



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

### **Regular Monthly Meeting Minutes**

**March 15, 2022**

**Prepared by Laura Hernandez**

#### **Members**

Randalin Ellery (Chair)

Aaron Blair

Danny Williamson (Vice Chair)

James Gordon

Scott Butler (Past Chair)

Getu Hailu

Lisa Maslove

Katie Saunders

Renganathan Sadagoban

Luke Weiler

#### **Staff**

Steven Kraft (CEO)

Carolyn Elston-Ryder (Human Resources)

Dan Atkins (Deputy CEO)

Michelle Campbell (Manager of Public Services)

Andrew Kwan (Information and Technology Manager)

Laura Hernandez (Administrative Assistant)

#### **Guests**

J. Scott Galajda (Miller Thomson LLP)

#### **Regrets**

Scott Butler

Renganathan Sadagoban

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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 5:37 p.m. on Tuesday, March 15, 2022 via Webex. Steve Kraft, Secretary, was present.

### **1.1 First Nations Acknowledgement**

The Chair read the Territorial Acknowledgement.

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

D. Williamson shared his GPL values.

A. Blair joined the meeting at 5:42 p.m.

## **2 Approval of Agenda**

R. Ellery requested that item 7 Authority to Move into Closed Meeting be moved to item 5 and the Consent Agenda would become item 6.

A. Blair requested to remove item 6.7.1 HR Scorecard Report and item 6.7.2 Service Capacity Report from the agenda and moved to the next scheduled Board meeting.

### **Motion 26.22:**

Moved by: G. Hailu

Seconded by: A. Blair

That the Agenda of the March, 2022 Library Board meeting be approved as amended.

**Carried**

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

Scott Butler and Renganathan Sadagoban

## **4 Declaration of Pecuniary Interest**

No declarations to report.

## **5 Authority to Move into Closed Meeting**

### **Motion 27.22:**

Authority to move into closed meeting.

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

Moved by: D. Williamson

Seconded by: G. Hailu

**Carried**

The meeting was moved in-camera at 5:45 p.m.

The meeting was moved out of in-camera at 7:22 p.m.

**Motion 28.22:**

To extend the meeting past 7:30 p.m.

Moved by: J. Gordon

Seconded by: G. Hailu

**Carried**

## **6 Consent Agenda**

### **6.1 Adoption of January and February, 2022 Minutes**

### **6.2 Correspondence**

### **6.3 CEO's Report**

### **6.4 Service Utilization Report**

### **6.5 Operating Variance Report**

**Motion 29.22:**

Moved by: D. Williamson

Seconded by: A. Blair

That the Consent Agenda be approved as circulated.

**Carried**

## **7 Presentations & Reports**

### **7.1 Executive/ Chair Report**

7.1.1 Board Meeting Etiquette Review and New Changes

R. Ellery reported that there will be a survey circulated at the end of the meeting asking the Board on their opinions on returning to in-person meetings and what their comfort levels are. On the agenda, there will now be action items next to each item, for example, board to review, discussion and info sharing. Another item that will be added to the agenda is reviewing past motions. R. Ellery shared some past motions that have been completed and pending items that are being worked on.

## **7.2 External Affairs Committee Report**

Nothing to report.

## **7.3 Internal Affairs Committee Report**

### **Motion 30.22:**

Moved by: A. Blair

Seconded by: D. Williamson

To defer item 7.3.1 HR Scorecard Report and item 7.3.2 Service Capacity Report to the next scheduled Board meeting due to time restraints.

**Carried**

## **7.4 Governance Committee Report**

Nothing to report.

## **7.5 Confirmation of Committee Report**

### **Motion 31.22:**

Moved by: A. Blair

Seconded by: L. Maslove

To add Kirsten Bester to the steering committee and accept the committee structure as presented.

**Carried**

## **7.6 I.T. Annual Report**

A. Kwan presented in detail the I.T Annual Report. Some highlights included:

- Infrastructure Upgrades;
- Improving security;
- Hybrid support;
- Virtual Collaboration;

- 2021 Accomplishments.

**Motion 32.22:**

Moved by: G. Hailu

Seconded by: D. Williamson

That the Guelph Public Library Board adopt the IT Department Annual Review as presented.

**Carried**

**7.7 2021 Preliminary Year End Financial Report**

D. Atkin presented the 2021 Preliminary Year End financial report in detail describing that the year ended in a positive variance based on the impact Covid-19 has caused to the operation of the library. There has been issues with the supply chain and obtaining materials that we ordered which resulted in a preliminary positive variance.

L. Maslove asked what is the procedure for withdrawing from the Reserve Fund?

D. Atkin answered that it is up to the discretion of the CEO.

**Motion 33.22:**

Moved by: L. Maslove

Seconded by: A. Blair

That the Guelph Public Library Board request from City Council that \$105,000 of the Guelph Public Library 2021 year-end surplus be transferred to the Library Operating Contingency Reserve for the purpose of conducting communication activities to support the new Central Library on Baker Street.

**Carried**

**7.8 Central Library Update**

S. Kraft advised the Board that Rupinder Chatha will be the Project Manager for the new Central Library. S. Kraft will ask him to provide an update on the project once he is settled in at his new role.

L. Maslove would like the City of Guelph staff to attend the upcoming meeting to provide an update on the new Central Library.

**Motion 34.22:**

Moved by: L. Maslove

Seconded by: J. Gordon

That the staff be directed to request a presentation from City of Guelph staff regarding the new Central Library to attend the upcoming Board meeting.

**Carried**

**Motion 35.22:**

Moved by: D. Williamson

Seconded by: G. Hailu

That the Board accepts the information presented by S. Kraft.

**Carried**

**7.9 CEO Top of Mind**

7.9.1 Past Motions Review

S. Kraft presented some updates on new Board members, missing items from Board members and a reminder to the Board on the upcoming retreat scheduled for March 29 at 6pm with James Turk.

A. Blair mentioned to upload the 2022 Workplan on the Loop.

S. Kraft mentioned that he will be working with L. Hernandez to update links and upload files for the Board review on the Loop.

**Motion 36.22:**

Moved by: A. Blair

Seconded by: L. Maslove

That the Board accepts the information presented by S. Kraft.

**Carried**

**8 New Business**

Nothing to report.

**9 Unfinished Business**

Nothing to report.

**10 Next Meeting**

Chair, Randalin Ellery announced that the next Board meeting would be Tuesday, April 19, 2022 at 5:30 p.m.

**11 Adjournment**

**Motion 37.22:**

Moved by: G. Hailu

Seconded by: A. Blair

That the Guelph Public Library meeting of March, 2022 be adjourned.

**Carried**

Meeting adjourned at 8:06 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**