



**Guelph Public Library**

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## **Guelph Public Library Board**

### **Regular Monthly Meeting Minutes**

**Monday, February 26, 2024**

**Prepared by Barbara Powe**

#### **Members**

Danny Williamson (Chair)

Randalin Ellery (Past Chair)

Vivian Webb (Vice Chair)

Alexandra Ortiz Carlsson (2<sup>nd</sup> Vice Chair)

Renganathan Sadagoban

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)

Meg Forestell-Page (Supervisor of Community Engagement)

Rupinder Chatha (Project Manager)

Barbara Powe (Administrative Assistant)

#### **Guests**

Rosanne Leung (Sidekick Consulting)

Jason Wong (Sidekick Consulting)

Ian Scott (City of Guelph)

Antti Vilkkko (City of Guelph)

Sam Sorbara (Sorbara Law)

Carolina Recinos (Sorbara Law)

#### **Regrets**

No regrets to report.

**\*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 6:00 p.m. on Monday, February 26, 2024. Steven Kraft, Secretary, was present.

D. Williamson read a letter from Mike Shriner, congratulating Steven Kraft on his retirement.

### **1.1 First Nations Acknowledgement**

D. Williamson read the Territorial Acknowledgement.

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

S. Kraft shared their GPL Values.

## **2 Approval of Agenda**

### **Motion 09.24:**

Moved by L. Caron

Seconded by C. Klassen

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

**Carried**

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

No apologies to report.

## **4 Declaration of Pecuniary Interest**

No declarations to report.

R. Sadagoban joined the meeting at 6:07 p.m.

## **5 Consent Agenda**

**5.1 Adoption of January 2024 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**

**5.7 New Central Library - Milestones Update**

**5.8 Strategic Planning Committee Update**

**5.9 2023 Guelph Public Library Annual Review Report**

R. Ellery requested that item 5.9 2023 Guelph Public Library Annual Review Report be pulled for discussion. Moved to item 7.1 under Presentations and Reports.

D. Rishworth requested that item 5.5 Service Capacity Scorecard Report be pulled for discussion. Moved to item 7.2 under Presentations and Reports.

R. Goller requested that item 5.6 Operating Variance Report be pulled for discussion. Moved to item 7.3 under Presentations and Reports

C. Klassen requested that item 5.7 New Central Library – Milestones Update be pulled for discussion. Moved to item 7.4 under Presentations and Reports.

### **Motion 10.24:**

Moved by B. Ly

Seconded by A. Ortiz Carlsson

That the Consent Agenda be approved as amended.

**Carried**

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

### **Motion 11.24:**

Moved by R. Ellery

Seconded by L. Caron

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,

- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

**Carried**

The meeting was moved in-camera at 6:16 p.m.

A motion to approve the agenda carried. – **Motion IC.05.24**

A motion to approve the consent agenda carried. – **Motion IC.06.24**

A motion directing Staff to follow actions presented by legal counsel carried. – **Motion IC.08.24**

The meeting was moved out of in-camera at 7:59 p.m.

**Motion 12.24:**

Moved by R. Goller

Seconded by B. Ly

That the Guelph Public Library Board meeting be extended past 8:00 p.m.

**Carried**

**Authority to Move into Closed Session**

**Motion 13.24:**

Moved by L. Caron

Seconded by R. Sadagoban

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 8:03 p.m.

A motion to accept the HR Scorecard Report carried. – **Motion IC.10.24**

The meeting was moved out of in-camera at 8:15 p.m.

D. Williamson obtained general consent to call a 10-minute recess at 8:15 p.m.

The meeting convened at 8:25 p.m.

## **7 Presentations & Reports**

D. Williamson noted that the numbering under Presentations and Reports required amendment.

### **Motion 13.24:**

Moved by R. Ellery

Seconded by C. Cowan

That items 7.5, 7.6 and 7.7 be deferred to the March Board meeting.

**Carried**

### **7.1 2023 Guelph Public Library Annual Review Report**

R. Ellery noted that the number of library visitors in 2023 was impressive.

A discussion followed.

Board members inquired about the wording of the statistics on the 2023 Year in Review publication – “visits” over “visitors”.

**Action:** D. Atkins to report back to the Board next month about the wording: ‘visits/visitors’ on the 2023 Year in Review publication on the public website.

### **7.2 Service Capacity Scorecard**

D. Rishworth inquired about the Program Enrollment quadrant as it is constantly in red.

D. Atkins reported that this is due to Library programs running at almost full capacity, with staffing limitations and insufficient available programming space. This will be mitigated with the hiring of a full-time programming staff and added space with the New Central Library.

### **7.3 Operating Variance**

R. Goller inquired about the expense overage in January.

D. Atkins reported that January typically shows an overage because many of the Library’s contracts, memberships and subscriptions are paid, then amortized over the year.

#### **7.4 New Central Library – Milestones Report**

R. Chatha reported that the time lapse camera has been installed by the City. Site construction progress pictures/videos will be received on an ongoing basis.

Bedrock breaking/removal & grinding completion is projected for March end.

The tower crane (Library Block Crane) for construction is also scheduled to be installed in March.

**Action:** D. Atkins to inquire about placing a “Library coming soon” banner on the construction site.

#### **7.8 2024 Staff Strategic Workplan Report**

S. Kraft outlined the finalized plans for the 2024 Staff Strategic Workplan.

A discussion followed.

#### **Motion 14.24:**

Moved by R. Goller

Seconded by L. Caron

That items 7.1, 7.2, 7.3, 7.4 and 7.8 be received for information.

**Carried**

### **8 New Business**

Nothing to report.

### **9 Unfinished Business**

#### **9.4 2024 Board Committees**

R. Ellery reviewed the 2024 Board Committees and members assigned to each.

#### **Motion 15.24:**

Moved by R. Goller

Seconded by V. Webb

That the members for the 2024 Board Committees be approved as presented.

### **10 Next Meeting**

Chair, Danny Williamson announced that the next Board meeting would be Monday, March 25, 2024 at 6:00 p.m.

**11 Adjournment**

**Motion 16.24:**

Moved by C. Cowan

Seconded by B. Ly

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

**Carried**

Meeting adjourned at 9:03 p.m.

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**Library Board Chair** **Date**

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**Library CEO (Board Secretary)** **Date**