



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Tuesday, June 15, 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 (Deputy CEO)

Barbara Powe (Administrative Assistant)

Michelle Campbell (Manager of Public Service)

Kirsten Bester (Development Officer)

Guests

Scott Stewart (CAO, City of Guelph)

Stephanie Guy (Project Manager, City of Guelph)

Stephen Gazzola (Project Manager, City of Guelph)

Duncan Bates (Diamond Schmitt Architects)

Mark Holden (Windmill Developments)

Regrets

No regrets to report.

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Scott Butler, at 5:37 p.m. on Tuesday, June 15, 2021 via Webex. Steven Kraft, Secretary, was present.

1.1 First Nations Acknowledgement

The Chair read the Territorial Acknowledgement.

2 Approval of Agenda

Motion 45.21:

Moved by K. Saunders

Seconded by V. Webb

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

Carried

3 Apologies for Non-Attendance

No apologies to report.

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

5.1 Adoption of May 2021 Minutes

5.2 Correspondence

5.3 CEO's Report

5.4 Service Utilization Report

5.5 Operating Variance Report

5.6 Mid-Year CEO Workplans Report

5.7 Financial Year-End Review Report

5.8 Library as a Safe Place

L. Maslove requested that item 5.7 of the Consent Agenda be added to item 6.3 of Presentations and Reports for discussion.

Motion 46.21:

Moved by A. MacKay

Seconded by L. Maslove

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

5.7 Financial Year-end Report

Carried

6 Presentations & Reports

6.1 Baker District Update

S. Guy announced her maternity leave and introduced Stephen Gazzola as her replacement for the Baker District project for the next year.

S. Guy reported that the UDMP and business terms will be going to council July 21st. She stated that Windmill received some funding from the Federation of Canadian Municipalities for sustainability investigations for the Library site.

A. Blair joined the meeting at 5:43 p.m.

S. Guy reported that archeological work was scheduled to begin in Fall. From there, construction of the underground parking garages will begin. More information will be provided when available.

S. Gazzola introduced himself to the Board.

A discussion followed.

6.2 New Central Library Design Update

D. Bates reported that the current Library design is the most successful one to date for a library. The design meets or exceeds the earlier performance requirements set out by the Board.

The new design:

- three storeys;
- 88,000 sqft;
- meets and exceeds the shelves required within the facility; and
- fulfills programming requirements.

D. Bates shared some historical facts about the New Central Library's location.

He gave a presentation on the following aspects:

1. 2018 Needs Assessment and Functional Use Program

- 63,000 net square feet
 - 88,000 gross square feet
 - Gross up ratio = 1.39
2. 2020 Net Area Review – Collections, Seating and Staff (Decreased square Footage)
 3. 2020 Net Area Review – Public, Special Use and Flexible Space (Increased square footage)
 4. 2020 Needs Assessment and Functional Use Program
 - 50,300 net square feet
 - 88,000 gross square feet
 - Gross up ratio = 1.6
 5. 2021 Three Storey Central Library Floor Area
 - 8,500 sqft – Library Specific Outdoor Space
 - 79,500 sqft – Library Specific Indoor Space
- D. Bates proceeded to share design features of the New Central Library.
6. Project Schedule
 - July 20, 2021 – GPL Board approval of current design
 - July 21, 2021 – Baker District Redevelopment UDMP Council approval
 - July 23, 2021 – 100% schematic design complete
 - September 2021 – Central Library town hall and public presentation
 - December 2021 – 100% design development
 - TBD – preliminary site work
 - September 2022 – 100% construction documents
 - July 2022 – garage construction starts
 - October 2022 – Library construction starts
- D. Bates requested a special Board meeting be held prior to Council approval of the UDMP.
- A discussion followed.

6.3 Finance Update & Year-End Review Report

D. Atkins gave a presentation to provide financial overview of the Guelph Public Library. He spoke on the following:

1. Capital Budget
2. Operating Budget
3. Reserves
4. Audit

A discussion followed.

Motion 46.21:

Moved by D. Williamson

Seconded by V. Webb

That the Finance Update and Year-End Review Report be received for information.

Carried

6.4 Executive/ Chair Report

S. Butler reported that he, V. Webb and S. Kraft participated in the Breezy Breakfast. He noted that the event went well.

A mid-year review was done with S. Kraft and it looks like everything is on track. S. Butler thanked Staff for getting the Board to where they are now.

Motion 47.21:

Moved by S. Butler

Seconded by J. Gordon

That the Executive/Chair verbal report be received for information.

Carried

6.5 External Affairs Committee Report

R. Ellery reported that the Committee will be meeting next week. After some work with C. Elston-Ryder, they are moving forward with Board recruitment.

Motion 48.21:

Moved by R. Ellery

Seconded by A. MacKay

That the External Affairs Committee verbal report be received for information.

Carried

6.6 Internal Affairs Committee Report

K. Saunders reported that the Internal Affairs Committee and the Governance Committee have reviewed The GPL Governance Policies on planning; G5: Planning, with the goal of creating a policy that will streamline efforts in the future with respect to budgeting and scheduling.

The following motions were brought forward:

Motion 49.21:

Moved by K. Saunders

Seconded by A. MacKay

That the GPL Board approve revised dates for the Facilities Master Plan to 2023, and the Strategic Plan to 2024.

Carried

Motion 50.21:

Moved by K. Saunders

Seconded by J. Gordon

That an interim Strategic Planning refresher be undertaken to establish progress made with the current plan, and to assess what if any changes are required for its extension by 2 years. The refresher will be carried out by a chosen consultant and be presented to the Board in Q4 2021.

Carried

6.7 Governance Committee Report

Nothing to report.

6.8 CEO Top of Mind

S. Kraft reported that during the Breezy Breakfast, participants inquired about what they can do to support the Library.

S. Kraft was pleasantly surprised to see how many of the items on the workplan are already underway. He also commended Staff, Eleni and Michelle for their work on creating the operating policies.

Motion 51.21:

Moved by J. Gordon

Seconded by L. Maslove

That the CEO Top of Mind be received for information.

Carried

7 New Business

7.1 Special Board Meeting

J. Gordon suggested holding a Special Board Meeting on July 13th. He noted that a little publicity leading up to the July 21st meeting would be beneficial.

The Board agreed to hold a Special Board Meeting in July. S. Butler will confirm date and time.

Motion 52.21:

Moved by A. MacKay

Seconded by D. Williamson

That the Guelph Public Library meeting of June 2021 be extended past 8:30 p.m.

Carried

The Board tasked A. MacKay and V. Webb with producing a summary report on the indigenous community and public engagement surveys previously completed. This summary report will be presented to D. Bates prior to the Special Board Meeting.

8 Unfinished Business

Nothing to report.

9 Next Meeting

Chair, S. Butler announced that the next Board meeting would be Tuesday, July 13, 2021 – tentative.

10 Adjournment

Motion 53.21:

Moved by G. Hailu

Seconded by K. Saunders

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

Carried

Meeting adjourned at 8:40 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date