



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Tuesday, June 21, 2022

Prepared by Laura Hernandez

Members

Randalin Ellery (Chair)

Danny Williamson (Vice Chair)

Scott Butler (Past Chair)

Lisa Maslove

Aaron Blair

James Gordon

Getu Hailu

Katie Saunders

Renganathan Sadagoban

Luke Weiler

Staff

Steven Kraft (CEO)

Dan Atkins (Deputy CEO)

Michelle Campbell (Manager of Public Service)

Carolyn Elston-Ryder (Human Resources)

Meaghan Forestell-Page (Supervisor of Community Engagement)

Samantha Wellhauser-Bells (Main Branch Supervisor)

Kirsten Bester (Development Officer)

Rupinder Chatha (Project Manager)

Laura Hernandez (Administrative Assistant)

Guests

No guests to report.

Regrets

Luke Weiler

James Gordon

Scott Butler

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Randalin Ellery, at 5:36 p.m. on Tuesday, June 21, 2022. Steven Kraft, Secretary, was present.

1.1 First Nations Acknowledgement

L. Maslove read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

A. Blair shared their GPL Values.

2 Approval of Agenda

K. Saunders would like to pull the minutes of the May, 2022 from the Consent Agenda for discussion.

Motion 62.22:

Moved by: D. Williamson

Seconded by: A. Blair

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

Carried

3 Apologies for Non-Attendance

Luke Weiler

James Gordon

Scott Butler

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

- 5.1 Adoption of May 2022 Minutes**
- 5.2 Correspondence**
- 5.3 CEO's Report**
- 5.4 Service Utilization Report**
- 5.5 Service Capacity Report**
- 5.6 Operating Variance Report**
- 5.7 HR Scorecard Report**
- 5.8 Executive Chair Report**
- 5.9 External Affairs Committee Report**
- 5.10 Internal Affairs Committee Report**
- 5.11 Consolidated Committee Work Plan 2022**
- 5.12 2021 Financial Year-End Review**
- 5.13 Mid-Year Progress Review of Annual Work Plan**

Motion 63.22:

Moved by: G. Hailu

Seconded by: A. Blair

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

5.1 Adoption of May, 2022 Minutes.

L. Hernandez to connect with K. Saunders on the wording of the minutes for the May, 2022 meeting and will be reviewed for approval at the September Board meeting.

Carried

6 Presentations & Reports

6.1 New Central Library Update Report

R. Chatha provided an update on the following:

New GPL Construction Site

- Clearance work
- New Underground Parking update

Some accomplishments included:

- Schematic drawings design update
- Loading Dock Area Size
- Markerspace Layout and features
- Wayfinding Package review
- In-Person meetings with architect, City of Guelph and GPL staff meetings
- And, Formation of the New GPL Move Task Force (TF)

L. Maslove asked if we can add the schematic design on the public website.

R. Chatha answered he will look into it and see if the City can send the drawings that they have to upload to the website.

The Board has requested to add Milestones to the report at the upcoming Board meeting in September.

Motion 64.22:

Moved by: L. Maslove

Seconded by: K. Saunders

That the Guelph Public Library Board receive the New Central Library Update Report as presented.

Carried

6.2 External Partnership Review Report

M. Forestell-Page and S. Wellhauser-Bells presented the external partnerships review report. The GPL partners with other organizations that have similar strategic plans and missions to the GPL.

S. Wellhauser-Page spoke in regards to reducing harm in the library that some of our patrons are experiencing and this includes:

- Installing industry strength sharp containers in all washrooms and regularly emptied and maintained by Daniels Health
- Radio training for staff
- Bathrooms are open daily from 9am-5pm, after 5pm all washrooms are locked. Bathroom on the second floor are unlocked upon request and checked in 5-minute intervals
- CPR training for staff

The GPL has expended new partnerships that include:

- Guelph Police Services in the Core
- Stonehenge- Peer2Peer Overdose Response

- Welcoming Streets
- Royal City Mission
- Wyndham House

M. Forestell-Page spoke in regards to service and programming partnerships. She mentioned that EarlyON Child and Family Centre is now running programs in the Eastside branch and offering programs like infant massage and playtime for patrons in the community. They had the staff and programs and GPL had the space that was not being occupied so it was an excellent partnership.

M. Forestell-Page mentioned that GPL will be beginning to evaluate partnerships yearly by obtaining community feedback, staff feedback and results for both partner, engagement and commitment and relevancy if they are short term versus long term partnerships.

Motion 65.22:

Moved by: G. Hailu

Seconded by: K. Saunders

That the Guelph Public Library Board adopt the External Partnership Review as presented.

Carried

A. Blair left the meeting at 6:18 p.m.

6.3 Programming Department Annual Review

M. Forestell-Page presented the 2021 annual review of the programming department. She said the theme for 2021 programming was flexibility, adaptability and being able to pivot quickly due to the Covid-19 pandemic. In July 2021, there was a high demand for more in-person programming therefore, using outdoor spaces, adding more hand sanitizer and programs would be booked up within hours of posting.

During the December lockdown, the programming team moved all in-person programs, virtually. M. Forestell-Page mentioned that GPL is one of the first libraries in Ontario that has successfully been able to go back to in-person programming. This year, umbrellas, twinkle lights and cutting back landscaping has been fixed/added to the outdoor spaces at Westend and Eastside branches.

In-person programming has started back in-person at all branches and also realized that virtual programming has become a necessity, an alternative, accessibility, reach and has become a great success! There are room for improvements but there has been lots of successes and we continue to look forward to the future.

Some accomplishments include:

- Increase in programs (41% more programs offered in 2021)
- Increased attendance (43% more participants in 2021)
- Partnerships (Guelph Firefighters, Canada Parks)
- Initiatives (Summer Reading Club, 1,00 Books Before Grade One)
- Tours and Outreach
- On-demand programs
- Sensory Kits
- Future planning

A question period followed.

Motion 66.22:

Moved by: L. Maslove

Seconded by: G. Hailu

That the Guelph Public Library Board adopt the Programming Department Annual Review as presented.

Carried

6.4 Fundraising Update

K. Bester provided an update on the most recent KCI Philanthropy meeting. Now that the Board decided to move forward with the Modest campaign, next steps have been taken which includes working with Heather who is a senior consultant with KCI. She will be working together with K. Bester four days a month for the next few months to build the campaign plan, solidify the case for support, build the infrastructure and develop policy and procedures and drafting campaign FAQ's for staff and volunteers.

K. Bester also mentioned she is currently sending thank you cards for those who participated in the feasibility study while also providing a quick updates/next steps. She will also be working on the annual fall mailing.

Motion 67.22:

Moved by: K. Saunders

Seconded by: G. Hailu

That the Guelph Public Library Board receive the New Central Library Update Report as presented.

Carried

A. Blair joined the meeting at 6:39 p.m.

7 Authority to Move into Closed Meeting

Motion 68.22:

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 - CEO Performance evaluations;

(c) a proposed or pending acquisition or disposition of land by the board;

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, advisory opinions necessary for that purpose.

Moved by: L. Maslove

Seconded by: A. Blair

Carried

The meeting was moved in-camera at 6:41 p.m.

The meeting was moved out of in-camera at 7:43 p.m.

8 New Business

K. Saunders provided an update on the recruitment committee. The recruitment process will begin in the week of September 12, which will provide sufficient time for posting, interviews and getting the names of the successful applicants for counsel.

S. Kraft advised the Board that City Counsel requires the names of the successful applicants by mid October to be able to make their decision on December 5. They need the names earlier as they need to vet the candidates to ensure there isn't a conflict of interest to the Board.

K. Saunders asked the Board for their input on the Board postings, is the Board seeking a certain area of expertise or should a general posting be suffice for new Board members. She also mentioned if the Board knows anyone to let the recruitment committee know so they can send out the application package. She asked the Board to send their ideas and suggestions to G. Hailu as he is the recruitment committee Chair.

L. Maslove mentioned that perhaps the timeline will need to be re-evaluated as per the GPL Board bylaws the Board must approve the candidates before names are provided to city counsel.

R. Ellery asked K. Saunders to review and adjust the timeline with the recruitment committee as the process will need to begin earlier to comply with city counsels' timelines.

9 Unfinished Business

Nothing to report.

10 Next Meeting

Chair, Randalin Ellery announced that the next Board meeting would be Tuesday, September 20, 2022 at 5:30 p.m.

11 Adjournment

Motion 69.22:

Moved by D. Williamson

Seconded by A. Blair

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

Carried

Meeting adjourned at 7:53 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date