



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

### **Regular Monthly Meeting Minutes**

**Monday, September 25, 2023**

**Prepared by Barbara Powe**

#### **Members**

Randalin Ellery (Chair)

Danny Williamson (Vice Chair)

Renganathan Sadagoban

Vivian Webb

Alexandra Ortiz Carlsson

Bang Ly

Denise Rishworth

Claire 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**

Randalin Ellery

Vivian Webb

**\*Attended Virtually**

## **1 Call to Order**

The regular monthly meeting of the Guelph Public Library Board was called to order by the Vice Chair, Danny Williamson, at 6:01 p.m. on Monday, September 25, 2023. Steven Kraft, Secretary, was present.

### **1.1 First Nations Acknowledgement**

S. Kraft read the Territorial Acknowledgement.

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

C. Klassen shared their GPL Values.

## **2 Approval of Agenda**

### **Motion 44.23:**

Moved by C. Klassen

Seconded by C. Cowan

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

**Carried**

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

Randalin Ellery

Vivian Webb

## **4 Declaration of Pecuniary Interest**

No declarations to report.

## **5 Consent Agenda**

### **5.1 Adoption of June 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**

C. Cowan requested that item 5.6 Operating Variance Report be pulled for discussion.

#### **Motion 45.23:**

Moved by C. Lepage

Seconded by C. Cowan

That the Consent Agenda be approved as amended.

**Carried**

C. Cowan inquired if the year to date budget was the full budget divided by twelve months.

D. Atkins reported that the cost is divided by the current number of months as some items are prepaid in the beginning of the year and are amortized over twelve months.

## **6 Presentations & Reports**

### **6.1 New Central Library: Milestone Update Report**

R. Chatha reported that the ground-breaking ceremony took place on June 20<sup>th</sup>. The Shoring Contractor has already started working on the site and the Excavation company should be there in few weeks. The Excavation Company will begin with their excavation once the Shoring Contractor finishes the shoring on the site

A discussion followed.

R. Chatha reported that the project is on track and under budget.

#### **Motion 46.23:**

Moved by L. Caron

Seconded by C. Klassen

That the CEO be asked to correspond with the Baker District Project Management team to request the ability to comment on matters as they affect the Library.

**Motion 47.23:**

Moved by D. Rishworth

Seconded by A. Ortiz Carlsson

That the New Central Library: Milestone Update Report be received as presented.

**Carried**

**6.2 Final 2024 GPL Proposed Operating Budget Report**

D. Atkins reported that this budget is based on historic multi-year actuals and approved levels of service.

The total operating budget request for 2024 is \$11,378,782, which reflects an 8.77% increase over 2023. Compensation, inflation and staff expansion as per Board direction drive this increase.

6.2.1 2024 Operating Budget Expenses

- 68% - Salary, Wage & Benefits
- 16% - Purchased Services
- 15% - Purchased Goods
- 1% - Internal Charges

A question and answer period followed.

**Actions:**

S. Kraft to reach out to Conestoga and have a conversation about a possible partnership to support their students.

S. Kraft to contact the ministry representative to see what sort of efficacy would best makes its way to the minister.

S. Kraft will report back to the Board during the October meeting.

**Motion 48.23:**

Moved by C. Klassen

Seconded by D. Rishworth

That the Guelph Public Library Board adopt the 2024 Proposed Operating Budget and Forecast as presented.

**Carried**

### **6.3 Final 2024 Capital Budget Request Report**

D. Atkins reported that the total Capital Budget request for 2024 is \$3,270,000. This includes:

- \$50,000 - Radio Frequency Identification (RFID)
- \$175,000 - Information Technology Upgrades
- \$50,000 - Main Library Maintenance
- \$75,000 - Branch Upgrades
- \$2,920,000 - New Central Library Collection

A question and answer period followed.

#### **Motion 49.23:**

Moved by C. Lepage

Seconded by C. Klassen

That the Guelph Public Library Board adopt the 2024 Proposed Capital Budget and the 2025-2033 Forecast as presented.

**Carried**

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

#### **Motion 50.23:**

Moved by C. Cowan

Seconded by C. Klassen

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,

(d) labour relations or employee negotiations;

**Carried**

The meeting was moved in-camera at 7:31 p.m.

A motion to approve the consent agenda carried. – **Motion IC.11.23**

A motion to adopt the Human Resources – Score Card Report carried. – **Motion IC.13.23**

The meeting was moved out of in-camera at 7:43 p.m. – **Motion IC.14.23**

## **8 New Business**

### **8.1 Library Sustainability**

R. Sadagoban inquired about plans for sustainability concerning the New Central Library.

S. Kraft suggested having a conversation about it for the upcoming strategic planning.

## **9 Unfinished Business**

### **9.1 Board Retreat**

M. Campbell reported that the Board Retreat will take place on the 14<sup>th</sup> of October. The morning session will consist of a panel of community partners and the afternoon session will be a presentation from a member of the Ontario Library Services.

## **10 Next Meeting**

Vice Chair, Danny Williamson announced that the next Board meeting would be Monday, October 30<sup>th</sup> at 6:00 p.m.

## **11 Adjournment**

### **Motion 51.23:**

Moved by A. Ortiz Carlsson

Seconded by R. Sadagoban

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

**Carried**

Meeting adjourned at 7:40 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**

Alternative formats are available as per the Accessibility per Ontarian Act by contacting the Library Administrative Assistant at 519 824-6220 extension 227.