



Regional Municipality of Waterloo

Library Committee

Minutes

Tuesday, December 6, 2016

2:37 p.m.

Room 217

150 Frederick Street, Kitchener

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

Also present: K. Bernstein, L. Bish, K. Feldman, C. Pfeiffer and R. Regier

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

None declared.

Reports

PDL-LIB-16-13, Service Level Agreements for Township Library Branches

Lucille Bish, Director, Cultural Services, provided an overview of the purpose of the Service Level Agreements. In response to a Committee question about timing for the respective approvals, she advised that it appears the process could be completed by the end of this year, unless a more formal sign-off process is desired at the township level.

Received for information

Ken Seiling offered to clarify the roles and responsibilities of the Regional Library Board, the Regional Library Committee and the Townships, as they relate to the Region of Waterloo Library. He stated that the administration and operations of the Regional library falls under the jurisdiction of Regional Council, as the Library Board. The

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Township Mayors act as the Library Committee of Regional Council. He added that the role of the Township Councils is to provide the facilities for the library branches in each Township. He also clarified that it is the Regional levy that would be impacted by any costs involved in a library headquarters expansion, not local tax levies.

* K. Seiling left the meeting at 2:44 p.m.

PDL-LIB-16-14, Community Outreach: Pop-Up Library Pilot Project

Kelly Bernstein, Manager, Library Services, provided an overview of the proposed pilot project, including the timelines, staffing requirements, project costs and the media and direct mail promotional costs. The Committee members suggested alternatives to using print media.

Moved by J. Nowak

Seconded by S. Shantz

That the Regional Municipality of Waterloo endorse the Region of Waterloo Library Pop-Up Library Pilot Project at one location in each Township to be implemented in 2017, as described in Report PDL-LIB-16-14, dated December 6, 2016, subject to 2017 Library budget and Regional budget approval.

Carried, as amended

PDL-LIB-16-15, Region of Waterloo Library Headquarters Proposed Expansion

L. Bish summarized the physical state and capacity of the current facility and highlighted the modifications undertaken over the past several years to accommodate staff needs. She outlined the current needs of staff and outlined the options, advising that there are no opportunities for co-location and that a new build project would cost approximately \$2 million. She stated that staff are recommending a minimal expansion to the current building and this option has also been developed through a feasibility study. The preliminary costing is approximately \$800,000 and L. Bish summarized the financing options for minimal impact on the Library operating budget.

K. Bernstein responded to Committee questions about storage space capacity and the proposed measures to improve the workflow processes.

Kari Feldman, Senior Project Manager, Facilities Management and Fleet Services, responded to a Committee question about the accessible washrooms and L. Bish noted that the interior design of the proposed expansion has not been finalized.

A member expressed concern about the preliminary budget, suggesting that the actual costs will be more than estimated.

* S. Shantz left the meeting at 3:04 p.m.

The Committee discussed the status of the current septic system and staff stated that it's been determined that the system is adequate for the staffing needs. K. Feldman noted that the property is located outside the flood line but staff agreed to look into the matter further to ensure the state of the current septic system.

S. Foxton recommended that the staff recommendation be deferred until budget 2018 and she moved a motion which was passed by Council of the Township of North Dumfries at their Planning Council Meeting held December 5th, 2016.

Moved by S. Foxton

Whereas the Regional Library Board is proposing an addition/rehabilitation project for general administrative purposes;

And Whereas further options and scenarios with respect to this Project needs to be assessed:

Now Therefore the Council of the Township of North Dumfries requests the Library Board to delay a decision on this matter until Budget year 2018 deliberations;

And That the four Townships caucus with the Regional Library Board and Regional staff to assess all options and scenarios associated with this Project.

The motion failed due to lack of a seconder.

Moved by J. Nowak

Seconded by S. Foxton

That the Regional Municipality of Waterloo endorse the proposed expansion to the Region of Waterloo Library Headquarters building as described in Report PDL-LIB-16-15, and proceed with the project design and final cost estimate for final approval in 2017, leading to potential construction in 2017-2018, subject to 2017 Library budget and Regional budget approval.

Carried, as amended

PDL-LIB-16-16, 2017 Region of Waterloo Library Budget Report

L. Bish provided details about the RWL budget review process. Given the absence of S. Shantz, the members agreed to hold an additional meeting on December 14th at 11:00 a.m.

L. Bish highlighted the major changes to the 2017 budget, at the request of the Committee, including the minor increase in the base budget, the negative net tax increase and the proposed budget issues.

K. Bernstein summarized the proposed hardware replacement for the Early Literacy Stations (ELS). She also outlined the operating budget issue requests: Community Outreach; Library Headquarters Expansion; increase the Coordinator, Family Literacy positions to full-time; and, increase the availability of program staff in the branches.

L. Bish summarized the costs of the budget issue requests in priority order. In response to a question about the vehicle replacement expenditure, she advised that the cost is financed out of Fleet Maintenance Equipment Reserve.

Carol Pfeiffer, Financial Analyst, responded to Committee questions about library reserves balances, advising that the balance of the library capital reserve is approximately \$728,000. The Committee requested that reserves balances information be provided for each future budget review cycle.

Other Business

L. Bish advised that a media release has been issued about the new Artist in Residence, Heather Vollans from Brantford, and that the artist is proposing to do a mosaic piece at the Ayr library branch. K. Bernstein added that a local history site has been launched on the RWL website.

K. Bernstein has been invited to attend an upcoming North Dumfries Council meeting to provide an overview of library services and she did an interview on CBC regarding the pop-up library pilot project.

Next Meeting – December 14, 2016

Adjourn

Moved by J. Nowak

Seconded by S. Foxton

That the meeting adjourn at 3:31 p.m.

Carried

Committee Chair, L. Armstrong

Committee Clerk, S. Natolochny