

# MINUTES

## Waterloo Public Library Board Meeting

Wednesday, June 25, 2025 at 5:00pm | Eastside Branch

### Attendance

#### Attending

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

#### Staff

K. Kipfer (CEO); L. Dick (Deputy CEO)

### Minutes

#### 1. Call to Order

F. Mensink called the meeting to order at 5:02pm.

#### 2. Approval of the Agenda

**Moved** by R. Chambers, seconded by J. Murphy that the agenda be approved with the addition of 8.2 Finance and Resources Committee Report.

**Motion carried**

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

None.

#### **4. Approval of Past Minutes**

**Moved** by J. Murphy, seconded by K. McManus that the minutes of the regular May 28, 2025 meeting be approved with the addition of the names of the board members who moved the board in and out of camera.

**Motion carried**

#### **5. Business arising from the minutes**

None.

#### **6. Correspondence**

None.

#### **7. Chair Update – F. Mensink**

Deferred to the AGM to follow.

#### **8. Committee Reports**

##### **8.1 Governance Committee – D. Charlton**

- The committee received the legal review of the library's bylaws and will now move forward with their review
- There will be a package ready for the Board to review in September
- The committee continues to work on streamlining governance policies

##### **8.2 Finance and Resources Committee – J. Murphy**

- The committee continues to review financial policies as per their workplan and will be consolidating several of them into a financial controls policy in an effort to streamline the existing financial policies

#### **9. CEO Report – K. Kipfer**

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

- WPL partnered with the Accessibility Centre for a comprehensive self-evaluation of accessibility across the organization. Involving diverse staff, the sessions deepened awareness of accessibility needs. A report with recommendations is expected soon and will guide updates to WPL's accessibility plan and inform the new McCormick design

- WPL is actively contributing to two significant cross-sector projects:
  - 1) Emotional Resilience in Libraries:** A study on emotional labour led by Hamilton and Burlington libraries
  - 2) CULC National Impact Survey:** A Canada-wide customer feedback initiative to document the social impact of libraries. WPL reached its response quota quickly and received highly positive unsolicited feedback from customers
- Outreach programming at Monica House has successfully transitioned from offsite to in-library engagement. Young mothers have now received library cards and are attending on-site programs, reflecting WPL's successful efforts in meeting people where they are and fostering lasting community relationships
- New special lending items have been added to the collection, including keyboards, pickleball sets, and C pen readers. WPL also received a significant donation of 1800s-era local photos, which will be curated in partnership with the City of Waterloo Museum. The City has approved the next phase of relocating the museum to the Carnegie library, opening new opportunities for joint initiatives

## 10. AMCC Update – K. Kipfer

Phase 1 of the McCormick (AMCC) renovation has begun with no current impact on library services. Plans are in motion to maintain holds pick-up, browsing, programming, and computer access during future closures, potentially via book vending machines and holds lockers. Efforts are also underway to retain and reuse shelving, furniture, and supplies, with a significant collection storage strategy being developed.

## 11. Other Business

None.

## 12. In Camera

**Moved** by K. McManus, seconded by D. Charlton that the Board move In Camera to discuss matters about an identifiable individual.

**Motion Carried**

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

**Motion Carried**

**13. Date of Next Regular Meeting** – September 24, 2025 at the Main Library

**14. Adjournment**

**Moved** by R. Chambers, seconded by L. Li that the meeting be adjourned.

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