



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Tuesday, December 21, 2021

Prepared by Laura Hernandez

Members

Scott Butler (Chair)

James Gordon

Vivian Webb (Vice Chair)

Getu Hailu

Randalin Ellery (Vice Chair)

Anne MacKay

Lisa Maslove (Past Chair)

Katie Saunders

Aaron Blair

Danny Williamson

Staff

Steven Kraft (CEO)

Robin Foster (Finance Administrator)

Dan Atkins (Deputy CEO)

Kristen Bowman (Clerk)

Michelle Campbell (Manager of Public Services)

Laura Hernandez (Administrative Assistant)

Carolyn Elston-Ryder (Human Resources)

Guests

Lorraine Kochu (Overlap Associates)

Regrets

Anne MacKay

Lisa Maslove

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Scott Butler, at 5:34 p.m. on Tuesday, December 21, 2021 via Webex. Steve Kraft, Secretary, was present.

1.1 First Nations Acknowledgement

The Chair read the Territorial Acknowledgement.

2 Approval of Agenda

Motion 69.21:

Moved by: A. Blair

Seconded by: R. Ellery

That the Agenda of the December, 2021 Library Board meeting be approved as circulated.

Carried

3 Apologies for Non-Attendance

Anne MacKay

Lisa Maslove

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

5.1 Adoption of November, 2021 Minutes

5.2 Correspondence

5.3 CEO's Report

5.4 Service Utilization Report

5.5 Operating Variance Report

5.6 Materials Recovery Report

Motion 70.21:

Moved by: R. Ellery

Seconded by: A. Blair

That the Consent Agenda be approved as amended with the exception of items:

Item 5.7 of the Consent Agenda 'Preliminary Community Assessment/Neighbourhood Profile Report' be moved to Presentations & Report item 6.2.

Carried

6 Presentations & Reports

6.1 Executive/ Chair Report

S. Butler reported that he has met the MP of Guelph to begin championing the Baker Street project. MP appreciates the library and what programs they provide. Further conversation will be discussed in the closed session.

Motion 71.21:

Moved by: S. Butler

Seconded by: V. Webb

That the Executive/Chair verbal report be received for information.

Carried

6.2 Preliminary Community Assessment/Neighbouring Profile Report

R. Foster reported that more current census data was collected to see how neighbourhoods have evolved over time to be used to make decisions on locations, programs and services that reflect the community. The report submitted does not include data during the pandemic, 2022 census data will be offered in early in the New Year so this will be affecting the numbers presented.

A question and answer period followed.

Motion 72.21:

Moved by: J. Gordon

Seconded by: V. Webb

That the 'Preliminary Community Assessment/Neighbouring Profile' report be received for information.

Carried

6.3 External Affairs Committee Report

D. Williamson reported that they have two candidates that will be presented to the board in the close session and touched on the recruitment process. Overall,

all the candidates that put their name forward were excellent applicants. The committee would like to thank C. Elston-Ryder and H. McPherson for their help with the candidate selection process.

Motion 73.21

Moved by: G. Hailu

Seconded by: A. Blair

That the External Affairs verbal report be received for information.

Carried

6.4 Internal Affairs Committee Report

Nothing to report. Will have a report for January's board meeting.

6.5 Governance Committee Report

V. Webb presented the three outstanding policies that the committee worked on as well as the 2022 Workplan. Any concerns that the board has had to the following policies will become operational policies and will be presented to the board early in 2022.

Motion 74.21

Moved by: V. Webb

Seconded by: A. Blair

That the Board approve the adoption of the Canadian Library Association's Statement on Intellectual Freedom and Libraries in the Guelph Public Library Policies.

Carried

Motion 75.21

Moved by: V. Webb

Seconded by: R. Ellery

That the Board approve the Equity, Diversity and Inclusion policy.

Carried

Motion 76.21

Moved by: V. Webb

Seconded by: K. Saunders

That the Board approve the revision to Section 3 of Policy 8: Board-CEO Partnership.

Carried

6.6 CEO Top of Mind

S. Kraft mentioned that Wellington County library has gone back to curbside. Currently monitoring local libraries, taking everything into consideration and awaiting direction from the province or public health as restrictions arise. S. Kraft applauds the staff as they are front line workers and continue to put hard work in each and every day to continue to make the library successful. S.Kraft informed the Board that there is high anxiety levels that some staff have faced throughout the pandemic and a reminder that they don't have the privilege to work remotely. 2022 Workplan update will be presented to the Board early new year for the Boards review. Michelle Campbell and Eleni Hughes have been working on operational policies and will be making some policies public on the GPL website.

A question period followed.

The board would like S. Kraft to extend their thanks to the staff for working in a difficult time and environment.

Motion 77.21

Moved by: V. Webb

Seconded by: D. Williamson

That the Board approve the CEO report be received for information.

Carried

6.7 Overlap Report

L. Kochu presented Strategic Directions based on reported impacts of Covid-19 on a plan that would be realistic for the GPL to focus on for the upcoming year.

Strategic Priorities are as follows;

6.7.1 Work Together to Build a Resilient Community.

- Engage with communities to identify and create inclusive and accessible opportunities for the community to inform the supports and resources they want from the GPL.

6.7.2 Reflect our Changing Community.

- Make the library more relevant to meet the communities changing post-pandemic needs.

6.7.3 Strengthen our Reach.

- Strengthen government relations to change the conversation.
- Define the value of the library as integral to Guelph and build a communication plan around.

6.7.4 Empower Board and Staff.

- Develop structures to prepare board and staff for success in servicing the community.
- Be laser-focused and action-oriented to implement a strong strategic plan.
- Align staff and communicate expectations to create internal capacity to meet our needs.

Next steps;

- Break down each strategic direction's supporting priorities into measurable tasks that can be completed within the next 12-18 months.
- These tasks should speak to 'how' these priorities will be implemented.
- Each task should have a clear owner and supporting team responsible for enacting.
- Identify tasks that need to be completed prior to other tasks or are dependent on the outcome of associated tasks.
- Schedule tasks with target start and end dates. Check in periodically with owners to understand if there are any roadblocks or impediments to completing that need to be addressed.
- Address roadblocks and impediments as they arise.

A question period followed.

Motion 78.21

Moved by: A. Blair

Seconded by: V. Webb

That the Board received the Overlap report for information.

Carried

7 Authority to Move into Closed Meeting

Motion 79.21:

Moved by: K. Saunders

Seconded by: D. Williamson

That the Guelph Public Library Board now hold a meeting that is closed to the public, pursuant to:

Section 16.1(4) of the Public Libraries Act, and section B-5 (6) of the GPL By-Law to consider information relating to a proposed or pending acquisition or disposition of land by the Board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

The meeting was moved in-camera at 6:52 p.m.

The following matters were considered:

1. Adoption of September and October in-camera meeting minutes.
2. Sorbara Law Update.
3. Future Board Members.

The meeting was moved out of in-camera at 7:37 p.m.

8 New Business

S. Kraft mentioned the Materials Recovery Report requires a motion in order to proceed as of January 1, 2022.

Motion 80.21

Moved by: K. Saunders

Seconded by: D. Williamson

That the Guelph Public Library Board approve the recommendation to remove historical overdue fines from patron accounts as of January 1, 2022.

Carried

9 Unfinished Business

Nothing to report.

10 Next Meeting

Chair, Scott Butler announced that the next Board meeting would be Tuesday, January 18, 2021 at 5:30 p.m.

11 Adjournment

Motion 81.21:

Moved by: J. Gordon

Seconded by: V. Webb

That the Guelph Public Library meeting of December, 2021 be adjourned.

Carried

Meeting adjourned at 7:40 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date