

Waterloo Public Library

Regular Meeting of the Board Via Zoom



Board Meeting Minutes

November 25, 2020

Waterloo Public Library – Board Meeting Minutes – 25/11/2020

Board Members Attending: K. Coviello (Chair); D. Charlton (Vice Chair) S. Ahmad; Councillor D. Freeman; R. Harder; K. McManus; F. Mensink; J. Strong

Staff: L. Clarke (CEO); G. Van Eek-Meijers (Deputy CEO); A. d’Ailly (Manager, Collections); L. Dick (Manager, Branches); A. Kipfer (Manager, Marketing & Communications)

1. Call to order:

1.1 Land Acknowledgment

K. Coviello (Chair) called the meeting to order.

2. Approval of the agenda

Moved by K. McManus, seconded by F. Mensink, that the agenda be approved.

Motion carried.

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of the minutes of the previous regular meeting

Moved by J. Strong, seconded by D. Freeman, to approve the minutes of the October 28, 2020 Board meeting with a few small edits.

Motion carried.

5. Business arising from the minutes

None.

6. Correspondence

None.

7. Staff Presentation on Collections – A. d’Ailly, Manager, Library Collections

8. Committee Reports

8.1 Governance Committee – S. Ahmad

- S. Ahmad thanked Board members for submitting their skills matrix and spoke about how the skills matrix relates to current Board evaluation

- S. Ahmad indicated that SOLS provides many resources regarding governance evaluation models
- Governance Committee will continue to move forward with identifying the most appropriate method of evaluation

9. Information Items

9.1 ESBL Update – L. Dick

- East Side Branch Library construction remains on schedule
- Project signage will be posted around perimeter of site in the coming weeks
- L. Dick spoke about how they've also been looking at the ESBL through a COVID-lens. The following measures have been implemented in the ESBL design:
 - Architectural – Hands-free entry to most public spaces
 - Plumbing – Hands-free fixtures
 - Mechanical HVAC risk reduction items related to COVID transmission including filtration, ventilation and humidity
 - Washroom accessories like electric hand dryers
 - Millwork surfaces to allow for easy-to-wipe surfaces

9.2 CEO Report – L. Clarke

- L. Dick announced that WPL, the YMCA and the Alzheimer Society of Waterloo Wellington worked together to successfully apply for a SIIP (Supporting Inclusion through Intergenerational Partnerships) grant from the Federal Government through the Schlegel-UW Institute for Aging Foundation. The 350K grant was awarded which will provide exciting opportunities to link young people with older adults with impactful outcomes
- L. Dick informed the Board that the YMCAs of Cambridge & Kitchener-Waterloo are being renamed to the YMCA of Three Rivers
- OLA is offering all staff and board attendance at this year's virtual OLA Super Conference for one flat rate. This will give us the opportunity to offer attendance to a larger and broader range of staff than ever before.
- Landmark Cinemas provided WPL with free ad-space. A 15 second WPL ad will be running in the new year when cinemas (hopefully) re-open
- The Library Settlement Partnership program will start up again in February 2021 by appointment only
- The new Board member appointment will go to Council on December 7 for approval
- F. Mensink asked D. Freeman if she could provide any insight into the application process and how the applicants were considered in relation to equity, diversity and inclusion
- D. Freeman explained that a new question about the applicant's experience with equity, diversity and inclusion has been added to the application form

10. Other Business

10.1 SOLS Update – F. Mensink

- F. Mensink provided a SOLS summary document to the Board regarding recent meetings he attended. The primary focus for these meetings was the amalgamation of SOLS and OLS-North, which is scheduled to happen in April 2021.
- The governance structure will change from the current regional trustee councils to 9 board assemblies based on population served rather than region served by the library. The board will be composed of a representative from each assembly plus 4 ministerial appointments with the smallest assembly (under 2500) sending 2 representatives

11. Date of next regular meeting

Wednesday, January 27, 2021 at 5:00pm via Zoom

12. Adjournment

Moved by S. Ahmad, seconded by F. Mensink, that the meeting be adjourned.

Motion carried.