



# REGIONAL MUNICIPALITY OF WATERLOO LIBRARY COMMITTEE MINUTES

Tuesday, May 3, 2011  
2:52 p.m.  
Room 218  
150 Frederick Street, Kitchener, Ontario

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

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

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

None declared.

## **REPORTS**

### b) P-LIB-11-004, Priority Action Items for Region of Waterloo Library

Lucille Bish, Director, Community Services, summarized the four themes of the 2003-2006 strategic plan and stated that the themes continue to be relevant to the users and stakeholders of the Region of Waterloo Library branches. She indicated that a number of the draft priority action items noted in the report are currently underway; others are planned for the future and others have been raised by the new members of the Committee. She sought the Committee's feedback and direction on the draft action items.

The Committee inquired about the responsibility for implementation of the action items and were advised that the Library management team and supervisory staff are responsible for successful completion of the proposed activities.

The Committee raised concerns about the usage of the term "rural" in the Strategic Plan themes and there was general agreement that the term's meaning has evolved and expanded over recent years. Staff conveyed that the rural classification of the Region's libraries has afforded access to prescriptive government funding sources and provided a publicly accepted descriptor for the township libraries in distinguishing them from the libraries located in the Region's urban municipalities.

The Committee discussed the improved library card services, access to Facebook and social media communications, and the anticipated mid-May "soft" launch date of the new library website. Committee members requested that staff provide them with advance notice of the launch date so that local branch celebrations can be planned. Staff is planning a formal launch event in June 2011.

### a) P-LIB-11-003, Public Internet Access at Region of Waterloo Library Branches

L. Bish advised that staff is recommending that this report be deferred to the next Committee meeting to allow Legal Services staff more opportunity to research legal precedence. In response to the Committee's desire to move forward with a report review, Rob Horne, Commissioner, Planning, Housing and Community Services, suggested that staff take note of

the Committee's questions and concerns and relay to Legal Services staff so that they are prepared to respond when the matter is further discussed at the next Committee meeting.

The Committee discussed and inquired about issues related to current policies including website filtering, specifically children's access to inappropriate sites; the content and procedures regarding the Region of Waterloo Library Internet Use Agreement and the Safe Use Code; and, the procedures for monitoring use of Wi-Fi in the library branches.

Staff summarized the areas within the current policy that require revision and clarified that the Region of Waterloo Library does, in fact, filter all internet access and that they are taking steps to communicate this to library users; the only filtering exemption is Wi-Fi access on patrons' own computers. Staff advised that the Safe Use Code is displayed in all Regional libraries and explicitly outlines the expectations of Wi-Fi users. The Committee suggested that staff consider implementing password-secured Wi-Fi and require patrons to sign the Internet Use Agreement upon receipt of the Wi-Fi password. Staff advised that they will investigate the impact of this proposal on staff resources and available funding.

The Committee also discussed the access procedures for the adult-filtered computers by children over the age of 8 years, the proposed installation of privacy screens and the legal advice for staff monitoring patron printing in the branches and the challenges of serving patrons who access the Service Ontario programs.

As directed by the Committee, staff will review and amend the Region of Waterloo Internet Access Policy and Procedures, will collaborate with Legal Services staff to ensure compliance with current legislation, and will investigate and propose technological and procedural solutions. The amended draft policy will be reviewed at the next Committee meeting.

Received for information.

### **INFORMATION/CORRESPONDENCE**

- a) Memo: Key Action Items from Discussions with Library Committee Members was not discussed during the Committee meeting; it was received for information only.
- b) Memo: Current Region of Waterloo Library Initiatives

A copy of the memo was distributed to Committee members. Kae Elgie, Manager, Information Services, provided a preview of the new Library website and responded to Committee questions, including the cost of the new site.

### **OTHER BUSINESS**

- a) Update on Provincial Budget Funding for Libraries and Knowledge Ontario

L. Bish stated that the Provincial budget allocated \$44 million for adult literacy programs but only for those in current existence; Knowledge Ontario received no funding. Public Libraries Funding received a one-time amount of \$1.9 million, to be allocated through the Southern Ontario Library Service (SOLS), for which the Region of Waterloo Library will receive \$7500.

- b) Southern Ontario Library Service (SOLS) Update

Chair Cowan advised that he was elected as the Vice Chair of SOLS, District 3, during the recent meeting and that the Region of Waterloo Library has been reclassified from District 2 to

District 3, based on its size. He stated that the next meeting will be in November 2011 and he proposed that he bring a representative from one of the library branches as a guest.

c) Eco Film Fest, North Dumfries

Video clips were previewed of the recent Eco Film Fest, hosted in Ayr in collaboration with the library, the Township office and the local health centre, with entries submitted by Ayr Public School students.

**NEXT MEETING**

The next meeting will be held Tuesday, June 7, 2011, following the Community Services Committee meeting.

**ADJOURN**

MOVED by L. Armstrong  
SECONDED by R. Deutschmann

THAT the meeting adjourn at 4:08 p.m.

CARRIED

**COMMITTEE CHAIR, *T. Cowan***

**COMMITTEE CLERK, *S. Natolochny***