

Waterloo Public Library

Regular Meeting of the Board

Main Library Board Room

November 23, 2022 at 5:00 p.m.

Waterloo Public Library - Board Meeting Minutes – 23/11/22

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

Regrets: K. Coviello; I. Pandit

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

1. Call to order

- 1.1 Land Acknowledgement – R. Harder
- K. McManus (Chair) called the meeting to order

2. Approval of the agenda

Moved by: D. Charlton, seconded by F. Mensink that the agenda be approved with the following change – F. Mensink will be presenting the Financial report.

Motion Carried.

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

4. Approval of the minutes of the October 26 2022 regular meeting

Moved by: J. Strong, seconded by D. Charlton that the minutes of the minutes of the October 26 2022 regular meeting be approved.

Motion Carried.

5. Business arising from the minutes

5.1 Board Legacy Review – J. Strong and R. Harder

- J. Strong and R. Harder reviewed the legacy survey filled out in advance by board members and facilitated a conversation based on questions provided by the OBLA. In follow up, a legacy document sharing the insights from the survey and conversation will be created to share with new members. Councillor Freeman will also use the results to advise City Council in the new Board Recruitment.

5.2 Board Job Description

- K. Kipfer shared a draft Board Member Job Description for incoming board members. Motion to approve the Board Member Job Description as amended.

Moved by: D. Charlton, seconded by J. Murphy.

Motion Carried.

5.3 Onboarding and Core Competencies for the Next Board

- K. Kipfer will distill core competencies for the next board from the survey and prepare a summary document for the next board.

6. Correspondence – none

7. Chair update – K. McManus

No update.

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8. Committee Reports

8.1 Finance Committee – F. Mensink

- F. Mensink reviewed the third quarter financials, confirming the library is on budget as of the end of September
- Finance Committee recommends a 1.9% COLA increase in 2023. Motion to approve a 1.9% COLA increase for 2023. **Moved by:** F. Mensink, seconded by R. Harder.
- F. Mensink presented the 2023 Budget. Motion to approve the 2023 budget as stated. **Moved by:** F. Mensink, seconded by D. Charlton.

Motion Carried.

Motion Carried.

9. Information Items

10.1 CEO Report – K. Kipfer

- K. Kipfer attended the CULC meeting in Halifax in November
- Library managers and supervisors completed How to Build an Anti-Racist Library training and are deciding on next steps for this work
- There will be a tour of the Eastside Branch for new council members on November 28
- The City of Waterloo communicated that the new board member recruitment efforts were “a smashing success”
- WPL was successful in securing an MBA consultation project team from Laurier
- The timeline for the release of the RFP for the upcoming strategic plan was reviewed. Feedback was offered around the need to balance potentially ambitious timelines with a comprehensive community engagement process. The desire to align with opportunities presented by the City of Waterloo’s own strategic planning process was noted.
- New member onboarding resources were shared

10. Other business

- J. Strong reminded staff to remove outgoing board member profiles from the WPL website

11. In-camera for the purpose of considering the following subject matter – personal matters about an identifiable individual – struck from the agenda

12. Recognition of Outgoing Board Members – K. Kipfer acknowledged the achievements of the outgoing board members and presented them with gifts on behalf of the library.

13. Adjournment

Moved by: J. Strong, seconded by R. Harder to adjourn the meeting.

Motion Carried.