MINUTES

Waterloo Public Library Board Meeting

Wednesday, September 23, 2026 at 5:00pm | Main Library

Attendance

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

Regrets: None.

Staff: K. Kipfer (CEO); L. Jupan (Manager, Finance); A. Kipfer (Manager, Marketing & Communications)

Minutes

1. **Call to Order**

   J. Murphy called the meeting to order at 5:00pm.

2. **Approval of the Agenda**

   Moved by D. Charlton, seconded by F. Mensink that the agenda be approved.

   Motion carried

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

   None.

4. **Approval of the regular June 24, 2026 meeting**

   Moved by L. Li, seconded by N. Campbell that the minutes of the regular June 24, 2026 meeting be approved.

   Motion carried

5. **Business arising from the minutes**

   None.

6. Correspondence

None.

7. Chair Update – J. Murphy

- The Chair thanked everyone who contributed to moving the Board recruitment and selection work forward over the summer, with a particular acknowledgment to D. Charlton and R. Chambers for their leadership and all the work that went on behind the scenes
- D. Charlton, K. McManus and J. Murphy submitted a proposal to present at the OLA Superconference on the Board's work around transition planning and strategic foresight

8. Staff Presentation – A. Kipfer

8.1 Board Recruitment Communications

- Board recruitment activities and initiatives to commence in October

8.2 McCormick Branch Capital Fundraising

- Proposed Fundraising Package to be presented at October board meeting

9. Committee Reports

9.1 Finance Committee Update - F. Mensink

9.1.1 Q2 Financial Reports

Moved by F. Mensink, seconded by R. Chambers to receive the Q2 financial reports as information.

Motion carried.

9.1.2 Revised Fundraising and Sponsorship Policy

Moved by F. Mensink, seconded by K. McManus to approve the revised Fundraising and Sponsorship policy as presented.

Motion carried.

9.1.3 Development Charge (DC) Funds Update

- Expectation of reduction in development charge funds in 2027
- R. Chambers inquired about savings at McCormick Branch due to closure. K. Kipfer clarified that there are still incurring costs at the McCormick Branch but less expectation for funds needed for Collections during renovations.

- K. McManus expressed need to leave proper paper trails regarding budgets and spoke to importance of advocacy by Board moving forward since the removal of DC funds could be happening for several years. Requested a briefing note for advocacy for the Board when the budget is presented at the end of 2026.
- D. Charlton asked about significance of less DCs in thinking about the future of Main Library
- Councillor Wright spoke to what the future of DCs will look like from a provincial perspective

9.2 Governance Committee Update

9.2.1 Board Appointment Process Update

Moved by K. McManus, seconded by M. Kelly, to approve revised board job description.

Motion carried.

Moved by K. McManus, seconded by M. Kelly, to approve the board job posting.

Motion carried.

Moved by K. McManus, seconded by M. Kelly, to approve the application form.

Motion carried.

9.2.2 Discussion of prospective member information sessions

- Two information sessions confirmed: Mon Oct 19 (virtual) and Thurs Oct 22 (in-person)
- L. Li and R. Chambers to attend virtual meeting on Oct 19, F. Mensink and N. Campbell to attend in-person session at Main Library on Oct 22

9.2.3. Discussion of Nominating Committee (composition, dates, governance)

- Nominating Committee to be composed of: D. Charlton, K. McManus, F. Mensink, Councillor Wright

The *motion to approve the candidate evaluation matrix* was stricken as the nominating committee will make this decision.

Moved by N. Campbell, seconded by L. Li, that the board directs the nominating committee to prioritize returning board members as part of the evaluation process. The nominating committee will recommend a slate of candidates to the full board. The full board will approve the nominees in-camera, which will be subject to council appointment.

M. Kelly left the meeting at 6:42pm.

10. CEO Report – K. Kipfer

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

- McCormick Branch is now closed for renovations. A Pop-Up Library opened on Sept 14 in the Albert McCormick Community Centre.
- On Mon Oct 6, a report about Phase B of the AMCC renovation will be before council with new costing numbers to advance the project.
- At the November board meeting the budget for 2027 will be brought for approval with scenario planning to account for another likely reduction due to loss of development charges. K. Kipfer reported that adjustments were made in spending across the staffing and collections budget lines that will allow the library to stay within budget for 2026.
- Update provided regarding the decision made by Council that the WPL board will now have more input in the board appointment process.
- Results of YMCA WorkWell Employee Culture survey were shared
- WPL collaborating with Textile to host Black Talk 2026
- To advance strategic goals around civic literacy, two City of Waterloo election info pop-ups were held at library locations in early September

11. Futures Signals – F. Mensink

- F. Mensink presented an example of copyright statement in a recently published book that stated no part of the book could be used for AI-training. Discussion occurred around Canada's new federal AI strategy which has generated debate about use of copyrighted books.

- J. Murphy to bring Futures Signals to next meeting.

12. Other Business – None.

13. In Camera – None.

14. Date of Next Regular Meeting – October 28, 2026

15. Adjournment – 7:02pm

Moved by D. Charlton, seconded by R. Chambers that the meeting be adjourned.

Motion carried.

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