

MINUTES

Waterloo Public Library Board Meeting

Wednesday, May 27, 2026 at 5:00pm | Main Library

Attendance

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

Regrets: L. Li

Staff: Kelly Kipfer (CEO), L. Jupan (Manager, Finance), L. Dick (Deputy CEO)

1. Call to Order

F. Mensink called the meeting to order at 5:02. Councillor Wright provided a land acknowledgement.

2. Approval of the Agenda

Moved by K. McManus, seconded by D. Charlton that the agenda be approved.

Motion carried

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the regular April 22, 2026 meeting

Moved by K. McManus, seconded by R. Chambers that the minutes of the regular April 22, 2026 meeting be approved with the following edit – the date for the Board Future Readiness Session be changed in item 8.1 from May 22nd to May 30th.

Motion carried

5. Business arising from the minutes

5.1 Update on Alberta's Bill 28

Moved by D. Charlton, seconded by R. Chambers THAT Waterloo Public Library endorse the positions of the Canadian Federation of Library Associations, the Canadian Urban Libraries Council, and the Federation of Ontario Public Libraries in opposing changes to the Alberta Libraries Act and join the CFLA in their call for Alberta public libraries to be consulted about regulatory changes resulting from the passing of Alberta Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026 (Bill 28);

AND THAT the Library Board reaffirms its strong and enduring commitment to intellectual freedom, customer privacy, equitable access to information, and the principles of local governance of public libraries, consistent with Ontario's Public Libraries Act, R.S.O. 1990, e.P44;

AND THAT the Library Board directs the CEO to communicate this resolution and the Board's position to the endorsed associations, the Ontario Minister of Tourism, Culture and Gaming and other regional leaders as directed by the Board.

Motion carried

6. Correspondence

None.

7. Chair Update – F. Mensink

7.1 Discussion of June Meeting – The Chair outlined the plan to proceed with the election of the new Board Chair and Vice Chair at the June meeting.

7.2 OLS Update – F. Mensink advised that his term as OLS Assembly Board Chair will end in June 2026. As WPL's OLS representative, N. Campbell shared her concerns about low attendance at OLS Assembly meetings.

8. Committee Reports

8.1 Finance Committee

8.1.1. Q1 Financial Reports

Moved by N. Campbell, seconded by Chambers to receive the 1st Quarter Financial reports as information.

Motion carried

8.1.2. 2025 Audited Financial Statements

Moved by N. Campbell, seconded by Councillor Wright to approve the 2025 audited financial reports.

Motion carried

8.1.3. DC Funds

The Board discussed the risks surrounding the current DC funds environment.

8.1.4. Capital Forecasts and Asset Management

The Board discussed, and reviewed, capital forecasts and the asset management approach to capital budgets.

8.2 Governance Committee

8.2.1. D. Charlton reviewed plans for the May 30 Future Readiness Session.

9. CEO Report – K. Kipfer

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

- **Facilities & Capital Planning — Main Library Feasibility Study**
Community engagement for the Main Library Feasibility Study is well advanced, with approximately 1,000 community members attending the Library's 150th Birthday Celebration on April 18 to review three conceptual floor plans, supplemented by online surveys, pop-up booths, and focus groups. Preliminary assessments from the project architects indicate that vertical building expansion and underground parking are not feasible or cost-effective options at this time.
- **Accessibility & Inclusion — Accessibility Plan Implementation**
Hearing loop technology has been installed at all service desks across Main, John M. Harper, and Eastside Branches, and the Hidden Disabilities Sunflower Program is being implemented system-wide this week. The Library will also launch an annual demographic and employee satisfaction survey in June in partnership with the YMCA Workwell initiative, reflecting a Board and Accessibility Committee priority for greater staff inclusion and institutional self-awareness.
- **Policy Development — Operational Policy Review**
A comprehensive review and restructuring of several operational policies is currently underway, including the development of a new stand-alone Political Use of Space policy included in the Board package for discussion. Additional new policies under development include Use of Space, Partnerships, and an Indigenous Use of Space policy consistent with the frameworks of the City of Waterloo and Kitchener Public Library.
- **Human Resources & Organizational Development**
Several staffing developments reflecting the Library's commitment to internal capacity-building, including the appointment of a new Supervisor, Programs and Partnerships and a temporary half-time secondment to the Eastside Branch

Supervisor to support implementation of design sprint recommendations have occurred.

- **Learning & Community Engagement — AI Resources and National Collaboration**

The CEO reported on attendance at the semi-annual Canadian Urban Library Council (CULC) meeting in Calgary, where strategic discussions focused on freedom of expression, artificial intelligence, inclusive spaces, and community resilience. The CEO advised that she and a colleague from Burnaby Public Library presented the Futures Lab's comprehensive suite of AI training and policy development resources to participating CEOs and library leaders, with a sector-wide release and follow-up webinars taking place this week.

10. Other Business

None.

11. In Camera

Moved by J. Murphy, seconded by Councillor Wright that the Board go In Camera to discuss a matter pertaining to an identifiable individual.

Motion carried

Moved by R. Chambers, seconded by D. Charlton, that the Board come out of In Camera.

Motion carried

12. Date of Next Regular Meeting – June 24, 2026 at Main Library

13. Adjournment

Moved by K. McManus, seconded by Councillor Wright that the meeting was adjourned.

Motion carried

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