



Location: Main Library



Date: November 22, 2023



Time: 5:00pm

Board Meeting Minutes

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

Staff: K. Kipfer (CEO); L. Dick (Deputy CEO)

1. Call to Order

- 1.1 Land Acknowledgement
F. Mensink called the meeting to order.

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 October 25, 2023 meeting

Moved by N. Campbell, seconded by R. Chambers that the minutes of the regular October 25, 2023 meeting be approved.

Motion carried

5. Business arising from the minutes - none

6. Chair Update – F. Mensink

F. Mensink attended an OLS Board Assembly meeting and will forward documentation from that meeting to the Board.

7. Correspondence – None

8. Committee Reports

- 8.1 Finance Committee Report – J. Murphy
J. Murphy reviewed the Q3 financials with the board, which were accepted for information.



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The 2024 Operating Budget was reviewed including a recommendation for the library to adopt a 1.9% COLA increase in 2024 in alignment with the City of Waterloo. The 2024 workplan for the Finance Committee was briefly discussed.

Moved by J. Murphy, seconded by D. Chalton, that a 1.9% COLA increase be approved for 2024.

Motion carried

Moved by J. Murphy, seconded by K. McManus, that the 2024 Operating Budget be approved as presented.

Motion carried

9. Strategic Plan Update – K. Kipfer

K. Kipfer shared the Draft 2024-2028 Strategic Plan.

Moved by K. McManus, seconded by D. Charlton that the 2024-2028 Strategic Plan be approved.

Motion carried

10. CEO Report – K. Kipfer

In addition to the written submission shared with the board package, K. Kipfer also highlighted the following:

- CEO attended a KW Community Foundation event focused on public spaces where the role of libraries as universally accessible public spaces was discussed as part of a broader conversation.
- WPL is piloting an Eviction Prevention Worker program at the Main Library. A peer-outreach support worker from the Social Development Center of Waterloo Region will have office hours at the Main Library each week to meet with clients to discuss eviction prevention strategies.
- WPL's Eastside Branch – Donor Impact Report 2023 was shared with the board. As part of the library's fundraising strategy, the report will be sent to donors on Giving Tuesday in appreciation of their donations and to demonstrate the impact of their gifts.

11. Other Business

R. Chambers distributed the 2024-2025 Ageing Well Waterloo Directory to Board members.

12. Date of Next Meeting – January 24, 2024

13. Adjournment

Moved by N. Campbell, seconded by J. Murphy that the meeting be adjourned.

Motion carried