



REGIONAL MUNICIPALITY OF WATERLOO LIBRARY COMMITTEE MINUTES

Tuesday, February 15, 2011
3:27 p.m.
Room 217
150 Frederick Street, Kitchener, Ontario

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

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

S. Natolochny called the meeting to order.

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

None declared.

ELECTION OF CHAIR and VICE-CHAIR

S. Natolochny conducted the election of Chair. A call was made for nominations for Chair. Todd Cowan was nominated and stated that he was willing to serve as Chair. A call was made for further nominations for Chair and no others were forthcoming.

MOVED by L. Armstrong
SECONDED by R. Deutschmann

THAT nominations for the position of Chair be closed.

CARRIED

T. Cowan was appointed the Chair of the Library Committee, by acclamation.

S. Natolochny conducted the election of Vice-Chair. A call was made for nominations for Vice-Chair. Ross Kelterborn was nominated and stated that he was willing to serve as Vice-Chair. A call was made for further nominations for Vice-Chair and no others were forthcoming.

MOVED by L. Armstrong
SECONDED by T. Cowan

THAT nominations for the position of Vice-Chair be closed.

CARRIED

R. Kelterborn was appointed the Vice-Chair of the Library Committee, by acclamation.

T. Cowan assumed the Chair.

REPORTS

a) P-LIB-11-001, Representation and Advocacy

Lucille Bish, Director, Community Services, summarized the role of the Southern Ontario Library Service Trustee Council and the value of representation from the Region's Library Committee. She advised that the representative has traditionally been the Chair of the Library Committee but that selection for this position is open to all Library Committee members. The Committee discussed the representation and T. Cowan agreed to serve.

MOVED by R. Deutschmann
SECONDED by L. Armstrong

THAT the Regional Municipality of Waterloo take the following actions with respect to Report P-LIB-11-001, dated February 15, 2011:

- a) Appoint Todd Cowan to the Southern Ontario Library Service Trustee Council as a representative of the Region of Waterloo Library; and
- b) Authorize the Library Chair to make submissions to senior government levels in response to time-sensitive initiatives.

CARRIED

L. Bish distributed a copy of draft correspondence to Leeanna Pendergast, M.P.P. (Kitchener-Conestoga) seeking support for increased funding of operating grants to public libraries in the upcoming 2011 provincial budget. The Committee approved the draft correspondence and suggested that the Premier and the Minister of Tourism and Culture receive a copy.

MOVED by L. Armstrong
SECONDED by R. Deutschmann

THAT the Library Committee approve the submission of correspondence to L. Pendergast, M.P.P. (Kitchener-Conestoga) seeking support for increased funding for provincial operating grants to public libraries.

CARRIED

T. Cowan advised that he will raise the funding issue for public libraries as well as for Knowledge Ontario at an upcoming Rural Ontario Municipal Association (ROMA) meeting and at a planned meeting with the Minister.

b) P-LIB-11-002, Region of Waterloo Library: 2011 Draft Budget Report

L. Bish summarized the budget approval process and highlighted the challenges facing the Regional libraries. She stated that the budget surplus in recent years has largely been due to unanticipated grants which, once received are used to offset expenses. Budget surplus remains within the library budget and, at Committee's direction, may be allocated among the reserve funds.

In response to a Committee inquiry about the reserve funds, Larry Smith, Financial Analyst, provided a break down of the vehicle, sick leave and capital reserve funds and stated that funds are withdrawn annually as needed to meet expenditure requirements detailed in the capital program. L. Smith responded to questions regarding sick leave payouts and rent increases.

Rob Horne, Commissioner, Planning, Housing and Community Services, stated that the Regional libraries have sustained a stable financial environment and that staff are pleased to take direction from the Committee members. He highlighted issues facing the libraries, which

include staff restructuring, the transition to electronic access of information and physical accessibility of the branches.

L. Bish provided a summary of the new budget issues which include a review of library branch services and hours, and staff training. These issues are in addition to the base budget and are identified in the staff report. L. Smith responded to Committee questions about tax rates and tax ratios.

MOVED by R. Kelterborn
SECONDED by R. Deutschmann

THAT the Library Committee approve the following with regard to the Region of Waterloo Library Budget as contained in Report P-LIB-11-002, dated February 15, 2011:

- a) the 2011 Library Operating Budget with a net levy of \$2,098,871.00;
- b) the 2011 Library Capital Budget;
- c) the 2012 - 2020 Library Capital Forecast;
- d) the distribution of the 2009 Library Operating Surplus;

AND THAT the matter be referred to the Budget Committee.

CARRIED

c) Verbal Update Re: Library Operating Procedures

Katherine Seredynska, Manager, Public Services, provided an overview of five new and revised operating procedures, stating that staff has had significant input and that relevant legislation has been reviewed to ensure compliance. Copies of the new and revised procedures were distributed to the Committee members. In response to a Committee request, new binders will be distributed to the newly-elected members.

The Committee discussed the procedure related to unattended children and expressed interest in the potential intervention of third parties. The Committee directed staff to provide them with regular updates of incidents involving unattended children.

The Committee inquired if staff has compiled a prioritized listing of issues of concern to the Regional libraries. L. Bish stated that staffing, the materials budget and technology have been discussed with the newly-elected members of the Committee during orientation meetings. She advised that a list has been drafted which identifies key discussion points for future Committee meetings.

INFORMATION/CORRESPONDENCE

a) Southern Ontario Library Service (SOLS), Re: RWL Representative for Trustee Council

Received for information and discussed under Item 4 a).

b) Federation of Ontario Public Libraries (FOPL), Re: Membership and Annual Report

L. Bish advised that the membership fee is not included in the 2011 budget but that the Region is an Associate member and continues to receive updates from the Federation of Ontario Public Libraries.

Received for information.

c) Ministry of Tourism and Culture, Re: Request for Knowledge Ontario Funding

Received for information and discussed under Item 4 a).

OTHER BUSINESS

a) Frequency of Meetings

The Committee discussed the frequency of Committee meetings and agreed that they would like to meet approximately six times per year and preferably during Standing Committees meeting days. L. Bish clarified the distinction between city library boards and Regionally-operated libraries, stating that, for Region of Waterloo Libraries, issues such as Human Resources policies affecting all Regional staff, are considered directly by Regional Council.

b) Internet Access Policy

The Committee discussed concerns raised by the public in their respective communities about the open access approach on some library-owned computers. The Committee suggested that filtering be considered as a means of restricting access to inappropriate sites and directed staff to prepare a report on options available to address this concern. R. Horne agreed that this matter will be added to a strategic planning list, to be discussed at the next Committee meeting.

c) Memo: Key Discussion Points from Library Committee Orientation Meetings

L. Bish distributed the memo to the Committee, which identifies the issues raised by members during orientation meetings held prior to the Committee meeting. There was a brief discussion about library hours, partnerships with local schools and reading programs for children.

d) 2011 One Book, One Community Program

K. Seredynska stated that the launch of the 2011 One Book, One Community program will take place on April 14, 2011 at the Waterloo Region Museum. Members of the Library Committee will receive additional details and are encouraged to attend.

NEXT MEETING – April 12, 2011 (Immediately following Standing Committees meetings)

ADJOURN

MOVED by R. Deutschmann
SECONDED by L. Armstrong

THAT the meeting adjourn at 4:30 p.m.

CARRIED

COMMITTEE CHAIR, T. Cowan

COMMITTEE CLERK, S. Natolochny