



**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.

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| 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.”

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| 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.

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| 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.

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| 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.

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

4) In Camera Session:

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| 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

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| 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:

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

Meeting adjourned at: 6:58 pm

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| Library Board Chair | Date |

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| Library CEO (Board Secretary) | Date |