

# MINUTES

## Waterloo Public Library Board Meeting

Wednesday, January 28, 2026 at 5:00pm | Main Library

### Attendance

#### Attending

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

#### Regrets

J. Murphy

#### Staff

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

#### Members of the Public

One library staff member attended as a private citizen. One member of the public attended.

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### Minutes

#### 1. Call to Order

F. Mensink called the meeting to order and read the Territorial Acknowledgement.

#### 2. Approval of the Agenda

**Moved** by M. Kelly, seconded by Councillor Wright that the agenda be approved.

**Motion carried**

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

None.

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

**Moved** by Councillor Wright, D. Charlton that the minutes of the regular November 26, 2025 meeting be approved.

**Motion carried**

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

None.

#### **6. Accessibility Audit Presentation – Abilities Centre**

Mubina Jaffer and Marta Swirydowicz from the Abilities Center presented their findings for WPL's accessibility audit, outlining recommendations for leadership representation, demographic surveys, accessibility budgeting, and the importance of lived experience.

#### **7. Correspondence**

None.

#### **8. Chair Update – F. Mensink**

The Chair will attend the governance sessions at the Ontario Library Association Conference on Saturday, January 31<sup>st</sup>.

#### **9. Committee Reports**

##### **9.1 Governance Committee Update – D. Charlton**

D. Charlton led a review of the Board's comprehensive self-evaluation, highlighting strengths in board culture and governance, identifying areas of improvement such as succession planning, risk oversight, and recruitment, and setting priorities and next steps for the remainder of the term. D. Charlton also outlined the proposed Areas of Focus for the Board in 2026.

D. Charlton requested any feedback on the Board Self Evaluation tool be sent to her, ccing the CEO, by February 13<sup>th</sup>. They are particularly interested in hearing about the long vs short format framework and if there are questions on the long format survey that Board members would like to see repeated on short format years. Feedback on any gaps or redundancies on the long format tool would also be welcomed.

**Moved** by Councillor Wright, seconded by N. Campbell that the Board approve the proposed Areas of Focus 2026 and Next Steps in the Board Self Evaluation Report.

**Motion Carried**

D. Charlton then outlined plans for a future readiness and transition session, facilitated by J. Murphy, focusing on governance under changing conditions, board purpose, skills matrix and transition documentation, with May 30<sup>th</sup> as the tentative date.

**Moved** by D. Charlton, seconded by N. Campbell to process with the Board Future Readiness Session.

**Motion Carried**

The Chair proposed a plan to reach out to individual Board members who may be applying for a second term on the Board over the next weeks to gauge their interest in moving into leadership positions such as the Chair or Committee Chair roles. He proposes a shadow period starting in June 2026 for anyone interested in these roles. The Board supports this plan.

## **10. CEO Report – K. Kipfer**

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

- The Main Library renovation feasibility study officially launched mid-month, with LGA Architectural Partners engaged to lead a four-phase process including assessment, engagement, conceptual design, and schematic design.
- A closure timeline has been confirmed for the second phase of the AMCC project, with the branch expected to close the week of August 17 and reopen after a shortened 12–15-month renovation period.
- WPL has prepared its 2026 strategic projects plan, highlighting four interrelated priority themes: AI, mis/disinformation, intergenerational learning, and community building.
- The library will continue advancing AI initiatives in 2026, including public-facing programming, expanded staff training, policy review, and exploration of community access to AI tools, with an emphasis on thoughtful and ethical adoption.
- Waterloo Public Library will celebrate its 150th anniversary on February 18, 2026, with special events and a coordinated branding and communications strategy planned throughout the year.

## **11. Other Business**

None.

## **12. In Camera**

Deferred.

**13. Date of Next Regular Meeting – February 25, 2026 at Main Library**

**14. Adjournment**

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

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**Accessibility**

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