

# 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

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**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 5<sup>th</sup> and October 20<sup>th</sup> 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.**