



## **Regional Municipality of Waterloo**

### **Library Committee**

#### **Minutes**

Tuesday, October 27, 2015

12:40 p.m.

Room 217

150 Frederick Street, Kitchener

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Present were: Chair L. Armstrong, S. Foxton, J. Nowak and S. Shantz

Also present: L. Bish, K. Bernstein and H. Woodley

#### **Motion to go into Closed Session**

Moved by S. Foxton

Seconded by J. Nowak

That a closed meeting of the Library Committee be held on Tuesday, October 27, 2015, at 12:26 p.m. in Room 217 in accordance with Section 239 of the Municipal Act, 2001, for the purposes of considering the following subject matters:

- a) personal matters about an identifiable individual, including municipal or local board employees

Carried

#### **Motion to Reconvene Into Open Session**

Moved by S. Shantz

Seconded by J. Nowak

That the Library Committee reconvene into Open Session.

1993004

Carried

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

None declared.

### **Reports**

**PDL-LIB-15-07**, Region of Waterloo Library Periodic Financial Report for September 30, 2015

L. Bish noted that the year-to-date figures for Total Staffing Costs have a variance largely due to delays in hiring the two positions approved in the 2015 budget. She added that it's anticipated the Coordinator Library Technologies position will be filled before the end of the year.

Received for information

**PDL-LIB-15-08**, Region of Waterloo Library Operations Update - May to September 2015

Heather Woodley, Acting Manager, Information Services provided an overview of the operational activities, including collections and use; library technology; and, staffing. She highlighted that local history resources will be available for patrons of the Ayr branch in 2016.

Kelly Bernstein, Acting Manager, Public Services, summarized the programs and events which have taken place, as well as a facilities update. She noted that electronic screens capable of showing program dates and other Region of Waterloo Library (RWL) information will be installed in all the branches by the end of this year.

Received for information

### **Information/Correspondence**

#### **Correspondence: Township of Woolwich, Re: Bloomingdale Public Library**

L. Bish referenced the letter of support for the continued services at the Bloomingdale Public Library branch. S. Shantz noted that the matter will be further discussed at the Township Council meeting this evening.

L. Bish added that staff will look at options to serve smaller communities, as required. At this point in time, the Region is staying neutral pending the Township decision. She stated that a report will come back to Committee in the future with updates and service options.

Received for information

L. Armstrong noted that the Baden branch needs some expansion of operations and hours in light of the significant growth in the community. K. Bernstein confirmed that staff are looking at the options available.

**Region of Waterloo Library Letter of Support for Ontario Library Consortium Grant Application – “Next Gen Community Engagement, a Consortia Library Linked Data Initiative”**

L. Bish advised that the Chair has reviewed and approved the letter prepared by staff; the letter will be sent on behalf of the Library Committee.

Received for information

**Other Business**

**2016 Meeting Dates and Library Branch Tour**

L. Bish distributed [a memo](#) with suggested meeting dates for 2016 and suggested dates for the Committee to tour some of the local library branches; a copy is appended to the original minutes.

The Committee agreed to the branch tours being held on December 2, 2015. Details for the full-day of tours will be provided to the members.

The Committee reviewed the suggested 2016 meeting dates and agreed to the meeting dates as presented, with a start time immediately following the other Standing Committee meetings.

Moved by S. Foxton

Seconded by S. Shantz

That the Library Committee approve the 2016 meeting dates as follows: March 22, 2016; May 24, 2016; October 4, 2016; and, December 6, 2016.

Carried

**CBC Inquiry**

L. Bish advised that both she and L. Armstrong have been contacted by the local CBC to seek insight about the lower rate late fines being issued and the circulation statistics for winter months. She will update the Committee about any outcomes related to the inquiry at a future date.

**Next Meeting – December 16, 2015**

The Committee was reminded that the meeting scheduled for December 16<sup>th</sup> will start at 10:30 a.m. and be held in Room 217.

**Adjourn**

The meeting adjourned at 1:07 p.m.

**Committee Chair**, L. Armstrong

**Committee Clerk**, S. Natolochny



Region of Waterloo

## **Planning Development and Legislative Services**

### **Cultural Services**

**Date: October 27, 2015**

<b>Memorandum</b>
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To: Chair Les Armstrong and Members of the Library Committee  
From: Lucille Bish  
Subject: Proposed Library Committee Meeting Dates for 2016 and Library Tour

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Library Committee meeting dates have typically been scheduled on the same day as other Standing Committees. Should Committee wish to continue this practice, the proposed dates for meetings in 2016 are noted below. A motion approving Library Committee meeting dates should be passed at the meeting.

February 23 (alternate March 24)  
May 24  
October 4  
December 6

Library Committee members have also suggested touring some of the branches. There are at least six branches that I would recommend visiting, as they will be considered in capital budget discussions over the next few years. Potential 2015 dates that could be considered are:

Friday November 20  
Thursday November 24  
Wednesday December 2  
Friday December 4

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