



# Guelph Public Library Board

## Regular Monthly Meeting Minutes

Tuesday, January 19, 2021

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)

Carolyn Elston-Ryder (Human Resources)

Dan Atkins (Director of Operations)

Barbara Powe (Administrative Assistant)

### Guests

Scott Stewart (City of Guelph)

### Regrets

No regrets to report.

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## 1 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, January 19, 2021 via Webex. Steven Kraft, Secretary, was present.

### 1.1 First Nations Acknowledgement

The Chair read the Territorial Acknowledgement.

## **2 Approval of Agenda**

### **Motion 1.21:**

Moved by R. Ellery

Seconded by A. Blair

That the Agenda of the January, 2021 Library Board meeting be approved as circulated.

**Carried**

## **3 Apologies for Non-Attendance**

None to report.

## **4 Declaration of Pecuniary Interest**

No declarations to report.

## **5 Consent Agenda**

### **5.1 Adoption of December 15, 2020 Minutes**

### **5.2 Correspondence**

### **5.3 CEO's Report**

### **5.4 Service Utilization Report**

### **5.5 Operating Variance Report**

### **5.6 Executive Committee/ Chair**

### **5.7 External Affairs Committee**

### **5.8 Internal Affairs Committee**

### **5.9 Governance Committee**

### **5.10 Facilitated Planning Report**

### **5.11 2020 Library Work Plan Year in Review**

### **5.12 2021 Library Work Plan**

### **5.13 Covid Survey 2020**

A. Blaire requested that item 4.8 of the Consent Agenda be moved to item 5.4 under Presentations and Reports for discussion and a motion.

K. Saunders requested that item 4.12 of the Consent Agenda be moved to item 5.5 under Presentations and Reports for discussion.

G. Hailu requested that item 4.4 of the Consent Agenda be moved to item 5.6 under Presentations and Reports for further discussion.

**Motion 2.21:**

Moved by A. Blair

Seconded by L. Maslove

That the Consent Agenda be approved as circulated with the exception of items:

4.4 Service Utilization Report

4.8 Internal Affairs Committee Report

4.12 2021 Library Work Plan

**Carried**

## **6 Presentations & Reports**

### **6.1 Central Library/ Baker District Update**

S. Stewart reported that City Council approved the redesign of the New Central Library in October. Windmill Development and City Staff are currently working on several agreements which include:

- Land Ownership
- Construction Agreement
- Predevelopment Management Agreement (PDMA)
- Development Agreement

Redesign work by Windmill for the Library and all the exterior spaces began this month and will continue for several months. The revised schematic design of the New Central Library will be reviewed by the Guelph Public Library Board once completed.

The Urban Design Master Plan (UDMP) has been updated to reflect changes to the site.

Online engagement session is in the process of being planned, however, there is no set date yet. This will invite the public to provide comments on the UDMP. An onsite engagement session with the Downtown Business Group has already taken place in November to walk them through their role in this project.

The completed UDMP and Business Term Agreements will be presented to Council on July 21, 2021 for approval. Detail designs will begin with the

approval of the schematic designs, followed by archeological/ environmental remediation and construction work.

Discussion followed.

## **6.2 CEO Top of Mind**

S. Kraft reported that registration is now taking place for the Ontario Library Association (OLA) Super Conference. Members were encouraged to register and participate.

S. Kraft brought attention to some variances in the operating budget which will be reported on during the February Board meeting by Tara Baker (General Manager of Finance, City of Guelph) if approved by the Board.

The Facilitated Planning Report will be submitted at a later date due to some complications.

S. Kraft to prepare a report on the idea of going fines free for Board consideration.

### **Motion 3.21:**

Moved by D. Williamson

Seconded by K. Saunders

That the CEO Top of Mind be received as presented for information.

**Carried**

## **6.3 Election of 2021**

L. Maslove presented the 2021 Slate of Officers:

Chair – Scott Butler

Vice Chair – V. Webb

Vice Chair – R. Ellery

Secretary – S. Kraft

Treasurer – D. Atkins

### **Motion 4.21:**

Moved by L. Maslove

Seconded by A. Blair

That the 2021 Slate of Officers be accepted as presented.

**Carried**

## **6.4 Internal Affairs Committee Report**

### **Motion 5.21:**

Moved by A. Blair

Seconded by A. MacKay

That the Internal Affairs Committee's planning timeline be changed to align with GPL's annual budgeting timeline.

Voting in Favour – (9):

S. Butler (Chair)

G. Hailu

R. Ellery (Vice Chair)

A. MacKay

L. Maslove (Past Chair)

K. Saunders

A. Blair

D. Williamson

J. Gordon

Voting Against – (1):

V. Webb (Vice Chair)

**Carried (9 to 1)**

## **6.5 2021 Library Work Plan**

S. Kraft reported that the current work plan is "skinny", because items will be incorporated as the year unfolds.

### **Strategic Goal 3**

L. Maslove inquired about the origin of funds for items 1: Parking lot refresh; and 2: Investigate elevator upgrades.

D. Atkins reported that the parking lot refresh would be completed using the City of Guelph's capital budget. This refresh will include, a layout change, addition of accessible spots and elimination of the current meters, which will be replaced with a "pay and display" model. He also reported that there have been some difficulties with the elevator since the upgrade last year. Some new technology is required for smoother operation of the elevator.

### **Strategic Goal 1**

K. Saunders inquired about item 4: Fundraising study. She wanted to know if S. Kraft would be coordinating with the External Affairs Committee to achieve this goal.

S. Kraft reported that the External Affairs Committee is aware of this goal and provided their permission to move ahead. The RFP has been distributed, and some individuals have expressed interest.

## **Strategic Goal 6**

K. Saunders inquired about next steps for item 4: Facilities Master Plan.

S. Kraft reported that the External Affairs Committee may be doing some planning to move this forward in 2021.

## **Strategic Goal 7**

K. Saunders requested more information about item 4: Implement revised management structure.

S. Kraft reported that a consultant was engaged to assist with the future proofing of the current management structure. Work is still in progress to fine tune the planning before making a presentation to the Board.

## **Development of Operational Policies**

V. Webb inquired about why the development of operational policies was not included in the 2021 Work Plan.

S. Kraft reported that it will be added in under Q2.

### **Motion 6.21:**

Moved by A. MacKay

Seconded by V. Webb

That the 2021 Work Plan be received as presented for information.

**Carried**

## **6.6 Service Utilization Report**

### **Motion 7.21:**

Moved by A. MacKay

Seconded by A. Blair

That the Service Utilization Report be received as presented for information.

**Carried**

## **7 New Business**

### **7.1 Project Management of New Central Library Report**

S. Butler reported that members should take time to review the report.

S. Butler exercised Chair privilege to defer the discussion about project management to February's Board meeting.

Discussion followed.

## **8 Unfinished Business**

### **8.1 Authority to Move into Closed Meeting**

#### **Motion 8.21:**

Moved by A. MacKay

Seconded by D. Williamson

That the Guelph Public Library Board now hold a meeting that is closed to the public, pursuant to section 16.1(4) of the Public Libraries Act, and section B-5 (6) of the GPL By-Law to consider information relating to a proposed or pending acquisition or disposition of land by the Board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**Carried**

The meeting was moved in-camera at 7:19 p.m.

The following matters were considered:

1. Adoption of August 19, 2020 Special Meeting Minutes
2. Adoption of September 22, 2020 Special Meeting Minutes

The meeting was moved out of in-camera at 7:30 p.m.

The Board heard advice received in-camera and took actions.

### **8.2 Board Retreat**

S. Butler reported that Staff will circulate information regarding the Board Retreating coming up in February.

## **9 Next Meeting**

Chair, S. Butler announced that the next Board meeting would be February 16, 2021 at 5:30 p.m.

## **10 Adjournment**

### **Motion 9.21:**

Moved by J. Gordon

Seconded by D. Williamson

That the Guelph Public Library meeting of January 2021 be adjourned.

**Carried**

Meeting adjourned at 7:33 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**