



**Guelph Public Library**  
Explore • Connect • Thrive

## **Guelph Public Library Board**

### **Regular Monthly Meeting Minutes**

**Monday, May 29, 2023**

**Prepared by Barbara Powe**

#### **Members**

Randalin Ellery (Chair)

Danny Williamson (Vice Chair)\*

Scott Butler (Past Chair)

Renganathan Sadagoban

Vivian Webb

Alexandra Ortiz Carlsson

Bang Ly

Denise Rishworth

Clair Cowan

Candice Lepage

Councillor Rodrigo Goller

Councillor Leanne Caron

Councillor Carly Klassen\*

#### **Staff**

Steven Kraft (CEO)

Dan Atkins (Deputy CEO)

Michelle Campbell (Manager of Public Service)

Carolyn Elston-Ryder (Human Resources)

Rupinder Chatha (Project Manager)

Barbara Powe (Administrative Assistant)\*

#### **Guests**

No guests to report.

#### **Regrets**

Scott Butler

Vivian Webb

Denise Rishworth

Renganathan Sadagoban

**\*Attended Virtually**

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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, Randalin Ellery, at 6:03 p.m. on Monday, May 29, 2023. Steven Kraft, Secretary, was present.

### **1.1 First Nations Acknowledgement**

R. Goller read the Territorial Acknowledgement.

### **1.2 Guelph Public Library Values**

A. Ortiz Carlsson shared their GPL Values.

## **2 Approval of Agenda**

B. Ly requested that a Friends of the Library Update be added to presentations and reports.

### **Motion 30.23:**

Moved by B. Ly

Seconded by D. Williamson

That the Agenda of the May 2023 Library Board meeting be approved as amended.

**Carried**

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

Scott Butler

Vivian Webb

Denise Rishworth

Renganathan Sadagoban

## **4 Declaration of Pecuniary Interest**

No declarations to report.

## **5 Consent Agenda**

## **5.1 Adoption of April 2023 Minutes**

## **5.2 Correspondence**

## **5.3 CEO's Report**

## **5.4 Service Utilization Scorecard Report**

## **5.5 Service Capacity Scorecard Report**

## **5.6 Operating Variance Report**

R. Ellery requested that the Service Utilization and Capacity Scorecards be pulled for a discussion.

### **Service Scorecards Report**

D. Atkins reported that the scorecards provide a high-level view of service use and capacity. It allows board members to see the health of the organization.

Green – on target with previous year's numbers.

Yellow – Not meeting or lower than the norm.

Red – Flagged (Board encouraged to ask questions)

D. Atkins noted that "Program Enrollment" is red this month because the Library is struggling to meet demands due to lack of space and programmers.

### **Motion 31.23:**

Moved by A. Ortiz Carlsson

Seconded by B. Ly

That the Consent Agenda be approved as circulated.

**Carried**

C. Klassen left the meeting at 6:17 p.m.

## **6 Presentations & Reports**

### **6.1 New Central Library: Milestones Update**

R. Chatha reported that the project is now entering phase 4. This will begin in July and conclude sometime in Fall.

R. Chatha reported that he is waiting for a confirmation on the ground-breaking date.

### **Motion 32.23:**

Moved by C. Lepage

Seconded by C. Cowan

That the New Central Library: Milestones Update be approved as presented.

**Carried**

## **6.2 Programming Annual Report**

M. Forestell-Page reported that in 2022, the Programming Department focused on literacy. This included:

- Six early literacy skills
- Literacy from birth
- Ongoing Initiatives
- Children and family programs
- Tours and class visits

Hybrid programming has been a success following the pandemic. Virtual programming has become a necessity to Library patrons, providing an alternative and accessible way from them to connect with their community.

The programming team is using partnerships to fill the gaps due to limited program staff.

### **Accomplishments**

- Increase in programs (78.9% more programs offered in 2022)
- Increased attendance (108.5% more participants in 2022)
- Partnerships (EarlyON Years, Chess Pals & Guelph Wellington Learning Disability Association)
- Initiatives (Summer Reading Club, 1000 Books Before Grade One)
- Tours and Class Visits
- Grants
- Teen Programming (Ran 19 successful teen programs with 145 teens reached.)

Staff reported that there is a need for more space and programmers to meet the needs of the community.

S. Kraft noted that this need will be met once the New Central Library is completed.

### **Motion 33.23:**

Moved by R. Goller

Seconded by B. Ly

**Carried**

### **6.3 Executive Committee Update**

#### **Ad Hoc Committees**

R. Ellery reported that D. Williamson is leading a committee to revamp the performance review, and tie the updated CEO job description to the succession planning.

R. Goller and B. Ly joined the committee.

R. Ellery reported that she is leading a committee to plan the Board Retreat.

C. Lepage, A. Ortiz Carlsson & B. Ly joined the committee.

#### **Councillor Meet & Greet**

R. Ellery hoped to plan a meet and greet with the new elected councillors. More information will be provided.

### **6.4 Friends of the Library Update**

B. Ly reported that new executive officers were elected. The annual book sale will be held from September 20th-24<sup>th</sup>.

R. Ellery asked B. Ly to provide the Friends with updates of the public Board meetings.

## **7 Authority to Move into Closed Session**

### **Motion 34.23:**

Moved by B. Ly

Seconded by A. Ortiz Carlsson

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;

(d) labour relations or employee negotiations.

The meeting was moved in-camera at 6:55 p.m.

**Carried**

A motion to approve April 2023 in-camera meeting minutes carried. – **Motion IC.3.23**

A motion to approve the HR Scorecard carried. – **Motion IC.4.23**

A motion to declare a vacant seat on the Board carried. – **Motion IC.5.23**

The meeting was moved out of in-camera at 7:08 p.m. – **Motion IC.6.23**

## **8 New Business**

Nothing to report.

## **9 Unfinished Business**

### **Poster Email**

S. Kraft reported that the email sent to Board members concerning ... has been resolved.

## **10 Next Meeting**

Chair, Randalin Ellery announced that the next Board meeting would be Monday, June 19, 2023 at 6:00 p.m.

## **11 Adjournment**

### **Motion 35.23:**

Moved by A. Ortiz Carlsson

Seconded by L. Caron

That the Guelph Public Library meeting of May 2023 be adjourned.

**Carried**

Meeting adjourned at 7:11 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**