

# MINUTES

## Waterloo Public Library Board Meeting

Wednesday, June 24, 2026 at 5:00pm | Main Library

### Attendance

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

**Regrets:** N. Campbell

**Staff:** Kelly Kipfer (CEO), A. Kipfer (Manager, Marketing & Communications) L. Dick (Deputy CEO)

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### 1. Call to Order

F. Mensink called the meeting to order at 5:02.

### 2. Approval of the Agenda

**Moved** by D. Charlton, seconded by R. Chambers that the agenda be approved with the following changes:

- Agenda item #8 will move in front of agenda item #9
- Add Finance Committee report to #9

**Motion carried**

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

None.

### 4. Approval of the minutes of the regular May 27, 2026 meeting

**Moved** by Councillor Wright, seconded by J. Murphy that the minutes of the regular May 27, 2026 meeting be approved with the following edits:

- 4.0 Approval of the minutes of the regular April 22, 2026 minutes should read:  
**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 22<sup>nd</sup> to May 30<sup>th</sup>.

- 5.1 should read: Update on Alberta's Bill 28
- 8.1 Finance Committee, 8.1.1 Q1 Finance Reports should read:  
**Moved** by N. Campbell, seconded by R. Chambers to receive the 1<sup>st</sup> Quarter Financial reports as information.
- 8.2 Governance Committee, 8.2.1 should read: D. Charlton reviewed plans for the May 30 future-readiness session.
- 9. CEO Report should read: In her written submission distributed with the board package, K. Kipfer highlighted the following.

**5. Business arising from the minutes**

None.

**6. Correspondence**

None.

**7. Chair Update – F. Mensink**

None.

**8. Community Report – A. Kipfer**

A. Kipfer, Manager, Marketing & Communications, presented the [2025 Community Report](#).

**9. Committee Reports**

**9.1 Governance Committee – D. Charlton**

D. Charlton presented updates on the Future-Readiness Report, Legacy Planning, recruitment planning, the Board's short self-evaluation, and the CEO performance evaluation.

**Moved** by D. Charlton, seconded by R. Chambers that the Board receives the Future-readiness report as to be further updated and used as the Board legacy document as a resource for the incoming Board and its governance and finance committees.

**Motion carried**

**Moved** by D. Charlton, seconded by R. Chambers that the Board approves the provided Board Recruitment Approach and Framework to assist with attracting member candidates.

**Motion carried**

**Moved** by D. Charlton, seconded by R. Chambers that the Board approves the CEO and Chair meeting with City of Waterloo Clerk(s) to discuss the board recruitment process, and required skills and experience framework.

**Motion carried**

**Moved** by D. Charlton, seconded by J. Murphy that the Board approves the recommended CEO evaluation approach including a long-form full-board evaluation in year 2 as well as a Chair-led shorter review process in years 1, 3 and 4.

**Motion carried**

**Moved** by D. Charlton, seconded by J. Murphy that the Board approves the long-form full-board CEO evaluation form.

**Motion carried**

**Moved** by D. Charlton, seconded by M. Kelly that the Board approves the short-form version of the board self-evaluation form for years 1, 2 and 4.

**Motion carried**

## **9.2 Finance and Audit Committee – J. Murphy**

J. Murphy presented the committee's annual report. Following discussion, the Board determined that F. Mensink would continue as a member of the Finance and Audit Committee until January while L. Li will join the committee in September and take over as chair of the committee in January.

**Moved** by J. Murphy, seconded by D. Charlton that the Board receive the annual report of the Finance and Resources Committee for information.

**Motion carried**

## **10. Regional Social Impact Study – K. Kipfer**

K. Kipfer shared the results of the Regional Social Impact Study with the Board.

## **11. CEO Report – K. Kipfer**

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

- The Main Library Feasibility project team has shifted focus to developing Concepts 2 and 3 (rather than Concept 1: Stack) to build the needs case and community buy-in, with Class C costing and renderings to be presented to the new council in early 2027.
- Preparations for the McCormick Branch renovation are well advanced, with the Pop Up space on track for a September 14 opening to the public.
- In anticipation of a likely DC-funded reduction to the 2026 collections budget, the Collections team has been asked to defer non-urgent spending, and staff have identified gapping opportunities and potential savings through deferred McCormick spending as cost-mitigation measures.
- The Board package includes three new or updated policies for information: a consolidated Room Use and Community Information Policy, a new Partnership Policy, and a new Room Use for Indigenous Groups and Organizations policy modeled on comparable policies at the City of Waterloo and Kitchener Public Library.
- In response to Board-identified concerns about single-point-of-failure risk in Finance, management has met with the City's CFO to explore a backup MOU, plans to add a Human Resources Specialist role with payroll capacity next year, and has finalized a cyber resilience plan.

**11.1 Staff Development Day**

**Moved** by D. Charlton, seconded by J. Murphy that Staff Development Day be held annually, rather than every other year as currently scheduled.

**Motion carried**

**12. Future Signals – J. Murphy and D. Charlton**

Information about mobile health clinics visiting TPL sights was shared. J. Murphy proposed a rotating model of sharing future signals at each meeting. Board agreed to take turns in alphabetical order.

**13. Other Business**

None.

**14. Election of Chair and Vice Chair – F. Mensink**

F. Mensink nominated J. Murphy as the incoming Chair of the Board.

J. Murphy accepted the nomination.

F. Mensink nominated M. Kelly as the incoming Vice Chair of the Board.

M. Kelly accepted the nomination.

**15. In Camera**

**Moved** by Councillor J. Wright, seconded by D. Charlton that the meeting go In Camera to discuss a matter pertaining to the security of the property of the Board.

**Motion carried**

**Moved** by K. McManus, seconded by J. Murphy that the meeting come out of In Camera.

**Motion carried**

**16. Date of Next Regular Meeting** – September 23, 2026 at Main Library

**17. Adjournment**

**Moved** by D. Charlton, seconded by M. Kelly that the meeting was adjourned.

**Motion carried**

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