

MINUTES

Waterloo Public Library Board Meeting

Wednesday, October 22, 2025 at 5:00pm | Main Library

Attendance

Attending

F. Mensink (Chair); K. McManus (Vice Chair); M. Kelly; N. Campbell; J. Murphy; D. Charlton;
Councillor J. Wright (virtual)

Regrets

R. Chambers; L. Li

Staff

K. Kipfer (CEO); L. Dick (Deputy CEO)

Members of the Public

1 library staff member attended as a private citizen

Minutes

1. Call to Order

F. Mensink called the meeting to order. J. Murphy read the Territorial Acknowledgement.

2. Approval of the Agenda

Moved by D. Charlton, seconded by N. Campbell that the agenda be approved.

Motion carried

3. Disclosure of pecuniary interest and the nature thereof

None.

4. Approval of Past Minutes

Moved by J. Murphy, seconded by M. Kelly that the minutes of the regular September 24, 2025 meeting be approved with the following amendment:

In section **8.2 Governance Committee Update**, the following motion:

Moved by D. Charlton, seconded by L. Li that the Board approve the Finance Committee and the Governance Committee as the two standing committees of the Waterloo Public Library Board.

Should be reflected in the minutes as:

Moved by D. Charlton, seconded by L. Li that the Board approve the Finance and Audit Committee and the Governance Committee as the two standing committees of the Waterloo Public Library Board.

Motion carried

5. Business arising from the minutes

None.

6. Correspondence

None.

7. Chair Update – F. Mensink

No update.

8. Committee Reports

8.1 Governance Committee Update – D. Charlton

D. Charlton reminded the board of the committee's work around policy review. She then made the following motions:

Moved by D. Charlton, seconded by N. Campbell that the Board approve the amendment to policy 1-5 Public Attendance and Delegations at Board Meetings.

Motion carried

Moved by D. Charlton, seconded by J. Murphy that the Motion that the Board approve the removal of policies 1-1a (Board Orientation), 1-2 (Board Self-Evaluation), 1-2b (Performance Review of the CEO), 1-6a (Fundraising and Outreach Committee), 1-6b (Finance and Resources Committee), 1-6c (Ad-hoc Committees) 1-6d (Governance Committee) as distinct policies, incorporating their contents into either the by-law (as approved) or into the board handbook (draft) .

Motion carried

Moved by D. Charlton, seconded by N. Campbell that the Board approve the removal of policy 1-b (Summer Authority).

Motion carried

Moved by D. Charlton, seconded by K. McManus that the Board approve the amendments to policy 1-3 Library Board Code of Conduct.

Motion carried

Moved by D. Charlton, seconded by K. McManus that the Board approve the Board Handbook.

Motion carried

Moved by D. Charlton, seconded by Councillor Wright that the Board approve the updated Comprehensive Performance Self-Evaluation Form.

Motion carried

9. CEO Report – K. Kipfer

In her written submission distributed with the board package, K. Kipfer highlighted the following:

- Board Governance Opportunities - Capacity Canada's Board Governance Bootcamp will be held November 18–20. Member of the board are already registered. Other interested board members can contact the CEO for registration.
- AMCC Renovation Update - Plans for the McCormick Branch closure include a pop-up library, book vending machine, and shared programming space in the Beaupre Room. Staff will rotate between the pop-up and other branches, gaining cross-training experience.
- Main Library Plumbing and Feasibility Study - the Main Library feasibility study evaluation begins October 27. Significant plumbing issues have been escalated to a City capital project, with potential closures in mid-November for pipe replacement.
- Staff Development and Indigenous Learning - all staff participated in either the Kairos Blanket Exercise or a visit to Crowshield Lodge, supporting strategic goals around

Indigenous culture and Truth and Reconciliation. A full staff development day is scheduled for November 20, during which all branches will be closed.

- AI Literacy and National Strategy – K. Kipfer presented on libraries and AI at the Canadian Urban Library Conference. The federal government's AI strategy survey (closing October 31) highlights the role of public libraries in building public trust and literacy around AI.

10. Other Business

None.

11. In Camera

Deferred.

12. Date of Next Regular Meeting – November 26, 2025

13. Adjournment

Moved by D. Charlton, seconded by Councillor Wright that the meeting was adjourned.

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