

# MINUTES

## Waterloo Public Library Board Meeting

Wednesday, February 25, 2026 at 5:00pm | Main Library

### Attendance

#### Attending

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

#### Regrets

R. Chambers

#### Staff

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

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### Minutes

#### 1. Call to Order

F. Mensink called the meeting to order at 5:07pm. N. Campbell read the Territorial Acknowledgement.

#### 2. Approval of the Agenda

**Moved** by Councillor J. Wright, seconded by D. Charlton that the agenda be approved with the following change – Committee Reports be placed before the Chair Update.

**Motion carried**

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

None.

#### 4. Approval of Past Minutes

**Moved** by K. McManus, seconded by Councillor Wright that the minutes of the regular January 28, 2026 meeting be approved.

**Motion carried**

#### 5. Business arising from the minutes

None.

#### 6. Committee Reports

##### 6.1 Finance Committee – J. Murphy

The Finance Committee Chair reviewed the 4<sup>th</sup> quarter financials with the Board.

**Moved** by J. Murphy, seconded by N. Campbell that the 4<sup>th</sup> quarter financials be approved.

**Motion carried**

**Moved** by J. Murphy, seconded by N. Campbell to approve the transfer of reserve funds to operations to cover the DC funds shortfall.

**Motion carried**

After considerable conversation the Board decided to defer the motion to approve the proposed amendment to the 2025 operation budget until after the finance committee has had an opportunity to review 2026 DC funding decisions.

##### 6.2 Governance Committee – D. Charlton

The Governance Committee Chair reviewed the committee's 2026 workplan and presented an updated Year 3 Board Evaluation Tool that was revised back on feedback from the Board.

**Moved** by D. Charlton, seconded by K. McManus to approve the revised Year 3 Board Evaluation Tool.

#### 7. Correspondence

None.

#### 8. Chair Update – F. Mensink

K. McManus presented an AI Framework and Adoption Matrix to the Board. This framework was sourced at an OLA session on Artificial Intelligence she attended.

The Chair shared notes from the OLA keynote session with Jim Turk, Director of the Centre for Free Expression at TMU he attended.

**9. CEO Report – K. Kipfer**

In addition to her written report that was pre-circulated, K. Kipfer shared 2025 program and circulation stats with the Board and highlighted progress made in 2025 on the Strategic Plan focus areas.

**10. Board Public Engagement – F. Mensink, K. Kipfer**

K. Kipfer presented opportunities for Board members to participate in public engagement initiatives. The Board expressed its commitment to attending WPL's 150th Birthday Party on April 18 as one such opportunity.

**11. Other Business**

None.

**12. In Camera**

**Moved** by K. McManus, seconded by N. Campbell that the Board go In Camera to discuss a matter pertaining to an identifiable individual.

**Moved** by J. Murphy, seconded by Councillor J. Wright, that the Board come out of In Camera.

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

**14. Adjournment**

**Moved** by Councillor J. Wright, seconded by D. Charlton that the meeting was adjourned.

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