

# Waterloo Public Library

Regular Meeting of the Board Via Zoom



Board Meeting Minutes

October 28, 2020

# Waterloo Public Library – Board Meeting Minutes – 28/10/2020

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

**Regrets:** R. Harder

**Staff:** L. Clarke (CEO); G. Van Eek-Meijers (Deputy CEO); L. Dick (Manager, Branches); L. Jupan (Manager, Finances); A. Kipfer (Manager, Marketing & Communications); K. Kipfer (Manager, Community Engagement & Children’s Services)

## 1. Call to order:

### 1.1 Land Acknowledgment

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

## 2. Approval of the agenda

**Moved by F. Mensink**, seconded by D. Charlton, that the agenda be approved with the addition of Governance Committee under Other Business.

**Motion carried.**

## 3. Disclosure of pecuniary interest and the nature thereof

None.

## 4. Approval of the minutes of the previous regular meeting

**Moved by F. Mensink**, seconded by J. Strong, to approve the minutes of the September 23, 2020 Board meeting.

**Motion carried.**

## 5. Business arising from the minutes

None.

## 6. Correspondence

None.

**7. Staff Presentation on Programming** – K. Kipfer, Manager, Community Engagement & Children’s Services

## 8. Committee Reports

8.1 Finance Committee – J. Strong – Report submitted.

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- Finance & Resources Committee met to review 2nd and 3rd Quarter Financial statements
- Draft Operating Budget 2021 was also presented at the meeting
- Cost of Living Adjustment (COLA) was also discussed and a recommendation made in the report

**Moved by J. Strong**, seconded by D. Charlton, that the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Financial Statements be accepted as information.

**Motion carried.**

### 9. Information Items

#### 9.1 ESBL Update – L. Dick

- Fortis Construction began work onsite October 19, 2020 at the new branch location
- D. Freeman added that the City is working on a creating a future skate park and splash pad at RIM

#### 9.2 CEO Report – L. Clarke

- L. Clarke provided details regarding new mask laws from the Province which take precedence over the Region of Waterloo (ROW) mask bylaw, as confirmed with that group
- The critical difference between the two is that we now must mandate mask wearing in our spaces, according to the provincial rules. Previously, under the ROW mask law, we only had to ask that customers wear masks. (There are approved exceptions to mask wearing)

### 10. Other Business

10.1 In-camera as the subject being considered relates to labour relations or employee negotiations

**Moved by K. McManus**, seconded by Diane Freeman that the meeting move in-camera.

**Motion carried.**

**Moved by K. Coviello**, seconded by F. Mensink to move out of in-camera

**Motion carried.**

10.2 Finance Committee report continued

**Moved by J. Strong**, seconded by F. Mensink that the Draft 2021 Operating Budget 2021 be approved as presented.

**Motion carried.**

10.3 Governance Committee – S. Ahmad

- Board members were reminded to complete the skills matrix as a first step in succession planning

**11. Next meeting – November 25, 2020 via Zoom**

**12. Adjournment**

**Moved by D. Charlton**, seconded by K. McManus, that the meeting be adjourned.

**Motion carried.**