

# Waterloo Public Library

## Regular Meeting of the Board



Board Meeting Minutes

September 25, 2019

# Waterloo Public Library – Board Meeting Minutes – 25/09/2019

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

**Staff:** L. Clarke (CEO); G. Van Eek-Meijers (Deputy CEO); A. Kipfer (Manager, Marketing & Communications)

## 1. Call to order:

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

## 2. Approval of the agenda

**Moved by S.S. Ahmad**, seconded by S. Milne that the agenda be approved.

**Motion carried.**

## 3. Disclosure of pecuniary interest and the nature thereof

None.

## 4. Ratification of the minutes of the June 26, 2019 board meeting (previously approved via e-mail July 29, 2019, moved by K. Coviello, seconded by D. Charlton)

**Moved by F. Mensink**, seconded by J. Strong to ratify the minutes of the June 26, 2019 Board meeting.

**Motion carried.**

## 5. Business arising from the minutes

None.

## 6. Chair Report – K. Coviello

### 6.1 Vice-Chair Election

- K. Coviello called for nominations for the position of Vice-Chair
- S. Milne nominated F. Mensink, seconded by J. Strong. F. Mensink accepted the nomination.
- S.S. Ahmad nominated D. Charlton, seconded by R. Harder. D. Charlton accepted the nomination.
- D. Charlton was elected Vice-Chair of the Board

### 6.2 Approval required: Constitution and Bylaw policy

- Policy was reviewed and updated by the Chair, Vice Chair and Committee Chairs prior to this meeting.

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- Discussion and clarification that the policies are based on the Public Library Act requirements and in some instances, are direct quotes from the Act
- A question was raised on whether Councillors can vote at Board meetings, and it was clarified that they can vote

**Moved by S.S. Ahmad**, seconded by R. Harder that the Board approve the Constitution and Bylaw policy as presented with the Governance Committee reviewing point 2.1 again

**Motion carried.**

### 6.3 Approval required: Board Resolution regarding Board size to be shared with Council (attached)

- S. Milne announced that she will be submitting her resignation from the Board due to the fact that she is moving out of the City of Waterloo
- L. Clarke will make amendments to the resolution that was presented to the Board to reflect this resignation

**Moved by R. Harder**, seconded by D. Charlton that the Board Resolution regarding Board Size be passed with the amendments as stated:

**Motion carried.**

### 6.4 Approval required: eContent Resolution to be shared with Council (attached)

- L. Clarke explained the situation regarding eContent that libraries are facing. The five big multinational publishers have instituted punitive policies and embargos that are creating barriers to access.
- The Canadian Urban Libraries Council (CULC) is working together to put pressure on the publishers to make access to eContent more readily available at more reasonable costs. WPL is joining other libraries to amplify the issues
- L. Clarke has sent letters to the local federal candidates asking them to indicate their support in this matter

**Moved by B. Zubi**, seconded by S. Milne to approve the resolution.

**Motion carried.**

### 6.5 Board Evaluation follow-up

- Another Board Evaluation will be deployed after today's meeting
- Board Members will be asked to input their email addresses for accountability moving forward

## 6.6 Fall 2020 Work Plan

- November 2019 Finance Meeting involves reviewing Q2 and Q3 statements and draft operating budget
- An ad hoc Governance Committee has been established. Chair Scian appointed S.S. Ahmad as Chair. Committee members will be J. Strong, K. Coviello and L. Clarke
- December Board Meeting will be rescheduled to Wednesday, December 18 2019 at the Main Library
- East Side Branch Library request for release of funding goes to City Council on Monday, December 9 2019

## 7. Council Report – Councillor D. Freeman

- September 28 is LUMEN in City of Waterloo with many exciting installations in the UpTown including the Main Library
- City Budget work is continuing. A 3-year budget will be presented in December 2019
- The City of Waterloo Strategic Plan has been released

## 8. Delegations

None.

## 9. Decisions

None.

## 10. Correspondence

- Copy of the City of Waterloo 2019 – 2022 Strategic Plan received from the Mayor’s Office

## 11. Committee Reports

None.

## 12. Information Items – G. Van-Eek Meijers

### 12.1 Main Library Mechanical Upgrade

- The project to upgrade the HVAC system which began in Fall 2018 is approximately 4 weeks from completion

## 12.2 East Side Branch Library

- East Side Branch Library request for release of funding goes to City Council on Monday, December 9 2019. At that time the final design will be presented to Council
- ESBL Project Team including WPL, the City and John MacDonald and ward 99 Architects continue to meet biweekly, focusing on design. The project has undergone a value engineering process and has a confirmed budget
- Construction tenders to be posted in early 2020. Construction is anticipated to commence in March 2020 with occupancy Spring 2021 and an anticipated Summer 2021 opening

## 12.2 CEO Report – L. Clarke

- Summer Reading Club had 3,702 participants (including teens), an increase of 35% over 2018
- End of the program party at McCormick drew 350 participants
- Staff Development Day will take place Friday November 1<sup>st</sup>
- 10 additional hotspots have been added, and holds have been instituted for this collection
- Over 400 attended our OBOC program held at Know Presbyterian Church to hear this year's author

## 13. Other Business

**None.**

## 14. Date of next regular meeting

Wednesday, October 23, 2019 at 5:00pm at the Main Library

## 15. Adjournment

**Moved by** K. McManus, seconded by S. Milne, that the meeting be adjourned.

**Motion carried.**