for the special Pre-Opening Gala which will tentatively take place the beginning of March 2022 . Among other invitees, donors who donate more than \$100 will receive an invitation to this special event

8. Information Items

8.1 Eastside Branch Update – L. Dick

- L. Dick shared details about the “Discovering How To Build a Library” program for 2-5 year olds, taking place this summer at RIM, in addition to other themed programs in anticipation of the opening of the new branch
- We’ll be planning an extensive library card drive leading up the opening of the Eastside Branch, inviting Community Champions to help spread the word about the types of offerings that will be available at the Eastside Branch
- L. Dick presented a “sneak peek” at the graphic wall installation

8.2 CEO Report – L. Clarke

- Our Canada Summer jobs applications have been approved, and we are waiting to hear about the Young Canada Works applications
- Partnering with the Uptown BIA on fun summer programs, such as the Virtual Cocktail Hour with Loloan Bar where customers learn to make special cocktails
- WPL will be participating in the Mayor’s Annual Breakfast, contributing a video interview of library customers. The date of this virtual event is June 23, 2021

9. Ontario Library Service(OLS) Update – F. Mensink

- F. Mensink attended the first Board Assembly meeting on May 5, 2021. The WPL Board is in the 75,000 – 149,999 population Assembly. The main agenda item was to select the person to represent the Assembly on the Board. F. Mensink was elected Board member for this Assembly with the first OLS Board meeting on June 26. As noted at an earlier Board meeting, most of the directors will be representing smaller libraries who receive more support and services from OLS.
- Next Board Assembly meeting will be in September 2021

10. Other Business

None.

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 D. Freeman, to move out-of-camera.

Motion carried.

12. Date of next regular meeting

Wednesday, June 23, 2021 at 5:00pm via Zoom

13. Adjournment

Moved by D. Freeman, seconded by F. Mensink, that the meeting be adjourned

Motion carried.