



Guelph Public Library
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Guelph Public Library Board Meeting Agenda
Tuesday June 16, 2020
Via Phone Conference

Members: Scott Butler (Chair), Vivian Webb (Vice-Chair), Randalin Ellery (Vice-Chair), Lisa Maslove (Past-Chair), Aaron Blair, James Gordon, Getu Hailu, Anne MacKay, Katie Saunders, Danny Williamson

Staff: Steven Kraft (CEO), Dan Atkins (Director of Operations), Nancy Clarke (Director of Customer Service), Linda Cozzarin (Admin Assistant)

Call to Order – S. Butler	5:30 pm	Info.
First Nations Acknowledgement – S. Butler	5:31 pm	
Approval of Agenda-S. Butler	5:33 pm	Motion
Apologies for non-attendance-S. Butler	5:34 pm	Info.
Declaration of Pecuniary Interest-S. Butler	5:35 pm	Info.

Consent Agenda: S. Butler	5:36 pm	Motion
1) Adoption of Minutes of May19, 2020		
2) Correspondence		
3) CEO's Report		
4) Approval of Financial Statement		
5) Service Utilization Report		

Presentations & Report:

➤ Committee Reports		
1) Executive Committee Report/Chair Report	5:38 pm	Discuss-Motion
2) Update 2020 Strategic Work Plan	5:50 pm	Discuss
3) Update Board Work Plan 2020	6:05 pm	Discuss
4) Update New Central Library	6:20 pm	Discuss
5) CEO Top of Mind	6:40 pm	Discuss

New Business: - S. Butler	6:50 pm	
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Unfinished Business: S. Butler

Next Meeting: Tuesday September 15, 2020 @ 5:30 pm	Info.
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**Guelph Public Library Board
Minutes
Tuesday May 19, 2020
Via Phone Conference**

Members: Scott Butler (Chair), Vivian Webb (Vice-Chair), Randalin Ellery (Vice-Chair), Lisa Maslove (Past-Chair), Aaron Blair, James Gordon, Getu Hailu, Anne MacKay, Katie Saunders, Danny Williamson
Staff: Steven Kraft (CEO), Dan Atkins (Director of Operations), Nancy Clarke (Director of Customer Service), Linda Cozzarin (Admin Assistant)

1. Call to Order: S. Butler called meeting to order @ 5:35 pm
 - S. Butler read the Territorial Acknowledgement and welcomed all participants.

2. Approval of agenda:
 - L. Maslove requested her name be included on the agenda.
 - S. Kraft asked for a in Camera Session.
 - S. Butler to include a in Camera Session in Presentation & Reports, Item #4.

36:20	Moved:	A.MacKay	Seconded:	A. Blair
	To accept the agenda as amended.		CARRIED	

3. Declaration of Pecuniary Interest: None

4. Consent Agenda: S. Butler
 - 1) Adoption of Minutes of Board Meeting, of April 21, 2020
 - 2) Adoption of Emergency Meeting April 16, 2020
 - 3) Correspondence
 - 4) Annual Review- Scottsdale Branch
 - 5) Annual Review – Westminster Square Branch
 - 6) CEO’s Report
 - 7) Approval of Financial Statement
 - 8) Service Utilization Report

V. Webb asked for clarification of the minutes from April 21, 2020 regarding, comments from City Staff that the Baker District

Redevelopment Project has strong advantages for being “shovel worthy” but not necessarily “shovel ready.”

37:20	Moved:	G. Hailu	Seconded:	K. Saunders
	To accept the consent agenda as amended. CARRIED			

5. Presentations & Reports

- 1) Executive Committee Report/Chair Report – S. Butler
 - S. Butler gave an update on his discussion with City Staff.
 - Mentioned modifying reports on financial distribution.
 - On-going process to moving the library back to re-opening.
 - Performance review with CEO coming next month.

38:20	Moved:	J. Gordon	Seconded:	K. Saunders
	To accept the Executive Report as presented. CARRIED			

- 2) Strategic Communication Plan – V. Webb
 - V. Webb reviewed the purpose of the report and the recommendations in order for staff to send the correspondence to Mayor Cam Guthrie.

Recommendations:

- Confirm with City Staff that a Strategic Communications Plan for the library be financed through the earmarked for advancing the library’s contribution to the Baker Street Project.
- Direct Library Staff to develop an RFP, in consultation with City Staff and the GPL Board, for a Strategic Communications Master Plan to be delivered in Fall 2020.

39:20	Moved:	V. Webb	Seconded:	D. Williamson
	To accept the Strategic Communication Plan Report as amended. CARRIED			

3) CEO Top of Mind – S. Kraft

- Main Library renovations are back on track and moving forward.
- Phase 1, Library and branches with the exception of Westend to begin curbside pickup. Coming up with new standards in operating procedures to ensure the safety of staff and public.
- S. Kraft reviewed the financial status and the impact of layoff on employees and ordering of safety supplies.

40:20	Moved:	R. Ellery	Seconded:	V. Webb
	To accept the Top of Mind Report as presented. CARRIED			

4) In Camera Session:

41:20	Moved:	D. Williamson	Seconded:	G. Hailu
	Motion to move in Camera per Guelph Public Library By-law B-5 Section 1, Subsection 6, to consider information and associated human resource issues related to identifiable individuals and union negotiations. CARRIED			

Moved in Camera at 6:20 pm

42:20	Moved:	V. Webb	Seconded:	D. Williamson
	To move out of in Camera. CARRIED			

Moved out of in Camera at 6:53 pm

Return to Open Session at: 6:55 pm

6. New Business: S. Butler
➤ No new business.

7. Unfinished Business: S. Butler
➤ No unfinished business.

8. Next Meeting:
• Tuesday June 16, 2020 at 5:30 pm

9. Adjournment:

43:20	Moved:	G. Hailu	Seconded:	
	That the GPL Board meeting of May 2020 be adjourned. CARRIED			

Meeting adjourned at: 6:58 pm

Library Board Chair	Date

Library CEO (Board Secretary)	Date

Curbside pickup begins on June 1 at Guelph Public Library

This pickup will be offered by appointment only

May 28, 2020 5:00 PM By: GuelphToday Staff



Stock image

NEWS RELEASE GUELPH PUBLIC LIBRARY

Looking for your next read, movies to watch or audiobooks to listen to? Your Guelph Public Library is here to help with curbside pickup starting Monday, June 1, 2020. This service will be offered, by appointment only, Monday to Friday between 11 a.m. and 4 p.m. at all library locations – except the West End branch and Bookmobile community stops.

How to Use Curbside Pickup of Library Materials:

1. Place holds on library materials through the library's [catalogue](#) or phone library staff at 519-824-6220 for help choosing materials. Please limit your holds to one library card per family to ensure the health and safety of library staff and customers.
2. You will be notified when your items are ready either through email, text or a phone call depending on your library account setup.
3. Click the "Curbside Pickup" weblink in your holds notification to book an appointment at the library location of your choice. Please phone the library if you are having any issues or received your holds notification by phone.

4. When you arrive at the library during your arranged booking time, wait in the designated spot by the library entrance with your library card ready to be shown. Your items will be brought out to the curbside pickup table.
5. A due date receipt will be included with your items. All materials are checked out for their regular loan periods. Don't forget to bring a bag for your items.

As all Guelph Public Library locations remain closed to the public, in-person programming and room bookings remain suspended. However, virtual services and programs will continue to be available through the library's website [events calendar](#).

Need a library card? Guelph residents can register for temporary virtual library cards through the library's catalogue to access curbside pickup.

Be sure to check the library's [website](#) frequently for any curbside pickup service updates. For assistance with the library's curbside pickup, please phone the Guelph Public Library location where you will be picking up your holds. Enjoy reading, watching, listening and loving your Guelph Public Library items!

Guelph Public Library Curbside Pickup Locations:

Main Library: 519-824-6220, 100 Norfolk Street, Guelph, ON N1H 4J6

Bullfrog Branch: 519-829-4401, 380 Eramosa Road, Guelph, ON N1E 6R2

Scottsdale Branch: 519-829-4402, 650 Scottsdale Drive, Guelph, ON N1G 3M2

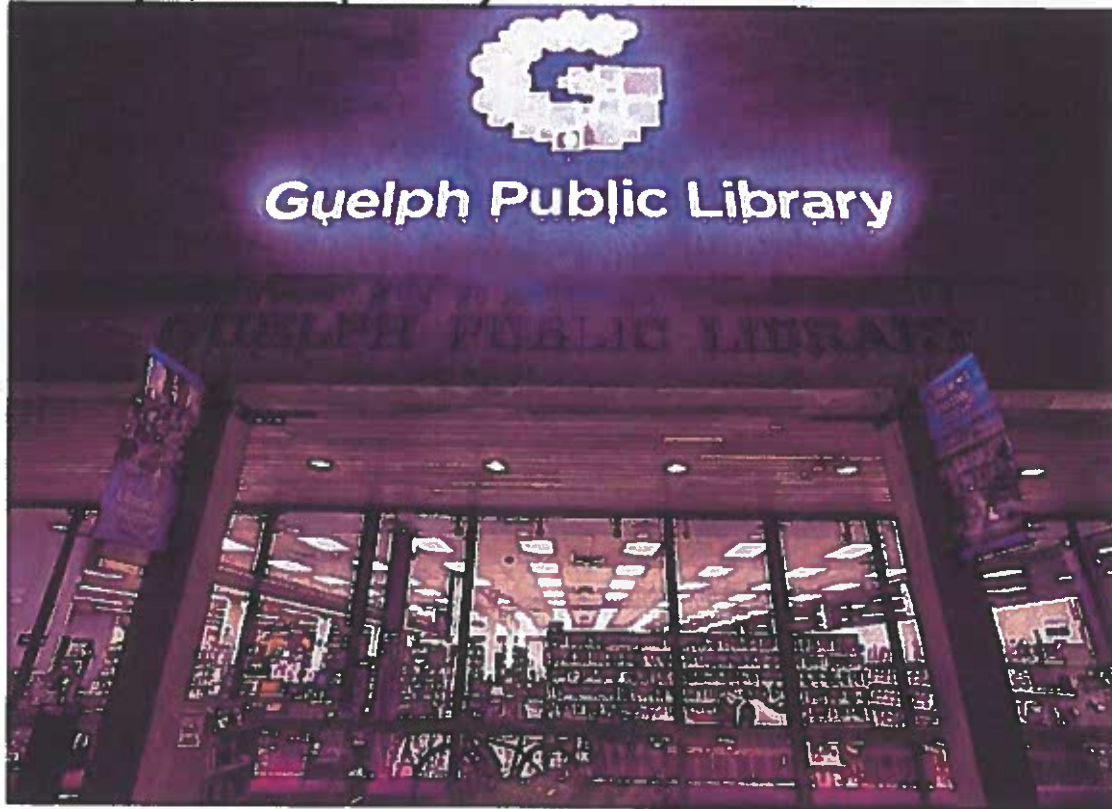
Westminster Square Branch: 519-829-4404, 100-31 Farley Drive, Guelph, ON N1L 0B7

East Side Branch: 519-829-4405, 1 Starwood Drive, Guelph, ON N1E 0H5

Guelph libraries launching curbside pickups next month

Readers can now start placing holds on their desired books

News May 22, 2020 Guelph Mercury



Starting May 25, readers can start returning outstanding library material. On June 1, the Guelph Public Library will have a curbside pickup program for material reserved through its website. - Jonathan Duncan, Torstar

Run out of things to read during quarantine? Fairly soon, you'll be able to check out something new from the library.

The Guelph Public Library has announced that, starting at 9 a.m. on May 25, it will start accepting the return of any outstanding library materials. There will be no new fines or fees charged, dating from March 15 through Sept. 8.

Books can be dropped off at any time at any branch, with the exception of the West End Branch and the Bookmobile.

Starting June 1, the Guelph Public Library will begin a curbside holds pickup. More information will be released in the near future, but readers can start putting hold requests for their desired reading materials online at catalog.guelphpl.ca.

Related Content

"All items returned to the library will be placed in quarantine for 72 hours and sterilized before they are put back into circulation – according to provincial health guidelines. Our first and foremost concern is ensuring the safety of our staff and the public," Steve Kraft, the library's CEO, states in a news release announcing this program.

For those without a library card, they can sign up for a temporary card online at guelphpl.ca, granting them access to all of the library's digital materials and resources.

All of Guelph's libraries, like most city properties, have been closed to the public since mid-March due to COVID-19. They were originally scheduled to reopen by April, but are now closed until further notice.

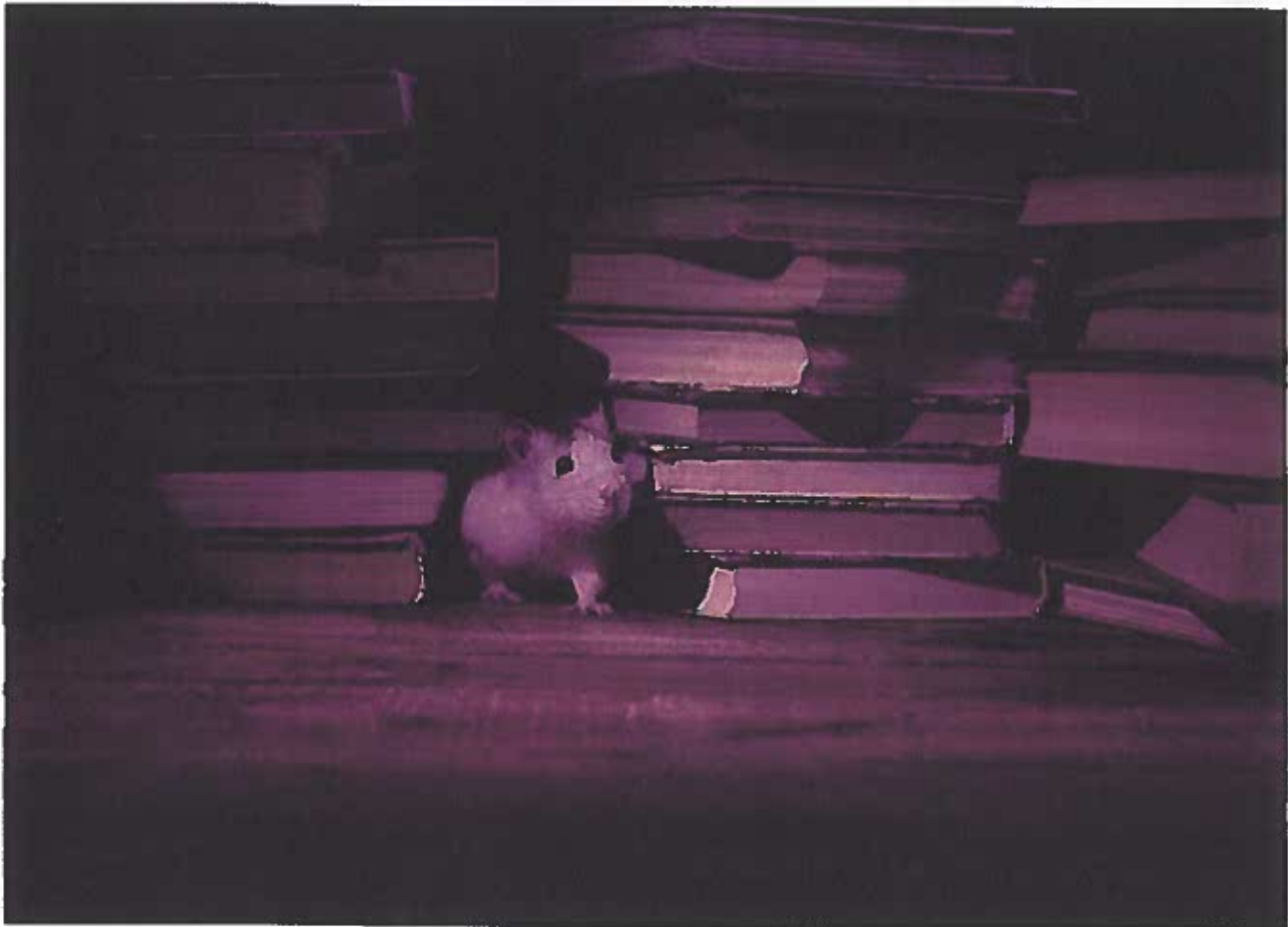
In mid-April, the Guelph Public Library announced that 120 of its staff were being placed on leave, leaving only 23 employees still working.

Kraft told the *Mercury Tribune* that because of the new curbside program, approximately 30 of those staff will be coming back to work as of Monday.



Guelph Public Library accepting returns

May 25, 2020 7:09 AM By: GuelphToday Staff
Updated May 25, 2020 12:00 PM



Stock image

NEWS RELEASE

GUELPH PUBLIC LIBRARY

Do you have library materials at home and are ready for some new items?

The Guelph Public Library has some good news for you!

Effective Monday, May 25 at 9 a.m., Guelph Public Library will start accepting the return of all library materials. Book drops at all locations (with the exception of the West End Branch and Bookmobile community stops) will be open 24 hours a day, 7 days a week for your convenience. No new fines or fees will be charged to a library account from March 15, 2020 through to Tuesday, Sept. 8, 2020.

Library CEO Steven Kraft shares, "All items returned to the library will be placed in quarantine for 72 hours and sterilized before they are put back into circulation - according to provincial health guidelines. Our first and foremost concern is ensuring the safety of our staff and the public."

More good news? The library will begin providing curbside holds pickup starting Monday, June 1. More information will be released shortly but, in the meantime, start placing your hold requests in the library's catalogue with your library card.

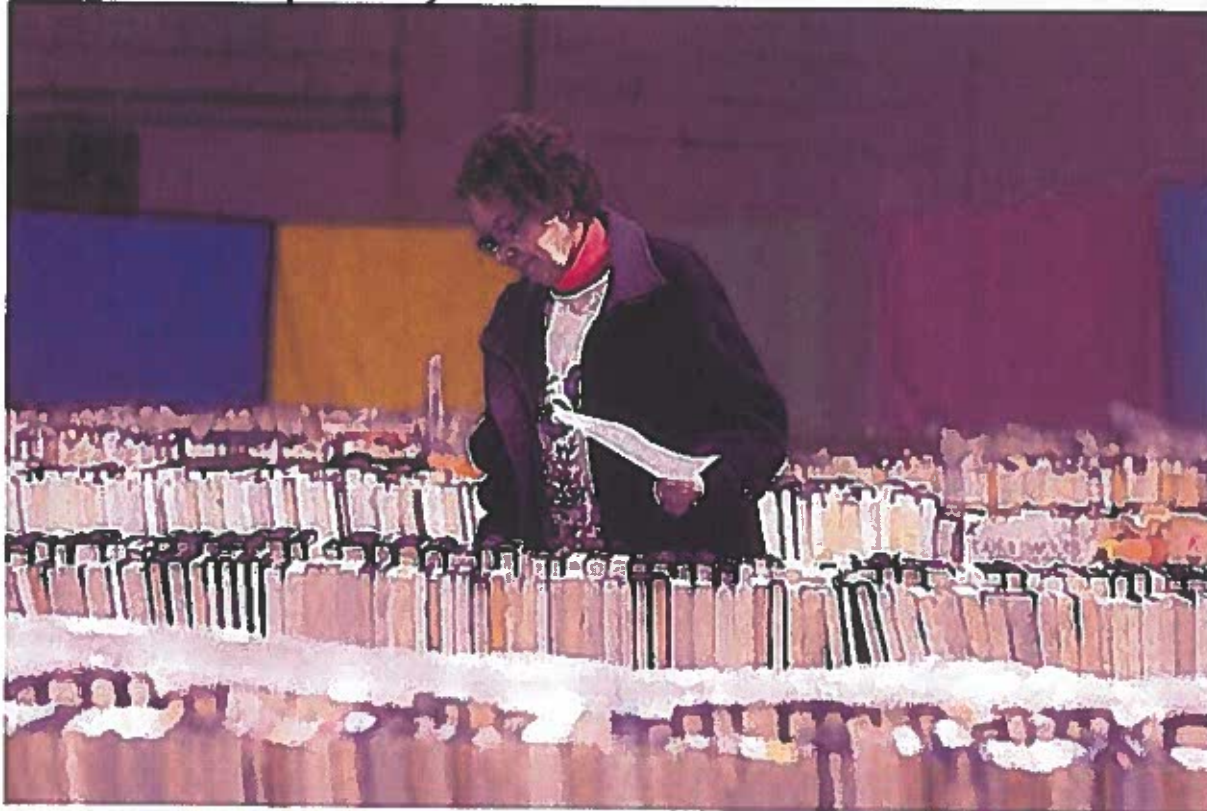
"We have missed seeing our patrons and are happy to take this first step back to providing library services in person again," shared Library CEO Steven Kraft. "We will also continue to provide high-quality digital services and virtual programs that have become so important during this closure."

Guelph residents may continue to sign up for temporary library cards to access all of the library's digital materials and resources at www.guelphpl.ca.

The Guelph Public Library is working hard to ensure it serves the community with the best customer services while maintaining the safety of its staff and patrons. If you have any questions, connect with a librarian through online chat, text 613-519-0059 or email askus@guelphpl.ca

Guelph's annual Giant Book Sale cancelled due to coronavirus

News 01:30 PM Guelph Mercury



Virginia Gillham, chair of the Friends of the Guelph Public Library, checks out books while setting up for last year's event. The 2020 edition of the sale has been cancelled due to COVID-19. - Ned Bekavac, Torstar

Those looking to stock up on reading material at the annual Giant Book Sale will have to look elsewhere. According to a news release from the Friends of the Guelph Public Library, the annual sale is being cancelled for 2020 "to protect the health of volunteers and the sale's many, many supporters. "This is particularly disappointing this year, as the committee had hoped that profits from the 2020 sale would put the gift-for-the-new-library investment over \$1 million," the release notes, adding that the sale will be back for 2021.

Those that were looking to donate books for this year's sale are being asked to hold on to them for next year's event, if able.



Guelph Public Library

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**Report to the
Guelph Public Library Board
CEO's Report
June 9, 2020**

Programs/Events

A special note from Scottsdale supervisor, Christy Geisler, describes the excellent work our programming staff have been doing in our new virtual programming area:

I wanted to send a personal note of gratitude to you for the incredible work that this small but mighty team has done with virtual programming. You took the challenge of "how do we offer programs to our customers at home – while we are also at home" and you did something truly amazing. You investigated new platforms, you brainstormed different models of delivery, you have had to learn, and on your own, new software. You've had to test, and re-test, and then test some more, trouble shoot, trouble shoot some more, and if that wasn't enough – you've also had to come up with some creative solutions to technical issues - often while programs are running. You've paved the way for virtual programs and made it possible to grow this service. You are the reason we have virtual programming.



Indeed, during this time staff have supported one another and shown outstanding examples of team work. Eden Mills Writer's Festival released a list of authors and book

titles for this year's online festival and we have partnered with them to provide several virtual book club events.

Users of our electronic collections have increased dramatically since before the pandemic hit. CloudLibrary checkouts have increased by 68% with the number of holds almost tripling from January to April. In response to recent political events, we are experiencing an increased demand for diversity, discrimination, and anti-racism materials. We have added two feature shelves in CloudLibrary where readers can find titles that engage and inform on these topics.

Finance

The City's 2019 operating surplus report was presented to City Council on Monday, May 25 with a city staff recommendation that the Library operating surplus in the amount of \$18,703 be transferred to the Library Operating Contingency Reserve. Council made changes to the staff recommendation and the variance was allocated to the City's tax rate operating contingency reserve to help mitigate financial impacts in 2020 due to COVID-19.

Human Resources

Approximately 30 staff members returned to the workplace on May 25 following Premier Ford's announcement that libraries were allowed to offer 'pick up or delivery' services as part of Stage 1 for reopening the economy. All locations with the exception of West End Branch and Bookmobile spent a week processing returned materials, organizing holds, and preparing to launch the pickup service on June 1st.

The health and safety of our staff continues to be our top priority. The Health and Safety Committee has met and will continue to meet regularly. New safety protocols are in place and appropriate training has been developed. Our other major priority has been ensuring a smooth flow of communication between staff who have continued to work from home, those in the building and those still on leave. We want to ensure we are keeping everyone engaged and informed.

New Central Library update

We are waiting for City Communications to establish a date for a final public engagement session for the new central library. Stephanie Guy, project manager for Baker District Redevelopment, will create a document for the September 21 City Council meeting. City Council has passed a by-law to expropriate the remaining properties on the Baker District site. Social media videos created by Ward 1 Studios to outline the Baker District Redevelopment will be released the week of June 8th.

Main Library renovations

Public and staff washrooms in our Main Library are nearing completion. Touch-free fixtures have been installed where possible. Wiring for the new Fire Alarm system has been installed. The Children's department has been put back together after receiving

new paint on all the walls. The staff room has received new counters and new paint. A new sliding door has been installed at the front entrance to Main Library.

CEO activities

Dan Atkins and I held a meeting with Laura Mousseau and Michelle Rickard regarding the communications strategy for Baker District Redevelopment. Nothing is planned beyond the September presentation date to City Council where the project will hopefully receive full approval to proceed.

Managers and staff have been attending webinars on a variety of topics as part of the CULC Toolkit on Recovery and Reimagined Public Library Services Post COVID19.

Adam Donaldson recorded a podcast interview (Guelph Politicast May 27) with me about library services in the world of COVID-19 and our new curbside pickup service.

We have begun discussions at the management level regarding the Ontario Government announcement on June 8 granting our community and libraries permission to move into Stage 2 of economic recovery. Management will work within the provincial guidelines to determine what is possible within the physical limitations of our facilities.

Steven Kraft, CEO

skraft@guelphpl.ca



	Approved Final Budget \$ 2020	YTD Budget \$ May	YTD Actuals \$ May	YTD Variance \$	2020 Budget Spent %	Projected Variance at Dec 31, 2020	Comments
Local Boards							
51 Guelph Public Library							
Revenue							
User Fees & Service Charges	(321,000)	(88,132)	(67,970)	20,162	(21.2)	0	
Product Sales	(1,000)	(411)	(194)	217	(19.4)	0	
Interest & Penalties	(1,000)	(625)	(3,100)	(2,475)	(310.0)	0	
External Recoveries	(68,900)	(17,482)	(23,498)	(6,016)	(34.1)	0	
Grants	(167,700)	(41,925)	(41,944)	(19)	(25.0)	0	
Total Revenue	(559,600)	(148,575)	(136,706)	11,869	(24.4)	0	
Expenditure							
Salary, Wage & Benefits	6,613,250	2,834,820	2,241,542	(593,278)	33.9	0	
Purchased Goods							
Administration & Office Expenses							
Fleet, Equipment & Vehicle			342	342			
Utilities & Taxes	154,100	66,633	53,362	(13,271)	34.6		
Operating	1,521,800	748,965	690,276	(58,689)	45.4		
Land & Equipment	15,800	9,962	798	(9,164)	5.1		
Total Purchased Goods	1,691,700	825,560	744,778	(80,782)	44.0		
Purchased Services							
Repairs & Maintenance	415,300	215,855	172,849	(43,006)	41.6		
Communications	168,800	55,630	85,584	29,954	60.7		
Travel/Training/Associations	53,000	29,176	22,737	(6,439)	42.9		
Consulting	129,900	57,882	26,644	(31,038)	20.5		
Rental/Leases	968,300	502,857	419,776	(83,081)	43.4		
Total Purchased Services	1,735,300	861,200	727,590	(133,610)	41.9		
Financial Expenses	7,200	2,696	2,307	(389)	32.0	0	
Total Expenditure	10,047,450	4,524,276	3,716,217	(608,059)	37.0	0	
Net Before Internal Charges & Recoveries	9,487,850	4,375,701	3,579,511	(796,190)	37.7	0	
Internal Charges & Recoveries							
Internal Charges	134,362	134,362	85,917	(48,445)	63.9	0	
Internal Recoveries	0	0	0	0	0.0	0	
Total Internal Charges & Recoveries	134,362	134,362	85,917	(48,445)	63.9	0	
Net Budget	9,622,212	4,510,063	3,665,428	(844,635)	38.1	0	

SERVICE UTILIZATION – MAY YTD



Guelph Public Library
 Engage • Inspire • Transform

Circulation 522,957 -36.2%	Program/Club Use 23,487 -60.2%
Technology Use 515,686 -9.4%	Services Use 340,052 -23.0%

Monthly KPI	Green Criteria	Yellow Criteria	Red Criteria
Circulation (includes e-books)	> -5% compared to last year YTD	- 6-24% compared to last year YTD	- >24% compared to last year YTD
Program/Club Use	> -5% compared to last year YTD	- 6-24% compared to last year YTD	- >24% compared to last year YTD
Technology Use: (Wifi and Computer)	> -5% compared to last year YTD	- 6-24% compared to last year YTD	- >24% compared to last year YTD
Services Use (Online and In person)	> -5% compared to last year YTD	- 6-24% compared to last year YTD	- >24% compared to last year YTD

* Government of Ontario enacts Declaration of Emergency closing Public Libraries on March 17, 2020 due to COVID-19.

2020 Strategic Work Plan - Mid Year Review

2020 Strategic Work Plan - Mid Year Review									
2020 Initiative	Carry over project	Description	Plan			Monitor			Reflect
			Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 1									
Design a Library to hold the Heart of the Community									
1. Repairs at Main	☞	Refinish public washrooms in basement, refinish elevator (new phone, electronics, interior finishes, new flooring) create area of refuge on 3rd floor stairwell landing, automatic sliding doors at main entry, etc.	Q1 2020		City				Timeline delays due to COVID-19 pandemic.
2. Coordinate with City Clerk's office to discuss City Archives as part of new central library	☞		Q1-Q2		Steve				Ongoing discussions
3. New Central Library		Detailed design and UDMP	Q1-Q2		Steve				Timeline delays due to COVID-19 pandemic.
4. Revitalize Main Junior	☞	New paint, furniture, shelving	Q2		Nancy				Carr Maclean sales visit - replace fixed shelving with moveable

2020 Initiative/Description	Description	Plan			Monitor			Reflect
		Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 2								
Reflect our Changing Community								
1. Expand French Language Programming	Investigate a cost effective way to provide French programming	Q2-Q3		Christy				On hold due to COVID-19 pandemic
2. Expand Born to Read to Indigenous		Q2		Nancy				Currently in research and development
3. Investigate BookNet	Aid to collection building	Q2		Nancy				On hold due to COVID-19 pandemic

2020 Initiative/Description	Description	Plan			Monitor			Reflect
		Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 3		Create a Dynamic Space						
1. Launch Tech Lab at Westminster	Train and hire staff	Q1		Michelle	Green	Green	Yellow	Completed
2. Launch new programming		Q2		Christy	Green	Green	Green	Completed. Expedite due to COVID-19 realities.
3. Acquire sensory play material for Children's		Q1		Nancy	Yellow	Green	Green	On hold due to COVID-19 pandemic.
4. Renovated Westminster with new carpet and paint		Q1 - Q2		Michelle	Green	Green	Green	Completed

2020 Initiative/Description	Description	Plan			Monitor			Reflect
		Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 4								
Bridge the Gap								
1. Continue Digital literacy program	Multi-year program	Q2		Kirsten/Emily	Yellow	Green	Green	Project funding is in jeopardy due to COVID-19.
2. Expand reciprocal borrowing	In discussion with Waterloo and Milton regarding reciprocal borrowing	Q2 - Q3		Steve	Green	Green	Green	On going discussions
3. Simplify account payment experience	Investigate Point of Sale software	Q2		Andrew	Yellow	Green	Green	Delayed due to COVID-19 pandemic
4. Expand Wi-Fi lending footprint		Q2		Andrew	Green	Green	Green	Currently in planning phase

2020 Initiative/Description	Description	Plan			Monitor			Reflect
		Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 5		Work Together to Build a Resilient Community						
1. Indigenous Awareness and Reconciliation accreditation	Examine 'barriers' list from Edmonton	Q3		Nancy				Currently in research and development
2. Training opportunities around homelessness and libraries	Investigate Ryan Dowd training for all front line staff	Q2		Carolyn				Completed during COVID-19 shutdown
3. Digitize local newspapers	Development officer will investigate grants or available funding to digitize historical newspapers	Q4		Kirsten/Dan/Darcy				On hold due to COVID-19 pandemic

2020 Initiative/Description	Description	Plan			Monitor			Reflect
		Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 6		Strengthen Our Reach						
1. Virtual programming	Explore streaming programming	Q3		Andrew				Completed. Staff are training on WebEx software
2. Contact Neighbourhood groups & share summer reading	Potential tie-in with FNMI community	Q2-Q3		Lisa Cunningham				On hold due to COVID-19 pandemic
3. Expand and firm relationship with school boards	Promote the new maker space, connect with parent groups	Q2-Q3		Michelle				Ongoing
4. Investigate the 24/7 Library	Investigate Hamilton Public Library 24/7 Library			Andrew				Delayed due to COVID-19 pandemic
5. Establish digital book club		Q3		Laura				Completed

2020 Initiative/Description	Description	Plan			Monitor			Reflect
		Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 7		Empower Staff						
1. Training	<ul style="list-style-type: none"> ▶ Policy ▶ Technology ▶ New hire orientation pkg ▶ Training review 	Q2-Q4		Carolyn				Ongoing
2. Mentor staff	<ul style="list-style-type: none"> ▶ Improve selection ▶ readers advisory 	Q2-Q4		Senior Management				Ongoing
3. Succession planning	<ul style="list-style-type: none"> ▶ Leadership training 	Q3		Senior Management				Program is in jeopardy due to COVID-19 pandemic
4. Implement revised management structure		Q1		Senior Management				Delayed due to COVID-19 pandemic
5. Human Resources - work on labour relations/contract	<ul style="list-style-type: none"> ▶ 	Q2		Carolyn & Senior				Completed
6. Create Terms of Reference with City HR Department around	<ul style="list-style-type: none"> ▶ 			CEO				Delayed due to changing priorities because of COVID-19
7. Board retreat	<ul style="list-style-type: none"> ▶ Ken Roberts 	Q2	Q2	CEO				Delayed due to COVID-19 pandemic
8. IT Upgrades	<ul style="list-style-type: none"> ▶ CAT7 	Q2-Q3		Andrew				Delayed due to changing priorities because of COVID-19
9. Investigate purchasing master scheduling software	<ul style="list-style-type: none"> ▶ 	Q2		Eleni				Currently in the research phase

Guelph Public Library Board Work Plan 2020

		<i>Plan</i>			<i>Monitor</i>			<i>Reflect</i>
2019 Initiative	Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 1		Design a Library to hold the Heart of the Community						
1. Develop timeline of key dates related to Central Library	Visual presentation showing timing of community engagement events, GPL Board meetings, Council meetings, Steering Committee meetings	February	February	Steve				
2. Recommendation to Board re: capital campaign		Q1	Q3	External Affairs				
3. Follow-up with stakeholders we spoke with in 2019	Provide update on Central Library design and develop relationships	Q1	Q2	External Affairs				
2019 Initiative/Description	Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges

Guelph Public Library Board Work Plan 2020

Guelph Public Library Board Work Plan 2020								
2019 Initiative	Description	Plan			Monitor			Reflect
		Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 1		Design a Library to hold the Heart of the Community						
Strategic Goal 2		Reflect our Changing Community						
2019 Initiative/Description	Description	Start Date	End Date	Lead	Time	Scope	Budget	Reflect Success/Challenges

Guelph Public Library Board Work Plan 2020

Guelph Public Library Board Work Plan 2020								
		<i>Plan</i>			<i>Monitor</i>			<i>Reflect</i>
2019 Initiative	Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 1	Design a Library to hold the Heart of the Community							
Strategic Goal 3	Create a Dynamic Space							
2019 Initiative/Description	Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges

Guelph Public Library Board Work Plan 2020

2019 Initiative		Plan			Monitor			Reflect
Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges	
Strategic Goal 1	Design a Library to hold the Heart of the Community							
Strategic Goal 4	Bridge the Gap							
2019 Initiative/Description	Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges

Guelph Public Library Board Work Plan 2020

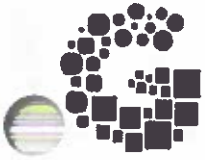
Guelph Public Library Board Work Plan 2020									
			Plan			Monitor			Reflect
2019 Initiative	Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges	
Strategic Goal 1		Design a Library to hold the Heart of the Community							
Strategic Goal 5		Work Together to Build a Resilient Community							
2019 Initiative/Description			Plan			Monitor			Reflect
Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges		

Guelph Public Library Board Work Plan 2020

Guelph Public Library Board Work Plan 2020								
		<i>Plan</i>			<i>Monitor</i>			<i>Reflect</i>
2019 Initiative	Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges
Strategic Goal 1	Design a Library to hold the Heart of the Community							
Strategic Goal 6	Strengthen Our Reach							
2019 Initiative/Description	Description	Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges

Guelph Public Library Board Work Plan 2020

Guelph Public Library Board Work Plan 2020									
2019 Initiative	Description	Plan			Monitor			Reflect	
		Start Date	End Date	Lead	Time	Scope	Budget	Success/Challenges	
Strategic Goal 1	Design a Library to hold the Heart of the Community								
Strategic Goal 7	Empower Staff								
1. Monitor and develop scorecards		Ongoing	Ongoing	Internal Affairs					
2. Develop tool for Mid-point Progress report on 2018-22 Strategic Plan		Q1	Q2	Internal Affairs					
3. Populate tool for Mid-Point Progress Report on 2018-22 Strategic Plan		Q3	Q4	Internal Affairs					
4. Tool to track capacity		Q2	Q3	Internal Affairs					
5. Environmental Scan of reporting on HR Issues		Q2	Q3	Internal Affairs					
6. Board recruitment				?					
7. Board Retreat		Q2	Q2	Governance Committee					
8. Board education		Q2		Governance Committee					
9. Statement on Intellectual Freedom			Q4	Governance Committee					
10. Implementation of Board Evaluation			Q4	Governance Committee					



Guelph Public Library
Explore • Connect • Thrive

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Proposed Board Meetings 2020:

July	No Meetings Planned		
August	No Meetings Planned		
Thurs. Sept. 3	9:00 Executive		
Tues. Sept 15	5:30 Board Meeting	<ul style="list-style-type: none">• Annual Review:<ul style="list-style-type: none">• 2021 GPL Proposed Operating Budget – S. Kraft & D. Atkins• 2020 Proposed Capital Budget	
Thurs. Oct 8	9:00 Executive		
Tues. Oct 20	5:30 Board Meeting		
Thurs. Nov 5	9:00 Executive		
Tues. Nov 7	5:30 Board Meeting		
Thurs. Dec 3	9:00 Executive		
Tues. Dec 15	5:30 Board Meeting		

- Board meetings are at the Main Library, 2nd floor PROGRAMMING ROOM unless otherwise indicated.
- If unable to attend, please notify Linda Cozzarin at: 519 824-6220 ext. 227 or email lcozzarin@guelphpl.ca



Guelph Public Library
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