



**Guelph Public Library**

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## **Guelph Public Library Board**

### **Regular Monthly Meeting Minutes**

**Monday, January 29, 2024**

**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)

Kirsten Bester (Development Officer)\*

Meg Forestell-Page (Supervisor of Community Engagement)

Rupinder Chatha (Project Manager)

Barbara Powe (Administrative Assistant) \*

#### **Guests**

No guests to report.

#### **Regrets**

Bang Ly

Councillor Carly Klassen

**\*Attended Virtually**

## **1 Call to Order**

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Randalin Ellery, at 6:00 p.m. on Monday, January 29, 2024. Steven Kraft, Secretary, was present.

### **1.1 First Nations Acknowledgement**

R. Ellery read the Territorial Acknowledgement.

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

D. Williamson shared their GPL Values.

## **2 Approval of Agenda**

R. Ellery reported that item 6.3 Board Evaluations will be reported on in the February Board meeting.

### **Motion 01.24:**

Moved by D. Rishworth

Seconded by A. Ortiz Carlsson

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

**Carried**

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

Bang Ly

Councillor Carly Klassen

R. Ellery reminded members of Bylaw B-03 Section 2(2.4) Attendance at Meetings

In accordance with the Public Libraries Act, s. 13, should a member be absent for three (3) consecutive meetings, the board, shall:

d. consider the member disqualified from the board and notify the appointing council that the seat is vacant, or

e. consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board member.

R. Ellery requested that member notify the proper channels if they may be absent from a Board meeting.

## **4 Declaration of Pecuniary Interest**

No declarations to report.

## **5 Consent Agenda**

- 5.1 Adoption of November 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**
- 5.7 New Central Library - Milestones Update**
- 5.8 Fundraising Update Report**
- 5.9 2024 Board Schedule & Agenda**

### **Motion 02.24:**

Moved by C. Cowan

Seconded by C. Lepage

That the Consent Agenda be approved as circulated.

**Carried**

## **6 Presentations & Reports**

### **6.1 2023 Staff Strategic Workplan: Year-End Review**

S. Kraft reviewed the 2023 Staff Strategic Workplan and summarized the progress of each initiative.

M. Forestell-Page reported that the United Way finding will be allocated to purchases and partnerships.

D. Atkins noted that items with a flag are carry-overs from the previous year.

A discussion followed.

### **Motion 03.24:**

Moved by L. Caron

Seconded by C. Lepage

That the 2023 Staff Strategic Workplan: Year-End Review report be accepted as presented.

Carried

## 6.2 2024 Staff Strategic Workplan Planning

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

A discussion followed.

### **Actions:**

Members to email S. Kraft with suggestions to be incorporated in the final 2024 Staff Strategic Workplan.

S. Kraft to present a final version of the Workplan during the February Board meeting for final approval.

Board to discuss Library's role in celebrating Guelph's Bicentennial.

### **Motion 04.24:**

Moved by D. Williamson

Seconded by A. Ortiz Carlsson

That the 2024 Staff Strategic Workplan report be accepted for information.

Carried

## 6.3 Board Committees

R. Ellery reported that the Board will have two standing committees and additional ad hoc committees as needed this year. These include:

Executive Committee (Standing)

Governance Committee (Standing)

Board Evaluation Committee (Ad Hoc)

Strategic Planning Committee (Ad Hoc)

Sale of Library Committee (Ad Hoc)

Recruitment Committee (Ad Hoc)

R. Ellery reported that the Board also required a representative to attend Friends of the Library meetings, and that V. Webb currently sits on the Campaign Advisory Committee.

R. Ellery reminded members that as per the Board expectations, members are to participate in at least one committee when on the Board.

**Action:** Members to follow-up with Randalin to notify her which committee they are interested in sitting on.

A discussion followed.

#### **6.4 Election of 2024 Board**

R. Ellery reported that the nominations for the 2024 Board include:

Secretary – Steven Kraft

Treasurer – Dan Atkins

Past Chair – Randalin Ellery

Chair – Danny Williamson

Vice Chair – Vivian Webb

Second Vice Chair – Alexandra Ortiz Carlson

#### **Motion 05.24:**

Moved by C. Lepage

Seconded by R. Goller

That the election of the 2024 Board be consolidated into one motion

**Carried**

#### **Motion 06.24:**

Moved by R. Goller

Seconded by C. Lepage

That the candidates for the 2024 Board be approved as presented.

**Carried**

A discussion followed.

R. Ellery handed the meeting over to new Chair, D. Williamson.

D. Williamson thanked R. Ellery for her service to the Board as Chair.

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

#### **Motion 07.24:**

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,

(d) labour relations or employee negotiations

**Carried**

The meeting was moved in-camera at 7:32 p.m.

A motion to approve the agenda carried. – **Motion IC.01.24**

A motion to approve the consent agenda carried. – **Motion IC.02.24**

A motion to adopt the Library as a Safe Place Report carried. – **Motion IC.03.24**

The meeting was moved out of in-camera at 7:50 p.m. – **Motion IC.04.24**

## **8 New Business**

Items 8.1 Friends of the Library Representative and item 8.2 Councillor Meet & Greet were previously discussed under item 6.4 Board Committees.

## **9 Unfinished Business**

Nothing to report.

## **10 Next Meeting**

Chair, Danny Williamson announced that the next Board meeting would be Monday, February 26, 2024 at 6:00 p.m.

## **11 Adjournment**

**Motion 08.24:**

Moved by C. Lepage

Seconded by R. Goller

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

**Carried**

Meeting adjourned at 7:50 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**