

Waterloo Public Library

Regular Meeting of the Board

Main Library Board Room

September 28, 2022 at 5:00 p.m.

Waterloo Public Library - Board Meeting Minutes – 28/09/22

Board Members Attending: K. Coviello (Chair); K. McManus (Vice-Chair); J. Murphy; R. Harder; F. Mensink; I. Pandit; J. Strong; Councillor D. Freeman

Regrets: D. Charlton

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

1. Call to order

- 1.1 Land Acknowledgement – K. Coviello
 - K. Coviello (Chair) called the meeting to order

2. Approval of the agenda

Moved by: J. Murphy, seconded by R. Harder, that the agenda be carried.

Motion Carried.

3. Disclosure of pecuniary interest and the nature thereof - none

4. Approval of the minutes of the June 22, 2022 AGM with the ratification of the minutes of the 2021 AGM

Moved by: F. Mensink, seconded by J. Strong approve the minutes of the June 22, 2022 AGM with the ratification of the minutes of the 2021 AGM.

Motion Carried.

5. Approval of the minutes of the regular meeting June 22, 2022

Moved by: K. McManus, seconded by R. Harder that the minutes of the minutes of the regular meeting of June 22, 2022 be approved.

Motion Carried.

6. Business arising from the minutes - none

7. Correspondence – Cards from Laurie Clarke and Gloria Van Eek-Meijers

8. Chair update – K. Coviello

8.1 Board Recruitment – Open Houses

- Two virtual open houses will be held: October 5th and October 20th at 7:00 pm via zoom. Interested parties will be invited to register in advance.

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- Additional outreach strategies for recruitment were identified including postcards, an online marketing campaign, emails to partner organizations and a video from the chair

9. Committee Reports

9.1 Finance – F. Mensink

- F. Mensink presented the Q2 financial results and indicated the library was well within budget.
- F. Mensink recommended receipt of the financial report as information.

10. Information items

10.1 CEO Report – K. Kipfer

- The Eastside Branch has issued 1287 new library cards since opening May 6; delivered 100+ programs to over 7100 participants; launched a variety of new collections such as Explore Nature Kits, Walking Poles and Vinyl Records; is experiencing great interest in the library's teaching beehive and opened the Digispace recording studio.
- July and August card growth saw over 1000 new members register for a library card.
- WPL partnered with the Uptown BIA for the Uptown Might Market (over 6300 attendees) and several small business programs.
- 1500 items were collected by the Teen Events Team as part of their Hygiene Drive for the Wayside Center.
- There was growth in use of digital formats all through the summer – 15% and 22% growth of new e-resources in July and August over the same months last year.
- Library staff are attending online training over the next few weeks - How to Built an Antiracist Library Culture delivered by Library Journal. Any interested board members should let K. Kipfer know and she will register them for the training.
- K. Kipfer outlined the unprecedented changes in WPL experienced to date in 2022.
- Future foci include a customer service audit, consultant engagement in preparation for the strategic plan, the development of a new strategic plan and the redesign of customer service at WPL.

10. Diversity, equity and inclusion – K. McManus

- K. McManus spoke on the history of Orange Shirt Day and committed to electronically sharing resources centered around this day with the board.

11. Other business

- F. Mensink encouraged the board to read the email he sent about the recent OLS meeting he attended

12. In-camera for the purpose of considering the following subject matter – personal matters about an identifiable individual

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Moved by: K. McManus, seconded by D. Freeman to move in camera.

Motion Carried.

Moved by: K. McManus, seconded by D. Freeman that the board reconvene into open session.

Motion Carried.

13. Adjournment

Moved by: K. McManus, seconded by D. Freeman to adjourn the meeting.

Motion Carried.