



Regional Municipality of Waterloo

Library Committee

Minutes

Tuesday, October 4, 2016

1:10 p.m.

Room 217

150 Frederick Street, Kitchener

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

Also present: K. Bernstein, L. Bish, and M. Hopkins

Declarations of Pecuniary Interest under the “Municipal Conflict of Interest Act”

None declared.

L. Bish, Director, Cultural Services, introduced Michele Hopkins, Supervisor, Community Outreach to the Committee.

Reports

PDL-LIB-16-10, Region of Waterloo Library: Operations Update July and August 2016

Kelly Bernstein, Manager, Library Services, provided an overview of the activities, including the summer reading club; the purchase of iPads, remote scanners and printers for all the branches; the progress on the Every Kid a Card initiative; the Museum Lending pass; and, the new Magnusmode Card Decks for people with cognitive special needs. She added that staff have been working with Facilities and Fleet Services to draft Memorandums of Understanding for maintenance and repair of

library branch buildings and that a staff report will be presented at the next Committee meeting.

Received for information

PDL-LIB-16-11, Region of Waterloo Library Outreach Options for Underserved Communities

L. Bish introduced the report, highlighting the developed criteria and goals for the proposed outreach initiative, as well as the staffing and transportation costing considerations. She stated that staff have proposed three (3) options for implementing a pop-up library, as noted in the report.

The Committee discussed the merits of programming and library services, with a focus on children's and seniors' programming. The members agreed to direct staff to investigate further the implementation of Option 2, Programming plus Library Services in one location in each of the townships as a pilot program in 2017. The Committee agreed to the locations of Breslau, St. Agatha, and Hawkesville; a location within North Dumfries is yet to be determined.

L. Bish reminded the Committee that typically community centres are a good fit for a pop-up library given the general accessibility to the public. She summarized the direction from the Committee and advised that a report will be prepared for the December Committee meeting with details and a proposed budget.

In response to a Committee question about staffing considerations for the initiative, K. Bernstein stated one staff person could provide both children's and seniors' programming but that it may require the hiring of someone with both skillsets. She also noted that the newly purchased iPads and other required equipment would be available at the pop-up library locations.

PDL-LIB-16-12, Region of Waterloo Library Financial Report, January to August 2016

L. Bish stated that the finances are on track and as anticipated. Staff is not expecting to end the year with a significant surplus. She added that typically the surplus comes from staffing gaps.

Received for information

Meeting Dates for 2017

Moved by S. Foxton

Seconded by J. Nowak

That the Regional Library Committee approve the following meeting dates for the 2017 calendar year: April 4, 2017; June 20, 2017; October 3, 2017; and, December 5, 2017.

Carried

Next Meeting – December 6, 2016

Adjourn

Moved by J. Nowak

Seconded by S. Shantz

That the meeting adjourn at 2:00 p.m.

Carried

Committee Chair, L. Armstrong

Committee Clerk, S. Natolochny