



Location: Main Library



Date: November 27, 2024



Time: 5:00pm

Board Meeting Minutes

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

Regrets: D. Charlton

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

1. **Call to Order** – F. Mensink called the meeting to order.

2. **Approval of the Agenda**

Moved by J. Murphy, seconded by N. Campbell 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 September 25, 2024 meeting**

Moved by R. Chambers, seconded by N. Campbell that the minutes of the regular September 25, 2024 meeting be approved.

Motion carried

5. **Business arising from the minutes** - none

6. **Correspondence** - none

7. **Chair Update** – F. Mensink

No update.

8. **OLS Assembly Meeting Report** – N. Campbell

N. Campbell attended the last OLS Assembly Meeting where the emerging themes were concerns about budgetary pressures and the use of strong mayor powers. N. Campbell expressed appreciation for Waterloo's system.

9. **Committee Reports**

9.1 **Finance Committee** – J. Murphy

After reviewing the last finance committee meeting, J. Murphy made the following recommendations on behalf of the committee:



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Moved by J. Murphy, seconded by M. Kelly that that the board receive the third quarter financials as information.

Motion carried

Moved by J. Murphy, seconded by N. Campbell that the board approve a COLA increase of 3% in alignment with the City of Waterloo.

Motion carried

Moved by J. Murphy, seconded by R. Chambers that the board approve the 2025 Operation Budget as presented.

Motion carried

9.2 **Governance Committee Update** – K. McManus

K. McManus reviewed the work of the governance committee sharing the substantive changes to governance policies and board bylaw recommended by the committee. K. McManus also outlined a recommendation to the board that there be two standing committees of the board – Finance and Audit and Governance. The Fundraising and Outreach Committee will become an ad hoc committee of the board.

Moved by K. McManus, seconded by J. Murphy to more forward with the committee's recommendations, then send the board approved changes to legal for review before presenting the changes to the bylaws to the membership at the 2024 AGM in June 2025 for a vote.

Motion carried

9.2.1 **Board Evaluation and Board Evaluation Policy** – F. Mensink

F. Mensink reviewed changes to Policy 1-2a, which outlines the process for Board self-evaluation. He explained the OLS template for board self-evaluation will be used in 2024 with room for adaption of this template in subsequent years. Board members are asked to complete the self-evaluation before the end of year after which the Vice Chair will collate the responses and share them with the board in the new year.



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10. CEO Report – K. Kipfer

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

- Eviction prevention services will be returning to WPL just in time to make use of our new partnership room at Main. This enclosed space will house the Social Development Centre of Waterloo Region as they offer eviction prevention support as well as our LSP workers and other partners who will make their services available at the library. When it is not in use, it will function as a bookable meeting / study space.
- WPL has participated in several significant community consultations and collective impact tables this fall. Such work includes participating in the Immigration Partnership work on their new strategic plan and the Early Literacy and Learning Alliance Generator Event focused on early relational health. We took part in the Children and Youth Planning Table Annual Forum where a great focus was on belonging. Our strategic goals continue to align with the work of these collective impact tables, and we are finding opportunities to grow the impact of our projects through collaborative work.
- In the month of November, 40 staff from different roles across the organization will be participating in one of two sessions on staff mental health. When we solicit training suggestions from staff and organizational leaders, we consistently see the topic of mental health ranked high. Staff are consistently interested in learning more about how they can support and be effective in situations where they encounter customers with mental health challenges. Leaders often identify the toll challenging situations can take on our staff. With this training we want to support staff with strategies for debriefing and feeling more in control of their reactions both in and after destabilizing incidents.
- Members of our programming team attended the OLA Children and Youth conference in Toronto where they were recognized as the 2024 OPLA (Ontario Public Library Association) [Advocacy in Action: Excellence in Children's or Teen Services award](#).

11. Visioning Session Report – J. Murphy

J. Murphy asked board members to review the summary she provided of the Board Visioning Session and ensure that their comments are accurately reflected. This visioning work will form the foundation for further work on the future of the Main Library.

12. Other Business -none

13. In Camera – deferred



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14. Date of Next Regular Meeting – January 22, 2025

15. Adjournment

Moved by J. Murphy, seconded by Councillor Wright that the meeting be adjourned.