



Guelph Public Library

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Guelph Public Library Board

Regular Monthly Meeting Minutes

Monday, April 29, 2024

Prepared by Barbara Powe

Members

Danny Williamson (Chair)

Randalin Ellery (Past Chair)

Vivian Webb (Vice Chair)

Alexandra Ortiz Carlsson (Vice Chair)

Renganathan Sadagoban

Bang Ly

Denise Rishworth

Claire Cowan

Candice Lepage

Councillor Rodrigo Goller

Councillor Leanne Caron*

Councillor Carly Klassen

Staff

Dan Atkins (Acting CEO)

Michelle Campbell (Manager of Public Service)

Carolyn Elston-Ryder (Human Resources)

Rupinder Chatha (Project Manager)

Kirsten Bester (Development Officer)

Barbara Powe (Administrative Assistant)

Guests

Celeste Bannon Waterman (KCI)

Friends of the Guelph Public Library

Regrets

Renganathan Sadagoban

***Attended Virtually**

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Danny Williamson, at 6:01 p.m. on Monday, April 29, 2024. Dan Atkins, Secretary, was present.

D. Williamson shared some correspondence with the Board.

1.1 First Nations Acknowledgement

C. Cowan read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

V. Webb shared their GPL Values.

2 Approval of Agenda

Motion 32.24:

Moved by B. Ly

Seconded by A. Ortiz Carlsson

That the Agenda of the April Library Board meeting be approved as circulated

Carried

3 Apologies for Non-Attendance

Renganathan Sadagoban

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

- 5.1 Adoption of March 2024 Minutes**
- 5.2 Correspondence**
- 5.3 Acting CEO's Report**
- 5.4 Service Utilization Scorecard Report**
- 5.5 Service Capacity Scorecard Report**
- 5.6 Operating Variance Report**
- 5.7 New Central Library - Milestones Update**

C. Cowan requested that the Service Capacity Scorecard be pulled for discussion.

A. Ortiz Carlsson requested that the Acting CEO's report be pulled for discussion.

Motion 33.24:

Moved by C. Klassen

Seconded by D. Rishworth

That the Consent Agenda be approved as amended.

Carried

Service Utilization/Capacity Scorecard Report

C. Cowan requested that the criteria for the 'Programs > 80% Enrollment' and 'Borrowed Digital Collection' quadrants be adjusted as they appear red monthly.

D. Atkins reported that the intent of the report was to inform budgetary decisions. This shows that there is an existing need that has not been met.

C. Cowan asked that her request be retracted.

Acting CEO Report

A. Ortiz Carlsson thanked D. Atkins for the revamped report format. She noted it was beneficial to see how Library activities support the strategic goals.

6 Presentations & Reports

6.1 Friends of the Guelph Public Library 2024 Book Sale

The Friends representatives reported that the Friends of the Guelph Public Library provide fundraising support and advocacy for the Library. Their main

source of fundraising is their annual book sale which usually takes place September.

This year, the friends face the challenge of securing a new venue for storage and the book sale.

The Friends requested the assistance of the Board in securing two venues.

The Friends of the Guelph Public Library representatives left the meeting at 6:27 p.m.

6.2 Board Committees Updates

Executive Committee

The executive committee continues to meeting monthly.

Governance Committee

The committee has not met yet.

Board Evaluation Committee

The committee will have a presentation prepared for the Board in either May or June.

Strategic Planning Committee

The committee has met with the successful vendor (Overlap). A formal kick-off meeting will be held at a later date. More information to come.

100 Norfolk Committee

The committee has had multiple meetings. More information will be provided once things are finalized.

Membership Recruitment Committee

More information to come.

CEO Recruitment Committee

The committee has received the results of the request for quote. The committee is currently deciding between two firms. More information will be provided in the coming weeks.

6.3 Donor Recognition

K. Bester reported that the Campaign has secured \$2.49 million toward the project. Campaign funds are held in two places: an account referred to as the

'GPL Bequest Reserve Fund' and the 'Guelph Public Library Endowment Fund' (held at the Guelph Community Foundation).

To keep the campaign on track, KCI initially suggested annual goals to reach our \$3.5 million target (the orange line). As the chart above illustrates, we have surpassed each year's goal, including already surpassing the goal of having raised \$2.3 million toward the project by the end of 2024. As such, we are tracking ahead and anticipate campaign success.

Before the public phase kick off, donor recognition plans need to be finalized. Donor recognition has several benefits including:

- increased donor retention
- boosted fundraising success
- enhanced donor engagement
- strengthened loyalty to a cause

Levels of recognition:

- \$250+
- \$5,000+
- \$25,000+

Industry standards for small campaigns (i.e., \$10M or less) are to allocate approximately 5% to 10% of a campaign's goal to donor recognition. For our campaign this is a range of \$175,000 - \$350,000.

For this initiative, we propose a budget of \$250,000.

If approved, the next steps will be as follows:

- A letter will be forwarded to Guelph City Council through the Clerk's Office to apprise them of the alteration in the Library's 2024 approved budget.
- An RFP for a Donor Recognition System in the New Central Library will be issued.
- Work will begin with the selected vendor to begin this exciting and important next step.

A question-and-answer period followed.

A discussion followed.

Motion 34.24:

Moved by V. Webb

Seconded by B. Ly

That the Guelph Public Library Board approves an in-year budget amendment, allocating an additional \$250,000 to the capital budget specifically designated for the design of a donor recognition system that will be integrated into the

New Central Library. This funding will be drawn from the Library Bequest Reserve fund.

A discussion followed.

Motion 35.24:

Moved by R. Ellery

Seconded by B. Ly

That the word 'inclusive' be inserted after 'the design of a' and before 'donor recognition system'. The motion now reads:

That the Guelph Public Library Board approves an in-year budget amendment, allocating an additional \$250,000 to the capital budget specifically designated for the design of an inclusive donor recognition system that will be integrated into the New Central Library. This funding will be drawn from the Library Bequest Reserve fund.

Carried

Motion 34.24 carried unanimously as amended.

6.4 2023 Human Resources Annual Review

C. Elston-Ryder reported that the Library saw many successes in 2023.

Recruitment and Retention

- Despite a challenging marketplace, Guelph Public library continues to attract and retain candidates.
- Looking towards future growth as we continue to recruitment plans.

Learning and Development

- Held staff development days, building community and knowledge.
- New health and safety training role specific and trauma training.
- Executed on the staff driven Engagement committee which had events in place for 2023 including a new recognition program.

Internal Process

- New staff planning on new library put into place.
- Rollout new internal processes and tools around safety at work.

External Focus

- Active member of the Library Human Resources Groups as well and Human Resources Professional Association.

C. Elston reported that the Library is looking forward to many more successes in 2024.

Recruitment and Retention

- Revitalization of job descriptions and postings.
- Looking towards future growth as we refine the staffing model.

Learning and Development

- New training modules to meet growth needs.
- Future proofing of workforce as we head to the new central library.

Internal Process

- Refinement of internal processes for more continuity between branches

External Focus

- Continue to monitor external trends and best practices.

A discussion followed.

Motion 35.24:

Moved by C. Lepage

Seconded by B. Ly

That the Guelph Public Library Board receive the 2023 Humans Resources Annual Review for information.

Carried

7 Authority to Move into Closed Session

Motion 36.24:

Moved by D. Rishworth

Seconded by C. Lepage

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 7:25 p.m.

A motion to approve the agenda carried. – **Motion IC.19.24**

A motion to approve the consent agenda carried. – **Motion IC.20.24**

A motion to receive the Library as a Safe Place report carried. – **Motion IC.21.24**

A motion directing the Governance Committee to follow actions presented by the Board carried. – **Motion IC.22.24**

The meeting was moved out of in-camera at 8:01 p.m.

8 New Business

8.4 New Central Library Design Presentation

R. Goller reported that on Thursday, May 9 at 7:30 p.m. at the Red Chevron Club, the architects of the New Central Library will be presenting the designs. He extended an invite to all Board members.

9 Unfinished Business

Nothing to report.

10 Next Meeting

Chair, Danny Williamson announced that the next Board meeting would be Monday, May 27, 2024 at 6:00 p.m.

11 Adjournment

Motion 37.24:

Moved by R. Goller

Seconded by B. Ly

That the Guelph Public Library meeting of April 2024 be adjourned.

Carried

Meeting adjourned at 8:05 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date