



**Guelph Public Library**  
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## **Guelph Public Library Board**

### **Regular Monthly Meeting Minutes**

**Tuesday, February 15, 2022**

**Prepared by Laura Hernandez**

#### **Members**

Scott Butler (Chair)

Randalin Ellery (Vice Chair)

Lisa Maslove (Past Chair)

Aaron Blair

Luke Weiler

James Gordon

Getu Hailu

Katie Saunders

Danny Williamson

Renganathan Sadagoban

#### **Staff**

Steven Kraft (CEO)

Dan Atkins (Deputy CEO)

Michelle Campbell (Manager of Public Service)

Meaghan H. Forestell-Page  
(Supervisor of Programming,  
Outreach & Digital Services)

Carolyn Elston-Ryder (Human Resources)

Michelle Campbell (Manager of Public Services)

Laura Hernandez (Administrative Assistant)

#### **Guests**

No guests to report.

#### **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 5:37 p.m. on Tuesday, February 15, 2022. Steven Kraft, Secretary, was present.

### **1.1 First Nations Acknowledgement**

The chair read the Territorial Acknowledgement.

### **1.2 Introductions**

The Board introduced themselves to the new Board members.

G. Hailu joined the meeting at 5:45 p.m.

## **2 Approval of Agenda**

Section 7 Authority to Move into Closed Meeting would be moved to Section 5.

### **Motion 14.22:**

Moved by: G. Hailu

Seconded by: A. Blair

That the Agenda of the February, 2022 Library Board meeting be approved as amended.

**Carried**

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

No apologies to report.

## **4 Declaration of Pecuniary Interest**

No declarations to report.

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

### **Motion 15.22**

Authority to move into closed meeting.

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

Moved by: G. Hailu

Seconded by: D. Williamson

**Carried**

The meeting was moved in-camera at 6:00 p.m.

The meeting was moved out of in-camera at 7:04 p.m.

## **6 Consent Agenda**

### **6.1 Correspondence**

### **6.2 CEO's Report**

### **6.3 Service Utilization Report**

### **6.4 Operating Variance Report**

S. Butler reported that;

- item 6.1 of Presentations & Reports would be moved to item 7.8 of Presentations and Report;
- item 6.2 of Presentations and Reports would be moved to item 7.9 of Presentations and Reports;
- item 6.3 of Presentations and Reports would be moved to item 7.2 of Presentations and Reports.
- item 6.4 of Presentations and Reports would be moved to item 7.10 of Presentations and Reports.
- item 6.5 of Presentations and Reports would be moved to item 7.3 of Presentations and Reports.
- item 6.6 of Presentations and Reports would be moved to item 7.4 of Presentations and Reports.
- item 6.7 of Presentations and Reports would be moved to item 7.5 of Presentations and Reports.
- item 6.8 of Presentations and Reports would be moved to item 7.6 of Presentations and Reports.
- item 6.9 of Presentations and Reports would be moved to item 7.7 of Presentations and Reports.

L. Maslove requested to move Item 6.1 Adoption of January 2022 Minutes to item 7.1.

A. Blair requested to remove item 6.7.1 HR Scorecard Report and item 6.7.2 Service Capacity Report from the agenda and moved to the next scheduled Board meeting.

### **Motion 16.22:**

Moved by: L. Maslove

Seconded by: J. Gordon

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

6.1 Adoption of January 2022 Minutes

**Carried**

## **7 Presentations & Reports**

### **7.1 Adoption of January 2022 Minutes**

L. Maslove would like item 6.5 of the January 2022 be revised and amended.

#### **Motion 17.22:**

Moved by: L. Maslove

Seconded by: D. Williamson

That the January 2022 item 6.5 be revised and amended and added to the next scheduled Board meeting package for approval.

**Carried**

### **7.2 Refreshed Strategic Directions/ Overlap**

S. Kraft provided an overview on the report submitted by Overlap. It is an overview on what the Board has been working in the last year. They have provided the Guelph Public Library with strategic implications that will fit nicely after the 2018- 2022 workplan.

#### **Motion 18.22:**

Moved by: K. Saunders

Seconded by: J. Gordon

That the Refreshed Strategic Direction Report from Overlap was received and reviewed by the Board of Directors of the Guelph Public Library for information.

**Carried**

### **7.3 Executive/ Chair Report**

Nothing to report.

### **7.4 External Affairs Committee Report**

R. Ellery provided an update to the GPL Board on what the external affairs committee discussed at their last committee meeting. Some key points discussed were;

- D. Williamson has put his name forward for the steering committee;
- S. Kraft will be providing some clarification on what the staff, the Board and committee roles are;
- Community relationships: M. Forestell-Page has built great new relationships around the community and the newest one with the Arab Women's Society.
- S. Kraft will be sending the committee the ROI number and what the cost would be to not build the library or the cost to make it smaller to get ready for the municipality election to combat some counsellors counter points;
- Communication RFP: D. Williamson and S. Kraft will be working together on some key communication points.

**Motion 19.22:**

Moved by: K. Saunders

Seconded by: J. Gordon

That the information provided from the external affairs committee was received and reviewed by the Board of Directors of the Guelph Public Library.

**Carried**

**Motion 20.22:**

Moved by: A. Blair

Seconded by: R. Sadagoban

Motion to extend the meeting.

**Carried**

**7.5 Internal Affairs Committee Report**

A. Blair presented the Internal Affairs Committee workplan update.

**Motion 21.22:**

Moved by: A. Blair

Seconded by: K. Saunders

To defer item 6.7.1 HR Scorecard Report and item 6.7.2 Service Capacity Report to the next scheduled Board meeting due to time restraints.

**Carried**

**7.6 Governance Committee Report**

Nothing to report.

## **7.7 CEO Top of Mind**

S. Kraft provided an update that there have been a few interviews conducted for the project manager position. Human resources will be conducting more interviews in the upcoming weeks to fill the position.

## **7.8 2022 Board Elections**

L. Maslove presented to the Board the names that were put forward for the 2022 Slate of Officers.

Chair – R. Ellery

Officer – A. Blair

Secretary – S. Kraft

Treasurer – D. Atkins

L. Maslove asked the floor three times if there were any nominations from the floor. As there were no names brought forward from the floor, L. Maslove announced 2022 Slate of Officers as presented.

### **Motion 22.22:**

Moved by: L. Maslove

Seconded by: K. Saunders

That the 2022 Slate of Officers be accepted as presented.

**Carried**

## **7.9 Confirmation of Committee Membership**

S. Kraft demonstrated what the proposed 2022 Committee Structure. Board members to let S. Kraft know what committee they would like to be part of.

S. Butler asked if staff can circulate the Terms of Reference and have Board members confirm that they have read and understood them.

### **Motion 23.22:**

Moved by: A. Blair

Seconded by: G. Hailu

That the Board advise S. Kraft what committee they would like to be apart of by February 28. Terms of Reference for each committee to be circulated and signed by the Board that they have read and understood them.

**Carried**

## **7.10 2021 Operational Review**

D. Akins presented the 2021 Annual Report. Some key highlights were:

- Timeline of events in 2021
- Statistical overview
- New initiatives
- Department highlights
- Programming etc.

### **Motion 24.22:**

Moved by: A. Blair

Seconded by: G. Hailu

That the Guelph Public Library Board received the 2021 Annual Review Report as written.

**Carried**

## **8 New Business**

K. Saunders asked if there were any mentors in place for the new Board members.

S. Kraft asked the Board if any Board members are interested in being a mentor to please let him and R. Ellery know by the end of the month.

## **9 Unfinished Business**

Nothing to report.

## **10 Next Meeting**

Chair, [Chair Name] announced that the next Board meeting would be Tuesday, March 15, 2022 at 5:30 p.m.

## **11 Adjournment**

### **Motion 25.22:**

Moved by: A. Blair

Seconded by: S. Butler

That the Guelph Public Library meeting of February, 2022 be adjourned.

**Carried**

Meeting adjourned at 7:59 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**