



Location: Main Library



Date: March 22, 2023



Time: 5:00pm

Board Meeting Minutes

Attending: K. McManus (chair), F. Mensink, L. Li, R. Chambers, M. Kelly, D. Charlton, N. Campbell, J. Murphy, Councillor J. Wright

Staff: K. Kipfer (CEO), L. Dick (Deputy CEO), L. Jupan (Manager, Finances)

1. Call to Order

1.1 Land Acknowledgement – F. Mensink

2. Approval of the Agenda

Moved by Councillor J. Wright, seconded by J. Murphy that the agenda be approved.

Motion carried

3. Disclosure of pecuniary interest and the nature thereof – none

4. Approval of the minutes of the February 22, 2023 meeting

Moved by F. Mensink, seconded by L. Li that the minutes of the February 22, 2023 meeting be approved.

Motion carried

5. Business arising from the minutes – none

6. Chair Update – K. McManus

- No update this month as the chair's contributions will be captured in agenda item 9.

7. Correspondence – none



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8. Committee Reports

8.1 Finance – F. Mensink

- F. Mensink presented the year end financial report
- **Moved** by F. Mensink, seconded by N. Campbell that the 2022 year end financial report be accepted by the board

Motion carried

- **Moved** by F. Mensink, seconded by N. Campbell that 2022 surplus funds be divided between the collection budget's non-book fund and the AMCC project fund

Motion carried

- **Moved** by F. Mensink, seconded by J. Murphy that the following members of the board will be added to the existing financial committee: N. Campbell, Councillor J. Wright, J. Murphy

Motion carried

9. Strategic Plan

- K. Kipfer updated the board on the responses to the RFP for a strategic planning consultant; K. McManus was engaged following the staff review
- K. Kipfer's recommendation is that Ingrid Pregel and iPCi Consulting be engaged to lead WPL's next strategic planning process; the Board endorsed this recommendation
- The timing for the planning process was reviewed as follows: spring board retreat, staff and community engagement over the summer, a draft plan to the board in October, soft launch to staff at library's staff development day in November followed by the public launch of the plan in January 2024
- K. McManus called for any other information board members required before going into strategic planning sessions. F. Mensink requested data sets for all locations similar to the ones collected for the McCormick Branch catchment area. K. Kipfer will prepare reports for the Main Library, John M Harper Branch and Eastside Branch catchment areas
- Board members are asked to save May 6th and May 13th as potential strategic planning board retreat days. The final date will be confirmed once the strategic planning consulted is onboarded



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10. CEO Report – K. Kipfer

- In preparation for the strategic planning process, K. Kipfer presented on emerging library trends through a sustainable development goals (SDGs) lens
- Managers and supervisors complete Naloxone and sharps training
- WPL will become a Showcase Library in partnership with a key vendor, Bibliotheca
- A developer has been chosen and has begun work on a new website
- WPL is partnering with SPECTRUM on a program for school aged children in the LGBTQ+ community, their families and allies
- Staff have taken up the challenge of a membership drive. Since February 1 we have added 1,198 new members
- March Break looked more like it did pre-pandemic with over 30 well attended programs taking place that week

11. Other Business - none

12. In Camera for the purposes of considering the following subject matter – personal matters about an identifiable individual.

Moved by Leilei Li, seconded by Councillor J. Wright that the meeting move in camera

Motion carried

Moved by N. Campbell, seconded by D. Charlton to move out of camera

Motion carried

13. Date of Next Meeting – April 26, 2023

14. Adjournment

Moved by Councillor J. Wright that the meeting being adjourned

Motion carried