



## Guelph Public Library Board

### Regular Monthly Meeting Minutes

Tuesday, November 17, 2020

Prepared by Barbara Powe

#### Members

Scott Butler (Chair)

James Gordon

Vivian Webb (Vice Chair)

Getu Hailu

Randalin Ellery (Vice Chair)

Anne MacKay

Lisa Maslove (Past Chair)

Katie Saunders

Aaron Blair

Danny Williamson

#### Staff

Steven Kraft (CEO)

Barbara Powe (Administrative Assistant)

Dan Atkins (Director of Operations)

Eleni Hughes (Manager, Bullfrog Mall branch)

Nancy Clarke (Director of Customer Service)

Linda Cozzarin

#### Guests

No guests to report.

#### Regrets

James Gordon

Katie Saunders

#### Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Scott Butler, at 5:36 p.m. on Tuesday, November 17, 2020 via Webex. Steven Kraft, Secretary, was present.

The Chair read the Territorial Acknowledgement.

#### Approval of Agenda

##### Motion 70.20:

D. Williamson moved to accept the agenda as circulated. – Carried

## **Declaration of Pecuniary Interest**

No declarations to report.

A. Blair joined the meeting at 5:38 p.m.

## **Consent Agenda**

1. Adoption of October 20, 2020 Minutes
2. Correspondence
3. CEO's Report
4. Service Utilization Report
5. Operating Variance Report
6. Fund Development Update Report

Unanimous consent to move item 6 to item 9 under Presentation & Reports for further discussion.

### **Motion 71.20:**

A. MacKay moved to accept items 1 through 5 of the Consent Agenda as circulated. – Carried

## **Presentations & Reports**

### **1. Executive Committee/ Chair**

S. Butler reported that Board members would receive correspondence from the Vice Chair concerning the CEO Performance Review.

### **Motion 72.20:**

D. Williamson moved to accept the Executive Committee/ Chair report for information. – Carried

### **2. External Affairs Committee**

R. Ellery reported that the Committee discussed a need for a Request for Proposal (RFP) on a feasibility study.

- The Committee discussed where the money for the study would be allocated from during their last meeting.
- Staff were asked to refine a draft RFP for approval by executives. RFP will be sent to the City for procurement by year end.

The Committee discussed how the Communications Plan works with the Fundraising Campaign and the Strategic Plan.

Next steps include organizing thoughts and action items during the December Library Board meeting.

### **Motion 73.20:**

A. Blair moved to accept the External Affairs Committee report as presented for information. – Carried

Moved: A. Blair

Seconded: A. MacKay

### **3. Internal Affairs Committee**

A. Blair reported that the Committee will be meeting before year end to reconvene on previous topics.

### **Motion 74.20:**

L. Maslove moved to receive the Internal Affairs report as presented for information. – Carried

### **4. Governance Committee**

V. Webb reported that the Committee had been meeting every one to two weeks to review policies.

- A presentation and motion will be prepared for January's Board meeting.

All Committees were reminded that annual reports are due in December and Work Plans for 2021 are due in January.

V. Webb gave tribute to N. Clarke for her retirement from the Library.

- Discussion followed.

### **Motion 75.20:**

G. Hailu moved to accept the Governance report as presented. – Carried

### **5. CEO Top of Mind**

S. Kraft reported on the following topics:

- i. Budget Presentation
  - City Council will vote on the discussed budget on December 1, 2020.
- ii. Public COVID Survey
  - The Survey was created to gauge how well the public thought the Library responded to the COVID crises.
- iii. Ontario Parks
  - Ontario Parks invited the Library to participate in the Day-Use Vehicle Permit Library Lending Program.
  - Each branch will be given three passes for day use which can be borrowed by patrons.

- iv. Indigenous Library Membership
  - The Library has participated for the third year in the purchase of an Indigenous Library Membership to the focal group for the Federation of Ontario Public Libraries (FOPL).
  - Our partner Indigenous Library is Walpole Island First Nation.
- v. Library Fines
  - There has been a movement across North America for public libraries to go fine-free. Many large urban libraries have already eliminated their fines.
  - Further discussion to follow once a report is provided to the board.
- vi. COVID and Operations
  - COVID has affected how operations are run in the Library. There has been an increase in the budget for Personal Protective Equipment (PPE) and cleaning supplies. There has been a back log in circulation due to material quarantine protocols. In-person programs have been replaced with virtual ones. The Library has been communicating updates to the best of its ability.

A discussion followed.

**Motion 76.20:**

R. Ellery moved to accept the CEO Top of Mind report as presented. – Carried

**6. Board Retreat Update**

S. Butler reported that the Board had received a comprehensive proposal for the retreat from the Empathy Agency.

S. Kraft reported that he would be meeting with Nneka to discuss the training sessions. More information will be provided once available.

A discussion followed.

**7. New Central Library Next Steps**

S. Kraft reported that he may be attending a Steering Committee meeting on November 24, 2020. More information will be provided once available.

D. Atkins reported that the Project Team and the Steering Committee are reviewing their terms of reference now that they have Council approval. More information will be provided once available.

S. Butler reported that Windmill is still in the process of negotiating their contract with the City.

A discussion followed.

## **8. Request for Proposal on Feasibility Study**

S. Kraft reported that a refined RFP will be sent to the Executive Committee for approval.

S. Butler asked Members to reach out to known firms for distribution of the RFP once approval is obtained.

## **9. Fund Development Report**

L. Maslove recognized Staff for their fundraiser achievements.

D. Atkins reported that they are making plans to procure a consultant to help grow the fund.

A discussion followed.

## **New Business**

No new business to report.

## **Unfinished Business**

Nancy Clarke's Retirement:

S. Butler gave tribute to N. Clarke for her service to the Board.

## **Next Meeting**

Chair, S. Butler announced that the next Board meeting would be December 15, 2020 at 5:30 p.m.

## **Adjournment**

### **Motion 77.20:**

D. Williamson moved to adjourn the Guelph Public Library meeting of October 2020. - Carried

Meeting adjourned at 6:47 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**