



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Tuesday, September 20, 2022

Prepared by Barbara Powe

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)

Rupinder Chatha (Project Manager)

Meaghan Forestell-Page (Supervisor of Community Engagement)

Barbara Powe (Administrative Assistant)

Guests

No guests to report

Regrets

Aaron Blair

Luke Weiler

Renganathan Sadagoban

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Randalin Ellery, at 5:32 p.m. on Tuesday, September 20, 2022. Steven Kraft, Secretary, was present.

1.1 First Nations Acknowledgement

J. Gordon read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

J. Gordon shared their GPL Values.

2 Approval of Agenda

R. Ellery added 8.1 Resignation of a Board member to item 8 New Business.

D. Williamson added 8.2 External Affairs Committee Report/ Elections to item 8 New Business.

Motion 72.22:

Moved by L. Maslove

Seconded by D. Williamson

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

Carried

3 Apologies for Non-Attendance

Aaron Blair

Luke Weiler

Renganathan Sadagoban

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

- 5.1 Adoption of May 2022 Minutes**
- 5.2 Adoption of June 2022 Minutes**
- 5.3 Adoption of July 2022 Minutes**
- 5.4 Correspondence**
- 5.5 CEO's Report**
- 5.6 Service Utilization Report**
- 5.7 Service Capacity Report**
- 5.8 Financial Report**
- 5.9 Executive/ Chair Report**
- 5.10 Governance Committee Report**
- 5.11 Internal Affairs Committee Report**
- 5.12 Legacy Document**
- 5.13 Library as a Safe Place**
- 5.14 Drug Crisis Response Strategy**
- 5.15 New Central Library Update**
- 5.16 2022 Summer Reading Club Report**

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

- 5.1 Adoption of May 2022 Minutes
- 5.6 Service Utilization Report
- 5.7 Service Capacity Report
- 5.10 Governance Committee Report
- 5.12 Legacy Document

L. Maslove requested that item 5.5 CEO's Report be pulled for discussion.

S. Butler requested that the following items be pulled for discussion:

- 5.14 Drug Crisis Response Strategy
- 5.15 New Central Library Update

Adoption of May Minutes

The adoption of amended May 2022 minutes was deferred to the October meeting as it was not included in the September package.

Motion 73.22:

Moved by K. Saunders

Seconded by L. Maslove

That the amended minutes of the May 2022 Board meeting be included in the October package.

Carried

CEO's Report

L. Maslove inquired about the cost impact of the broken fire sprinklers at West End Branch.

S. Kraft reported that there were costs incurred and the City took care of it.

Service Utilization Report

Service Capacity Report

Motion 74.22:

Moved by K. Saunders

Seconded by L. Maslove

That GPL staff update the Service Utilization and Capacity Reports with definitions for the quadrants being measured.

Carried

Governance Committee Report

Planning templates for the annual and 4-year planning cycle were circulated.

Motion 75.22:

Moved by K. Saunders

Seconded by D. Williamson

That the Board receive the annual and four-year planning templates, and that these templates be added to The Loop.

Carried

Legacy Document

K. Saunders requested that the Annual and 4-Year Planning templates be added to section 3.4 Empower Board and Staff of the Legacy Document.

Drug Crisis Response Strategy

Staff reported that the City is aware of the current issue. Procedures have been set in place to assist Library staff in handling emergencies.

Motion 76.22:

Moved by S. Butler

Seconded by D. Williamson

That Staff engage the City's legal department to ensure alignment with insurance policies to protect Staff and the Library.

Carried

G. Hailu joined the meeting at 6 p.m.

New Central Library Update

S. Kraft reported that they are currently awaiting costing at the 50% detail design point. Expecting a response by month end.

Members expressed concern regarding the response time-line.

Discussion followed.

Motion 77.22

Moved by G. Hailu

Seconded by S. Butler

That the Consent Agenda be approved as presented.

Carried

6 Presentations & Reports

6.1 2023 Proposed Operating Budget

The total proposed operating budget for 2023 is \$10,376,231. This represents a 2.0% increase over the 2022 operating budget.

Staff are recommending a budget increase above City Financial guidelines of "up to" 1.4%, due to City Council decisions made earlier this year on compensation – 1.4% was not achievable without service cuts.

Discussion followed.

Motion 78.22:

Moved by L. Maslove

Seconded by S. Butler

That the Guelph Public Library Board adopt the 2023 Proposed Operating Budget as presented.

Carried

Motion 79.22:

Moved by L. Maslove

Seconded by D. Williamson

That the Guelph Public Library Board receive the 2024-2026 Operating Forecast for information.

Carried

6.2 2023 Proposed Capital Budget

The Guelph Public Library is requesting \$270,000 in Capital expenditures in 2023.

The 2023 Capital Budget continues the work of the previous budget in moving toward a sustainable level of capital investment that focuses on achieving the Guelph Public Library vision of: "A thriving community. Created together."

The requests will improve efficiencies and are directly related to improving the customer experience.

Once approved, the Capital budget request will be presented to City Council by city staff on Thursday January 12, 2023 with final budget confirmation by Council expected Wednesday, January 25 2023.

A discussion followed.

Motion 80.22:

Moved by D. Williamson

Seconded by S. Butler

That the Guelph Public Library Board adopt the 2023 Proposed Capital Budget as presented.

Carried

Motion 81.22:

Moved by D. Williamson

Seconded by L. Maslove

That the Guelph Public Library Board receive the 2024-2026 Capital Forecast for information.

Carried

7 Authority to Move into Closed Session

Motion 82.22:

Moved by L. Maslove

Seconded by D. Williamson

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

7.1 Adoption of Minutes for the closed Guelph Public Library Board meeting held on July 13, 2022.

Carried

The meeting moved in-camera at 6:47 p.m.

The meeting moved out of in-camera at 6:49 p.m. – **Motion IC.22.22.**

The closed meeting minutes of July 13, 2022 were adopted – Motion **IC.21.22.**

8 New Business

8.1 Resignation of a Board Member

L. Weiler submitted a letter of resignation to the Chair.

Motion 83.22:

Moved by L. Maslove

Seconded by D. Williamson

That L. Weiler's seat be declared vacant by the Board and City Clerks be notified.

Carried

Discussion followed.

Motion 84.22:

Moved by K. Saunders

Seconded by D. Williamson

That Staff review the recommendations in the Dykstra report and provide proposals for next steps at the October Board meeting.

Carried

8.2 External Affairs Committee Report/ Elections

R. Ellery and D. Williamson produced a letter to the Editor reminding the public to vote with the Library in mind. A draft of questions for Councillor and Mayor candidates was also produced.

Discussion followed.

Motion 85.22:

Moved by K. Saunders

Seconded by J. Gordon

That the Board support R. Ellery and D. Williamson in producing and distributing a letter to the Editor regarding election time.

Carried

Motion 86.22:

Moved by J. Gordon

Seconded by D. Williamson

That the Board support External Affairs to distribute questions to candidates and share responses.

Carried

9 Unfinished Business

Nothing to report.

10 Next Meeting

Chair, R. Ellery announced that the next Board meeting will be Tuesday, October 18, 2022 at 5:30 p.m.

11 Adjournment

Motion 87.22:

Moved by G. Hailu

Seconded by D. Williamson

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

Carried

Meeting adjourned at 7:19 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date