



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Tuesday, April 19, 2022

Prepared by Laura Hernandez

Members

Randalin Ellery (Chair)

James Gordon

Danny Williamson (Vice Chair)

Getu Hailu

Scott Butler (Past Chair)

Katie Saunders

Lisa Maslove

Renganathan Sadagoban

Aaron Blair

Luke Weiler

Staff

Steven Kraft (CEO)

Meaghan H. Forestell-Page
(Supervisor of Community
Engagement)

Dan Atkins (Deputy CEO)

Michelle Campbell (Manager of Public
Service)

Rupinder Chatha (Project Manager)

Carolyn Elston-Ryder (Human
Resources)

Laura Hernandez (Administrative
Assistant)

Guests

Stephen Gazzola (Project Manager, City of Guelph)

Antti Vilkkko (Project Manager, City of Guelph)

Celeste Bannon Waterman (KCI – Partner/Research + Analytics)

Regrets

Aaron Blair

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Randalin Ellery, at 5:31 p.m. on Tuesday, April 19, 2022. Steven Kraft, Secretary, was present.

1.1 First Nations Acknowledgement

K. Saunders read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

K. Saunders shared their GPL Values.

2 Approval of Agenda

Motion 38.22:

Moved by: G. Hailu

Seconded by: L. Weiler

That the Agenda of the April, 2022 Library Board meeting be approved as circulated.

Carried

3 Apologies for Non-Attendance

Aaron Blair

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

5.1 Adoption of March 2022 Minutes

5.2 Correspondence

5.3 CEO's Report

5.4 Service Utilization Report

5.5 Operating Variance Report

5.6 Financial Review

5.7 Executive Chair Report

Motion 39.22:

Moved by: K. Saunders

Seconded by: S. Butler

That the Consent Agenda be approved as circulated.

Carried

6 Presentations & Reports

6.1 Internal Affairs Committee Report

6.1.1 HR Scorecard report

C. Elston-Ryder reviewed the scorecard calculations to better understand the health of the organization. It was based on the following ratings that the committee believed to best represent this;

- Recruitment;
- Labour Relations;
- Internal Process (measure of employee engagement);
- Learning and Development.

C. Elston-Ryder reminded the Board that the numbers provided are outdated as report was for February's Board Meeting.

A question period followed.

Motion 40.22:

Moved by: L. Weiler

Seconded by: J. Gordon

That the GPL Board approve the Human Resource Balance Scorecard and to present the progress quarterly and to receive for information.

Carried

6.1.2 Service Capacity Report

D. Atkins presented the service capacity report from January and March months. It is based on the usage statistics and it brings clarity to the service utilization report. Data is based on four (4) categories that are;

- Percentage of collection is out of on hold;
- Percentage of Programs greater than 80% enrolment;
- Percentage of available computers and hour occupied and
- Percentage of digital collection that is borrowed.

Motion 41.22

Moved by: R. Sadagoban

Seconded by: K. Saunders

Carried

Motion 42.22:

Moved by: G. Hailu

Seconded by: J. Gordon

That the GPL Board receive the Service Capacity report for information.

Carried

6.2 New Central Library Update

A. Vilko and S. Gazzola from the City of Guelph presented an update/overview of the New Central Library. The project phase is currently in the 'construction document phase' with the design team and it is in the early stages. The construction delivery method is 'construction management' and details are still being developed. Library budget - \$62,000,000, Parkade Budget - \$15,900,000, Public Square Budget - \$2,600,000.

The overall schedule is as follows;

- Archaeological clearance started in April 2022 – July 2022;
- Baker Street, Park and Chapel Lane Reconstruction is scheduled from July – November 2022;
- Anticipated Site Plan Approval expected for December 2022 and;
- Parkade/Library/Urban Squares Scheduled to begin construction in Spring 2023 to Spring 2026.

The Library/Parkade Schedule are as follows;

- Site Plan Approval – December 2022;

- Contract Document Completion – November 2022;
- Building Permit Application – December 2022;
- Tendering – December 2022 to February 2023;
- Construction Start – March/April 2023.

A. Vilkkko explained that the project cost, estimates and management have been affected due to inflation, Covid-19, supply chain, workers shortage and the Ukraine Invasion. He reminded the Board to stay calm during this time as things will evolve and the costs might have a chance to stabilize by the time construction begins. Further estimate updates will be provided in June 2022: 50% Contract Document Estimate and in August 2022: 80% Contract Document Estimate.

A. Vilkkko advised that a Baker District Steering Committee has been created and it commences on April 26, 2022 into the development phase of the project.

The floor was open for a question period.

J. Gordon asked what steps are required to guarantee for the site plan approval.

S. Gazzola explained that the consultant team is preparing their 3rd submission and are now trying to help the consultant team by creating a bi-weekly site plan 'buddy meetings' to move things to the next steps. Should have site plan approvals by the end of the year if all goes well.

J. Gordon asked about the completion of the contract signing, what is the unsigned agreement that need to be looked at?

A. Vilkkko said they are currently working with the construction manager in the pre-construction phase. Using the same construction manager for both public and private elements. It is part of the process and are right on schedule in time for December.

J. Gordon asked about the ownership agreement between the private and public elements.

A. Vilkkko said the two (2) condos will be private sectors and the city will own the public parking garage and the library including the outdoor library square and the north part of the lot. There will be no shared ownerships.

J. Gordon asked what does the library own?

A. Vilkkko said the library will be a city owned facility.

J. Gordon advised A. Vilkkko and S. Gazzola that the library owns the current building so there have been some questions on where the transition of ownership took place.

A. Vilkkko doesn't have an answer as it is not part of his scope but recommend the Board speak to the finance team to discuss ownership agreement.

S. Butler asked what assurances can the Board take away that any cost associated with the parking garage won't take away from the budget dedicated to the library as the parking garage was imposed on the Library Board.

A. Vilkkko answered that they were provided projects that consisted of a large parking garage, a library and the street scape out front with the budget provided by council. The budget was the best prediction of what the costs were at the time when planned, however, inflation is now a factor.

L. Maslove asked if there are penalties to withdraw or making substantial changes to this project even though there is no certainty of a contract?

A. Vilkkko answered that they are in the site plan approval, and in the development phase of the work. He mentioned that they are ways down the road and are past the point of cancellation and making changes and are moving forward with everything.

L. Maslove asked if the Board approved schematic design is final?

S. Gazzola answered that it was a design concept and will continue to be refined through the site design and different mechanics to the building. As they finalize the construction document R. Chatha will be that communication between the city and the library when changes are being made.

A. Vilkkko also answered that the schematic design is the framework on how the project gets developed to a construction document.

S. Butler asked if the costs that have been overrun with the parking structure have been overrun so far are with the parking structure or the library?

S. Gazzola answered that its been a little bit of each and are taking a look at that right now to resolve a move forward position.

Motion 43.22:

Moved by: G. Hailu

Seconded by: K. Saunders

That the GPL Board receive the information from the New Central Library update.

Carried

6.3 Project Manager Introduction

R. Chatha introduced himself to the Board and provided a brief overview on his overall experience and what he has been working on so far.

Motion 44.22:

Moved by: G. Hailu

Seconded by: K. Saunders

That the GPL Board direct the Project Manager and CEO be members of the Baker District steering committee.

Carried

6.4 KCI Feasibility Study

C. Bannon-Waterman conducted a feasibility study to test what size the fundraising campaign should be. In summary, there is a lot of support from the community for the library however, the interest for a large campaign of ten million dollars may not be possible due to the size of donations some community members would like to contribute. There is a confusion between if the city will be funding, and the city's commitment to the project. C. Bannon-Waterman does believe there is a community benefit of conducting a campaign and the Board will need to determine when and where the money is going to go. The fundraising goals and scenarios submitted are;

- Do not conduct a fundraising campaign;
- Modest Campaign - \$2.5 million target and;
- Ambitious Campaign - \$4 million target.

A discussion followed.

Motion 45.22:

Moved by: J. Gordon

Seconded by: L. Weiler

To extend the meeting past 7:30 p.m.

Carried

Chair R. Ellery left the meeting at 7:31 p.m. and D. Williamson took over the position of Chair for the remainder of the meeting.

Motion 46.22:

Moved by: J. Gordon

Seconded by: L. Weiler

That the Board commit to under taking a fundraising campaign and the steering committee provide a report on recommendations on scale and scope by the next scheduled Board meeting.

6 in favour and 2 opposed. Carried

6.5 HR Review

C. Elston-Ryder presented the successes in 2021 in recruitment and retention, internal process, learning and development and external focus. In 2022, we are looking forward to;

Revitalization of job description, positing's and future growth as we refine the staffing model;

- New training in health and safety and staff development day;
- Future proofing of workforce as we head to the new central library;
- Continue to navigate employees through the Covid-19 pandemic;
- Contract negotiations with labour management and;
- Continue to monitor external trends and best practices.

Motion 47.22:

Moved by: G. Hailu

Seconded by: L. Maslove

That the GPL Board receive the HR report information.

Carried

6.6 Operational Policy Status Report

M. Campbell updated the Board on the progress that has been made so far on the Operational Policies. All policies have been made AODA compliant and have also been reviewed and approved by S. Kraft.

Policies regarding the staff have all been posted on the Loop.

There are only two (2) policies currently posted in the public website. The next steps are to determine which public related policies uploaded to the website.

A policies and procedures committee has been created. Their objective is to develop and review policies and procedures for the organization.

Borrowing policy is not yet completed as for the new 'fine-free' policy and will need to be amended.

R. Sadagoban asked if the Library is incorporating the 'Right to Disconnect' policy.

M. Campbell answered that management is aware of this and there will be a policy in place by June 4th which is the deadline. Employees will be made aware of this as well.

Motion 48.22:

Moved by: L. Weiler

Seconded by: K. Saunders

That the GPL Board approve the Operational Policies Status Report as written.

Carried

6.7 Past Motions Review

S. Kraft advised that there is one in-camera motion that he would like to review with the Board once they go in camera. As of right now, there is nothing outstanding to report.

6.8 Recruitment Committee

Based on the decision made in the closed session. The GPL Board is to create a recruitment committee for the year to fill the vacant position. The committee will consist of G. Hailu, K. Saunders, J. Gordon, C. Elston-Ryder and S. Kraft.

7 Authority to Move into Closed Session

That the Guelph Public Library Board now hold a meeting that is closed to the public, pursuant to:

The Public Libraries Act, Section 16.1(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(b) personal matters about an identifiable individual

Motion 49.22:

Moved by: L. Weiler

Seconded by: L. Maslove

Carried

The meeting was moved in-camera at 7:59 p.m.

The meeting was moved out of in-camera at 8:39 p.m.

8 New Business

Nothing to report.

9 Unfinished Business

Nothing to report.

10 Next Meeting

Chair, Randalin Ellery announced that the next Board meeting would be Tuesday, May 17, 2022 at 5:30 p.m.

11 Adjournment

Motion 50.22:

Moved by L. Weiler

Seconded by G. Hailu

That the Guelph Public Library meeting of April 2022 be adjourned.

Carried

Meeting adjourned at 8:45 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date