

# Waterloo Public Library

Regular Meeting of the Board Via Zoom



Board Meeting Minutes

September 23, 2020

# Waterloo Public Library – Board Meeting Minutes – 23/09/2020

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

**Staff:** L. Clarke (CEO); G. Van Eek-Meijers (Deputy CEO); 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 D. Freeman**, seconded by R. Harder, 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 K McManus**, seconded by D. Charlton, to approve the minutes of the August 26, 2020 Board meeting.

**Motion carried.**

## **5. Business arising from the minutes**

None.

## **6. Correspondence**

None.

## **7. Committee Reports**

None.

## **8. Information Items**

### 8.1 CEO Update – L. Clarke

- L. Clarke shared statistics from the first 8 days of re-opening. Statistics compared to 2019 are down across the board, however there are certain factors to consider. Operating hours as per re-opening guidelines, are reduced daily by 3.5 hours; Although there are less open

hours, at the Main library for example, while our customer count is down by 37% from the previous year, checkouts were only down by 11%

- Digital library statistics are still on the increase, up by 32% in August
- In support of families we've launched new children's Readers Advisory services - Book It! Your Virtual Librarian (virtual reference services) and WPL Kids Express (personalized book/library item curation) ; we are offering program kits related to programs - Nature Kits, Tech Playground Kits – which are backpacks filled with nature-related or tech-related items that families can register for and borrow. The kits complement on-going virtual programs
- This fall, in an effort to support teachers during Covid restrictions, we have planned virtual author events since schools won't be able to do field trips, including trips to the library. We have secured a great line up of authors and illustrators for the fall, arranged Science Literacy Week activities that will take place during the day and are providing details to teachers about how we can support and augment their teaching
- Many interesting adult programs coming up including Murder Mysteries, Beer Tastings, Author Events, Trivia nights and Cookbook club
- Lots of great partnered programs including Renison University College, Royal Canadian Institute for Science, etc.
- East Side Branch Library is moving forward as a tender for construction was approved by Council and awarded to Fortis Construction Group. A construction schedule to be developed in the next few weeks

### 9. Other Business

#### 9.1 Chair Update – K. Coviello – 2020 – 2022 Work Plan Development

- K. Coviello discussed what the Board's goals would be over the next 2 years including Board Evaluation and Succession Planning

#### 9.2 Board Recruitment

- Discussion took place with regard to planning for the next Board appointments in the fall of 2022
- L. Clarke will follow-up with the City Clerk regarding a timeline for the current opening - when it will be posted, and closed.

### 10. Date of next regular meeting

Wednesday, October 28, 2020 at 5:00pm via Zoom.

### 11. Adjournment

**Moved by J. Strong**, seconded by K. McManus, that the meeting be adjourned.

**Motion carried.**