



REGIONAL MUNICIPALITY OF WATERLOO LIBRARY COMMITTEE MINUTES

Tuesday, May 29, 2012
2:02 p.m.
Waterloo County Room
150 Frederick Street, Kitchener, Ontario

Present were: Chair T. Cowan, L. Armstrong and R. Kelterborn

Members Absent: R. Deutschmann

Also present: K. Bernstein, L. Bish and K. Seredynska

DECLARATIONS OF PECUNIARY INTEREST UNDER THE *MUNICIPAL CONFLICT OF INTEREST ACT*

None declared.

Lucille Bish, Director, Community Services, introduced Kelly Bernstein, Manager, Information Services, who has been hired to replace Kae Elgie, who is retiring effective May 31, 2012.

REPORTS

a) P-LIB-12-002 - Community Access Program (CAP) Funding Cut

L. Bish gave an overview of the program, including the funding and allocation history, advising that the funding currently supports computer access services at the branch libraries. The RWL services can be maintained despite the funding elimination, but the overall budget will be affected. She recommended that the Committee support a submission to Industry Canada requesting that the funding be reinstated and that meetings with local Members of Parliament be sought. A draft copy of the proposed letter is appended to the report and staff will prepare and distribute. In response to a question about alternative funding, L. Bish stated that while other sources do exist for expanding broadband in under-served areas, the Region of Waterloo Library doesn't meet the eligibility requirements.

MOVED by R. Kelterborn

SECONDED by L. Armstrong

THAT the Regional Municipality of Waterloo request the Federal Government to reconsider its decision to end funding for the Community Access Program;

AND THAT the Chair of the Region of Waterloo Library Committee write to the Minister of Industry Canada and copy area Members of Parliament to provide further details, as outlined in Report P-LIB-12-002, dated May 29, 2012.

CARRIED

INFORMATION/CORRESPONDENCE

a) Memo - Region of Waterloo Library Periodic Financial Report, January – April 2012

Received for information

b) Memo - Region of Waterloo Library Membership Operating Procedure

L. Bish highlighted the features of the library postcard identification verification process and the reciprocal borrowing agreements.

Received for information

c) Verbal Update - Region of Waterloo Library Operations Update, March to May 2012

Katherine Serebinska, Manager, Public Services, summarized the programs offered for children and their families during March Break and during Canadian Children's Book Week, including the attractions and attendance statistics. She provided an update on the events related to the annual One Book, One Community launch and the planned readings of Allan Casey's book, *Lakeland*, across the Region in September. She recognized the volunteers involved with the Region of Waterloo Library (RWL) and highlighted the breakfast event that took place during Volunteer Appreciation Week in April. She summarized the status on the Baden branch renovations and the plans for the Summer Reading Club.

K. Bernstein provided monthly statistics on circulation (33,000 items and 17,000 e-books), database use (650-850 users) and website visits (10,000 hits). She also shared details of upcoming projects and initiatives, including the addition of French and Spanish e-books to the collection, the Download Library bus and the electronic library card pilot.

OTHER BUSINESS

L. Bish stated that JoAnne Beauvais, a part-time staff member, recently received an Excel certificate from Southern Ontario Library Services (SOLS) for her successful completion of the *Managing the Small Public Library* program; she requested that the Committee acknowledge this accomplishment with a letter. There was general agreement to have staff prepare a letter for the Chair's signature.

L. Armstrong stated that the acquisition of a building for the branch in New Dundee is moving forward with an agreement being developed for the transfer of ownership.

The Committee inquired about the status of the Request for Proposals (RFP) for the acquisition, cataloguing and processing of the books and audio-visual materials purchased annually. L. Bish responded that a report will be prepared for Committee review in the fall.

The Committee discussed the website source for e-book access instructions for Blackberry playbooks and expressed concern that local patrons are being directed to the Stratford Library website. L. Bish explained that Stratford is part of the consortium through which the Region and other area municipalities purchase e-books; Stratford had been assigned the responsibility for preparing instructions. Previously staff were involved in website redesign and didn't have the resources to prepare their own procedure but a document can be prepared and posted.

T. Cowan stated that the transfer of the building adjacent to the new community centre in Breslau is two years ahead of schedule and could potentially be the site of a library facility in the town. He requested the assistance of staff in establishing a new library. Staff indicated that they could assist in developing a plan and also work collaboratively with the township to determine a strategy regarding the feasibility of maintaining a branch in both Bloomingdale and Breslau.

NEXT MEETING – September 25, 2012

ADJOURN

MOVED by R. Kelterborn
SECONDED by L. Armstrong

THAT the meeting adjourn at 2:35 p.m.

CARRIED

COMMITTEE CHAIR, *T. Cowan*

COMMITTEE CLERK, *S. Natolochny*