

MINUTES

Waterloo Public Library Board Meeting

Wednesday, November 26, 2025 at 5:00pm | McCormick Branch

Attendance

Attending

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

Regrets

K. McManus; M. Kelly

Staff

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

Minutes

1. Call to Order

F. Mensink called the meeting to order. R. Chambers read the Territorial Acknowledgement.

2. Approval of the Agenda

Moved by Councillor Wright, seconded by D. Charlton that the agenda be approved with the following amendment – switch the order of the committee reports to allow finance to go first.

Motion carried

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of Past Minutes

Moved by R. Chambers, seconded by N. Campbell that the minutes of the regular October 22, 2025 meeting be approved.

Motion carried

5. Business arising from the minutes

None.

6. Correspondence

None.

7. Chair Update – F. Mensink

The Chair attended two Assembly meetings this past month.

8. Committee Reports

8.1 Finance Committee Update – J. Murphy

Moved by J. Murphy, seconded by N. Campbell that the board receive the Q3 Financial Reports as information.

Motion carried

Moved by M. Kelly, seconded by N. Campbell that the board approve the proposed COLA rate for 2026.

Motion carried

Moved by J. Murphy, seconded by D. Charlton that the board approve the proposed 2026 operating budget.

Motion carried

8.2 Governance Committee Update – D. Charlton

Board members who attended the Capacity Canada Board Book Camp earlier this month shared highlights and learnings from their experiences at Boot Camp.

D. Charlton circulated a revised version of the Board Self Evaluation tool to the Board. The tool was revised with the assistance of an AI tool. The Board plans to use the extended version of the Board Self Evaluation tool at the end of the third year of each board term, and a shorter Self Evaluation tool at the end of the other three years. As the Board uses the long form tool in the new year edits and suggestions for further revisions will be solicited.

Moved by D. Charlton, seconded by L. Li that the board approve the revised Board Self Evaluation Tool.

Motion Carried

9. CEO Report – K. Kipfer

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

- A firm has been tentatively selected to lead the Main Library feasibility study, with project kick-off meetings anticipated in January. Concurrent community engagement planning is underway.
- the consultant has completed the 2026 job salary review and market analysis. The results will inform the upcoming budget discussions, including the Finance Committee presentation.
- Staff Development Day was held on November 20, focusing on Truth and Reconciliation, Accessibility, Artificial Intelligence, and culture-building soft skills. The event was noted as successful, with AI learning outcomes forming a baseline for 2026 work.
- the accessibility audit committee has finalized the 2026 accessibility action plan. A consultant from the Abilities Centre will attend the January Board meeting to review recommendations related to Board accountabilities.
- WPL's proposed session, "Older Adults in Action: How We Co-Designed an Older Adult Advisory Group," has been accepted as part of the OLA Super Conference's virtual, on-demand program.

10. Other Business

- 10.1 **OLA Assembly Update** – N. Campbell reported on the recent OLS Assembly meeting she attended.

11. In Camera

Deferred.

12. Date of Next Regular Meeting – January 28, 2026

13. Adjournment

Moved by R. Chambers, seconded by N. Campbell that the meeting was adjourned.

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