

MINUTES

Waterloo Public Library Board Meeting

Wednesday, May 28, 2025 at 5:00pm | Main Library

Attendance

Attending

F. Mensink (Chair); K. McManus; M. Kelly; R. Chambers; J. Murphy; Councillor Wright; D. Charlton; N. Campbell; L. Li

Guest

Tova Davidson, Sustainable Waterloo Region

Staff

K. Kipfer (CEO); L. Jupan (Manager, Finance); L. Dick (Deputy CEO)

Minutes

1. Call to Order

F. Mensink called the meeting to order.

2. Approval of the Agenda

Moved by R. Chambers, seconded by J. Murphy that the agenda be approved.

Motion carried

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Board Education: Tova Davidson, Sustainable Waterloo Region

Ms. Davidson provided the Board with an overview of Sustainable Waterloo Region, focusing on how WPL can adopt and support sustainable practices. She highlighted two key areas where the library can make a meaningful impact:

1. Internal Operations – This includes improvements to our facilities, day-to-day operational practices, and the design and use of library spaces.
2. Customer-Facing Messaging – This refers to how sustainability is reflected in things like our programming, the materials used for programs, and the development and promotion of our collections.

5. Approval of Past Minutes

Moved by Councillor J. Wright, seconded by K. McManus that the minutes of the regular March 26, 2025 meeting be approved.

Motion carried

6. Business arising from the minutes

None.

7. Correspondence

None.

8. Chair Update – F. Mensink

The chair expressed his thanks to the Board members who attended the May 12, 2025 Council Meeting to show support for the library portion of the AMCC Renovation and Expansion Project.

9. Committee Reports

9.1 Finance Committee – F. Mensink

Moved by N. Campbell, seconded by J. Murphy that the board approve the 2024 Annual Financial Statement.

Motion carried

Moved by D. Charlton, seconded by L. Li that board receive the first quarter financials as information.

9.2 Governance Committee – D. Charlton

- The committee met a few times in the last month to work on policy review
- The committee's workplan was reviewed
- D. Charlton shared a proposed in-depth Board Evaluation that would be completed once during the 4-year board cycle. The committee will take the input provided by the Board and return with a revised version at a later date

10. CEO Report – K. Kipfer

In her written submission distributed with the board package, K. Kipfer highlighted the following:

- The AMCC renovation project received unanimous support from Waterloo City Council despite a \$7 million funding gap. The design features a robust vision for community engagement, including a makerspace, dedicated programming rooms, and enhanced children's areas. Phase A construction begins this year, while Phase B enters detailed design, with full construction spanning March 2026 to July 2027.
- Although books remain exempt from tariffs, vendors are warning of price increases tied to the weak Canadian dollar. WPL is mitigating risks by adjusting spending and aligning purchasing strategies with the City of Waterloo's tariff response plan, including prioritizing Canadian and local procurement where possible.
- WPL has completed a comprehensive review of its HR Manual and policies, clarifying roles in risk management and aligning practices with updated legislation. A legal review of the employment contract was also undertaken, ensuring compliance with recent employment law rulings. These changes enhance accountability and transparency across the organization.
- The Older Adults Advisory Group, initially formed through the New Horizons grant, continues to thrive. Participants reported increased hope, social satisfaction, and personal growth through engagement with WPL programming. This feedback highlights WPL's role in supporting meaningful, age-inclusive community development.
- WPL's 2025 Seed Library has launched with a new community participation model: residents now contribute harvested seeds for redistribution. This early effort has already yielded 40 donated seed packs and exemplifies WPL's commitment to sustainability, education, and local engagement.

11. AMCC Update – K. Kipfer

K. Kipfer thanked the Board's delegates – F. Mensink and N. Campbell – for the delegation to the May 12, 2025 Council Meeting where a proposed plan for city staff to seek solutions to

bridge the existing funding gap connected to the library portion of this project was approved unanimously by Council.

Phase A construction work at AMCC started on Monday, June 2, 2025.

12. Other Business

None.

13. In Camera

Moved by K. McManus, seconded by D. Charlton that the Board move In Camera to discuss a matter concerning the security of the property of the Board.

Motion Carried

Moved by D. Charlton, seconded by K. McManus that the board move out of In Camera.

Motion Carried

14. Date of AGM and Next Regular Meeting – June 25, 2025 at the Eastside Branch

15. Adjournment

Moved by L. Li, seconded by J. Murphy that the meeting be adjourned.

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