



## **Regional Municipality of Waterloo**

### **Library Committee**

### **Minutes**

Tuesday, April 1, 2014

1:12 p.m.

Room 217

150 Frederick Street, Kitchener

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

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

#### **Declarations of Pecuniary Interest under “The Municipal Conflict of Interest Act”**

None declared.

#### **Reports**

a) P-LIB-14-001, Region of Waterloo Library – 2013 Financial Report

Lucille Bish, Director, Community Services, made introductory comments, indicating that the final year-end 2013 surplus was slightly higher than had been anticipated. She responded to Committee questions regarding fines and collections, inter-departmental transfers and the balance of the Library Capital Reserve Fund (LCRF). She stated that the LCRF has sufficient funds to cover future initiatives.

Moved by R. Deutschmann

Seconded by L. Armstrong

That the Regional Municipality of Waterloo approve the transfer of the 2013 Region of Waterloo Library operating surplus in the amount of \$93,240.68 to the Library Capital Reserve Fund to support future funding of capital and one-time projects, as outlined in report P-LIB-14-001 dated April 1, 2014.

Carried

b) P-LIB-14-002, SOLS Survey - The Future of Libraries

L. Bish stated that Committee members are invited to take the opportunity to provide input for the Region of Waterloo Library's responses to the survey; she noted that T. Cowan will be attending the upcoming SOLS Trustee Council meeting.

Kelly Bernstein, Manager, Information Service, outlined suggested response focus areas, as determined by consultation with library staff.

The Committee discussed additional issues to be raised, including the facilitation of negotiating with publishers for e-books and e-magazines.

Staff were directed to prepare a memo for the upcoming meeting summarizing the report's focus areas and the additional discussed items.

c) P-LIB-14-003, Anticipated Projects Using the Taylor Bequest

Katherine Seredynska, Manager, Public Services, provided an overview of the plans for allocating the bequest.

The Committee members expressed their support of the recommended plans and discussed how best to recognize the bequest. The Taylor family and the Friends of Ayr Library will be consulted before a decision on recognition is made.

Moved by R. Deutschmann

Seconded by L. Armstrong

That the Regional Municipality of Waterloo endorse the initiatives and recommended allocations for the Taylor bequest, as outlined in report P-LIB-14-003, dated April 1, 2014.

Carried

### **Information/Correspondence**

a) Memo: 2013 Region of Waterloo Library Use Statistics

K. Bernstein provided an overview of the circulation and trending statistics, noting that they align with those of other libraries.

L. Bish advised that staff didn't have the opportunity to compare statistics with those in the recently released provincial report.

Received for information

b) Memo: Region of Waterloo Library Operations Report, January to March 2014

K. Seredynska highlighted library branch activities in the first quarter of 2014.

K. Bernstein provided updates related to collections, computers/library technology and staff changes.

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The Committee discussed general staffing issues such as succession planning and job description review.

Received for information

**Next Meeting – June 17, 2014**

**Adjourn**

Moved by R. Deutschmann

Seconded by L. Armstrong

That the meeting adjourn at 1:48 p.m.

Carried

**Committee Chair, T. Cowan**

**Committee Clerk, S. Natolochny**