



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Tuesday, November 15, 2022

Prepared by Barbara Powe & Amanda Baxter

Members

Randalin Ellery (Chair)

Getu Hailu

Danny Williamson (Vice Chair)

Katie Saunders

Scott Butler (Past Chair)

Renganathan Sadagoban

Lisa Maslove

Aaron Blair

Staff

Steven Kraft (CEO)

Rupinder Chatha (Project Manager)

Dan Atkins (Deputy CEO)

Barbara Powe (Administrative Assistant)

Michelle Campbell (Manager of Public Service)

Amanda Baxter (Administrative Assistant)

Carolyn Elston-Ryder (Human Resources)

Guests

No guests to report.

Regrets

Danny Williamson

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 5:33 p.m. on Tuesday, November 15, 2022. Steven Kraft, Secretary, was present.

1.1 First Nations Acknowledgement

R. Ellery read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

R. Ellery shared their GPL Values.

2 Approval of Agenda

Motion 92.22:

Moved by K. Saunders

Seconded by R. Sadagoban

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

Carried

3 Apologies for Non-Attendance

Danny Williamson

Aaron Blair

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

5.1 Adoption of October 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 New Central Library Update Report

5.9 Executive Chair Report

5.10 Internal Affairs Committee Report

5.11 Governance Committee Report

5.12 Exit Interview Template

K. Saunders requested that the following items be pulled for discussion:

5.11 Governance Committee Report

5.12 Exit Interview Template

L. Maslove requested that item 5.8 New Central Library Update Report be pulled for discussion.

Governance Committee Report

K. Saunders noted that certain reports should not be placed in the consent agenda. Robert's Rules states that items added to the consent agendas don't need any discussion or debate. (Robert et al., 2020)

A discussion followed.

Action: All members are to use a standardized format (Issue, Analysis & Recommendation) for producing reports to the Board when a motion is necessary.

S. Butler joined the meeting at 5:50 p.m.

One of the Overlap report recommendations was that the Board have a retreat or training session.

S. Kraft noted that Staff had drafted an orientation plan and training schedule.

A discussion followed.

Motion 93.22:

Moved by K. Saunders

Seconded by L. Maslove

That an ad hoc committee be struck to plan for training sessions in early Q1.

5 in favor, 1 abstained. Carried

The ad hoc committee will consist of:

Randalin Ellery
Katie Saunders (until end of term)
Steven Kraft
Carolyn Elston-Ryder

Exit Interview Template

The Governance Committee discussed and created an exit interview process and questionnaire which they brought forward to the Board for approval.

A discussion followed.

Motion 94.22:

Moved by K. Saunders

Seconded by R. Sadagoban

That the exit interview template be used to interview all exiting Board members prior to the first board meeting following their retirement. That the Executive Committee determine who will carry out the interviews. That the Executive Committee bring the results and actions from the interviews to the Board at the meeting following the retirement of the interviewed Board members. That the exit interview template be posted on The Loop.

A discussion about aspects of the motion followed.

The motion was revised.

Motion 95.22:

Moved by K. Saunders

Seconded by R. Sadagoban

That the exit interview template be used to interview all exiting Board members prior to the first 90 days of their retirement. That the Executive Committee determine who will carry out the interviews. That the new Board is to determine how the information will be used and shared with the Board and will add this to procedures moving forward. That the exit interview template be posted on The Loop.

Carried

New Central Library Update Report

R. Chatha reported that Staff have yet to receive the 50% costing report.

A discussion followed.

Members agreed that Staff should have more involvement in the process.

A Board member mentioned that they had access to the 50% costing report.

Action: Member to share the 50% costing report.

Motion 96.22:

Moved by L Maslove

Seconded by K. Saunders

That the CEO, Chair and Project Manager devise a strategy on engaging with City of Guelph staff regarding communications.

5 in favor, 1 abstained. Carried

Motion 97.22:

Moved by L. Maslove

Seconded by R. Sadagoban

That the Consent Agenda be approved as presented.

Carried

6 Presentations & Reports

6.1 Board Annual Work Plan: Year-End Review

S. Kraft reported that majority of the items on the work plan have been completed.

6.2 Board Annual Agenda: Year-End Review

S. Kraft reported that the items on the document reflect 2022. Some items will be added and removed for 2023 and Staff will bring both reports to the Board in January 2023.

7 New Business

Nothing to report.

8 Unfinished Business

Nothing to report.

9 Next Meeting

Chair, R. Ellery announced that the next Board meeting would be a social for all current Board members.

Action: S. Kraft to confirm dates and reservation.

10 Adjournment

Motion 98.22:

Moved by K. Saunders

Seconded by G. Hailu

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

Carried

Meeting adjourned at 7:07 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date