



Guelph Public Library

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Guelph Public Library Board

Regular Monthly Meeting Agenda

Monday, March 25, 2024

Members

Danny Williamson (Chair)

Randalin Ellery (Past Chair)

Vivian Webb (Vice Chair)

Alexandra Ortiz Carlsson (2nd Vice Chair)

Renganathan Sadagoban

Bang Ly

Denise Rishworth

Claire Cowan

Candice Lepage

Councillor Rodrigo Goller

Councillor Leanne Caron

Councillor Carly Klassen

Staff

Dan Atkins (Acting CEO)

Michelle Campbell (Manager of Public Service)

Carolyn Elston-Ryder (Human Resources)

Rupinder Chatha (Project Manager)

Andrew Kwan (Information & Technology Manager)

Meg Forestell-Page (Supervisor of Community Engagement)

Barbara Powe (Administrative Assistant)

Guests

Rosanne Leung (Sidekick Consulting)

Jason Wong (Sidekick Consulting)

Regrets

No regrets to report.

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| 1 | Call to Order | 6:00 p.m. |
| | 1.1 First Nations Acknowledgement | A. Ortiz Carlsson |
| | 1.2 Guelph Public Library Values | D. Rishworth |
| 2 | Approval of Agenda | 6:10 p.m. Motion |
| 3 | Apologies for Non-Attendance | 6:13 p.m. |
| 4 | Declaration of Pecuniary Interests | 6:14 p.m. |
| 5 | Consent Agenda (15 min) – Board Review | 6:15 p.m. Motion |
| | 5.1 Adoption of February 2024 Minutes | |
| | 5.2 Correspondence | |
| | 5.3 Acting CEO’s Report | D. Atkins |
| | 5.4 Service Utilization Scorecard | D. Atkins |
| | 5.5 Service Capacity Scorecard | D. Atkins |
| | 5.6 Operating Variance | D. Atkins |
| | 5.7 New Central Library - Milestones Update | R. Chatha |
| 6 | Presentations & Reports – Info. & Discussion | 6:30 p.m. Motions |
| | 6.1 Staff Report re: Communications Plan | M. Campbell |
| | Motion:
That the Guelph Public Library Board receive the Communications and Marketing Plan Report for information. | |
| | 6.2 Marketing Communications Plan | Sidekick Consulting |
| | Motion:
That the Guelph Public Library Board receive the Marketing Communications Plan as presented. | |
| | 6.3 IT Annual Report | A. Kwan |
| | 6.3.1 Cyber Security Report | |
| | Motion:
That the Guelph Public Library Board receives the IT Department Annual Review for information. | |
| | 6.4 2023 Preliminary Year-End Operating Variance Report | D. Atkins |
| | Motion:
That the Guelph Public Library Board receives the 2023 Preliminary Year-End Variance report as written and directs staff to draft a letter to be forwarded to the City Treasurer | |

requesting that the 2023 deficit be funded from the Guelph Public Library Operating Contingency Reserve

6.5 100 Norfolk Sale Update

V. Webb

That the Guelph Public Library Board reaffirms its commitment to the Baker District Project and directs funds generated from the sale of 100 Norfolk Street, the current Main Branch location, to support the new Central Library, contingent on the finalization of the tenancy agreement for the new facility. The Guelph Public Library will work to maximize revenue from the sale of 100 Norfolk Street for the benefit of the community, the Board and the City.

6.6 2023 Board Evaluation

D. Williamson

Motion:

That the Guelph Public Library Board receive the 2023 Board Evaluation oral report for information.

7 Authority to Move into Closed Session

7:00 p.m. Motion

Recommendation:

That the Guelph Public Library Board now hold a meeting that is closed to the public pursuant to:

The Public Libraries Act, Section 16.1(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(d) labour relations or employee negotiations;

8 New Business

7:30 p.m.

8.1 OLS Representative

D. Williamson

9 Unfinished Business

7:45 p.m.

10 Next Meeting

Monday, April 29, 2024

6:00 p.m.

11 Adjournment

8:00 p.m. Motion