

MINUTES

Waterloo Public Library Board Meeting

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

Attendance

Attending

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

Staff

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

Minutes

1. Call to Order

F. Mensink called the meeting to order. N. Campbell read the Territorial Acknowledgement.

2. Approval of the Agenda

Moved by Councillor Wright, seconded by N. Campbell that the agenda be approved with the following addition:

5.1 Confirmation of Committee Appointments

Motion carried

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of Past Minutes

Moved by R. Chambers, seconded by L. Li that the minutes of the regular June 25, 2025 meeting be approved.

Motion carried

5. Business arising from the minutes

5.1 The following committee memberships were confirmed:

Finance Committee: J. Murphy (Chair), F. Mensink, N. Campbell, Councillor Wright

Governance Committee: D. Charlton (Chair), K. McManus, R. Chambers, M. Kelly, L. Li, F. Mensink

6. Correspondence

None.

7. Chair Update – F. Mensink

No update.

8. Committee Reports

8.1 Finance Committee – J. Murphy

J. Murphy reviewed Q2 financials and the Notes to the Financial Statements as of June 30, 2025 with the board. She also outlines the Committee's desire to move all financial policies into one Financial Controls Policy. J. Murphy made the following recommendations on behalf of the committee:

Moved by J. Murphy, seconded by D. Charlton that that the Board receive the second quarter financials as information.

Motion carried

Moved by J. Murphy, seconded by N. Campbell that the Board replace current finance policies 2-1 (Procurement of Goods and Services), 2-2 (Operating and Capital Budget Approval Process) 2-3 Disposal of Surplus Non-Capital Assets) 2-5 (Tangible Capital Assets) and 2-6 Audit Process with the consolidated 2-1 Financial Controls Policy

Motion carried

Moved by J. Murphy, seconded by R. Chambers that the board approve the 2025 Operation Budget as presented.

Motion carried

8.2 Governance Committee Update – D. Charlton

D. Charlton explained the committee's work around policy review to the Board. She then made the following recommendations:

Moved by D. Charlton, seconded by N. Campbell that the Board approve the revised By-Law for Waterloo Public Library

Motion carried

Moved by D. Charlton, seconded by J. Murphy that the Board approve the amendments to policy 1-3 Whistleblower Procedures

Motion carried

Moved by D. Charlton, seconded by M. Kelly that the Board approve the amendments to policy 1-4 Communication

Motion carried

Moved by D. Charlton, seconded by Councillor Wright that the Board defer the motion that the Board approve the amendments to policy 1-5 Delegations at Board Meetings to the next meeting of the Board

Motion carried

Moved by D. Charlton, seconded by J. Murphy that the Board defer the removal of policies 1-1a (Board Orientation), 1-b (Summer Authority), 1-2 (Board Self-Evaluation), 1-2b (Performance Review of the CEO), 1-6a (Fundraising and Outreach Committee), 1-6b (Finance and Resources Committee), 1-6c (Ad-hoc Committees) 1-6d (Governance Committee) as distinct policies, incorporating their contents into either the by-law (as written) or into a Board Handbook (pending / in draft) until the Board Handbook is ready for review

Motion carried

Moved by D. Charlton, seconded by R. Chambers that policy 1-7 Staff Attendance at Board Meetings be removed as a governance policy

Motion carried

Moved by D. Charlton, seconded by L. Li that the Board approve the Finance and Audit Committee and the Governance Committee as the two standing committees of the Waterloo Public Library Board

Motion carried

9. CEO Report – K. Kipfer

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

- Board Development: Capacity Canada’s Governance Bootcamp (Nov 18–20) and OLBA leadership opportunities are available for board member, particularly any board member who may be considered chairing the board in the future.
- AMCC Renovation: Phase 1 progressing well; potential delay to Phase B start (March 2026)
- Main Library Feasibility Study: RFP issued Sept 16; study will assess reconfiguration, ground floor infill, or full expansion
- Accessibility Audit: 120 suggested actions identified; priorities to be finalized Nov 10 in an enterprise-wide action plan
- Vital Signs Report: Despite outdated provincial stats, WPL data shows 13% increase in active members (2024 vs. 2023) and 2025 growth on track
- Summer Programming: 2,428 SRC participants (record high); strong community partnerships and national media coverage

10. AMCC Update – L. Dick

L. Dick provided an overview of the service delivery model proposed during the upcoming 18-month closure of the McCormick Branch.

11. Other Business

None.

12. In Camera

Deferred.

13. Date of Next Regular Meeting – October 22, 2025

14. Adjournment

Moved by K. McManus, seconded by D. Charlton that the meeting was adjourned.

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