



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

September 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)

Danny Williamson

Aaron Blair

Katie Saunders

Staff

Steven Kraft (CEO)

Andrew Kwan (Manager of
Information Technology)

Dan Atkins (Deputy CEO)

Robin Foster (Financial Administrator)

Carolyn Celston-Ryder (Human
Resources/Facilities Coordinator)

Barbara Powe (Administrative
Assistant)

Michelle Campbell (Manager of Public
Services)

Guests

Duncan Bates (Diamond Schmitt Architects)

Antti Vilkkko (Project Manager, City of Guelph)

Stephen Gazzola (Project Manager, City of Guelph)

Mark Holden (Windmill Developments)

Regrets

Randalin Ellery (Vice Chair)

Katie Saunders

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Scott Butler, at 5:35 p.m. on Tuesday, September 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 54.21:

Moved by: A. MacKay

Seconded by: J. Gordon

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

Carried

3 Apologies for Non-Attendance

R. Ellery had a previous obligation and unable to attend.

4 Declaration of Pecuniary Interest

No declaration to report.

5 Consent Agenda

5.1 Adoption of Minutes

5.1.1 June 2021

5.1.2 July 2021 Special Meeting

5.2 Correspondence

5.3 CEO's Report

5.4 Service Utilization Report

5.5 Q2 Financial Performance Report

Motion 55.21:

Moved by: A. Mackay

Seconded by: J. Gordon

That the Consent Agenda be approved as circulated.

Carried

6 Presentations & Reports

6.1 Schematic Design Update

D. Bates explained the intent of this presentation is a final summary of the information that was provided to the board in over the past 3 years. To seek final sign off from the members of the GPL board in order to move forward with the design work and refined drawing developments.

A review of what the Board's Strategic Vision was when presented to the Design Team.

- Design a Library to hold the heart of the Community
- Reflect a Changing Community
- Create a Dynamic Space
- Bridge the Gap – making sure nobody is left behind
- Work Together to build a Resilient Community
- Strengthen Our Reach
- Empower Staff

The new design will consist of a three-storey library and outdoor space.

- 82,700 sq. ft
- Ample space for a growing library collection
- Flexible community meeting and gathering spaces
- Archives space designed to house, protect and preserve the history of our community (The Jewel)
- Access to natural light and outdoor spaces
- A cutting-edge makerspace

D. Bates presented on the following aspects;

- Programmatic Requirements Review
- Community engagement
- Site plans of the new Central Library displaying all three-storeys

What's been completed so far;

- Diamond Schmitt Architects have completed the Schematic Design.
- The Project has been submitted and reviewed by Windmill Developments.
- The Design has been costed by Turner Townsend.
- The City of Guelph has reviewed the budget and the completed engineering and architectural reports.

Next steps;

- Diamond Schmitt Architects, Windmill Developments and The City of Guelph are seeking approval of the New Central Library Schematic Design from the GPL Board of Directors.
- Design Development Phase
 - Diamond Schmitt Architects will focus on refinement of the building systems, material and product research and preliminary selections, plan refinement ensuring compliance with the Ontario Building Code and the City of Guelph Facility Access Design Manual (FADM).
- October 2021
 - First formal Site Plan submission to the City of Guelph. This is a lengthy process to review with City Staff on various items and will represent the first phase of municipal approvals necessary to construct the building.
- First Quarter 2022
 - Diamond Schmitt Architects will commence the Contract Documents phase. This will be the longest design phase, will take approximately nine (9) months.

A. Vilkkko noted that the City of Guelph has received the design package and costing is within the council approved budgets and remain in a comfortable position to continue to move through the process based on what D. Bates presented.

J. Gordon asked what timelines would look like for contracts and agreements needed to be created in reference to The City of Guelph.

A. Vilkkko responded that there are a number of agreements and contract elements in different aspects of the project. The city is currently negotiating agreements and sorting out details and information in guideline documents and umbrella agreements. Currently concluding the predevelopment phase by the end of the year and then will be starting the formal development process

through the development contract by the end of year, all depending on receiving legal documents.

V. Webb asked how long will the rest of Baker be a construction zone once the library is completed?

M. Holden responded they would start the north tower before the library, he is unsure of the timeline at this moment in time as there are other developments occurring in that same area.

L. Maslove asked how the schematic design fulfilled the adjective that that board put forth?

S. Kraft responded that all elements have been fulfilled based on the design that was presented by D. Bates from Diamond Schmitt Architects.

L. Maslove asked what are the Board's plans to reveal the final design?

S. Kraft responded to make a news release and organize an open house at the Main Library inviting the community to view displays of the new library. Provide updates to patrons when available. Date to be determined.

G. Hailu asked if the residential building and library will be built at the same time?

M. Holden responded that schedules and timelines changes will occur for each building once the projects begin. It is hard to say at this moment in time.

A. Blair asked if enough information is provided to discuss an operation budget? Would like to ensure the Board is being proactive in order to not result in delay of the project.

S. Gazzola responded that there are none of urgency at this moment in time.

Motion 56.21

Moved by: A. MacKay

Seconded by: J. Gordon

The board of directors has unanimously approved The New Central Library Design Update as presented by Diamond Schmitt Architects in meeting all the boards expectations for a library for the 21st century.

Carried

6.2 2022 Proposed Capital and Operating Budget

2022 Proposed Capital Budget

D. Atkins presented in detail the proposed 2022 GPL Capital Budget. The following aspects were presented;

- The Guelph Public Library is requesting a Capital Budget of \$400,000 for 2022, which is in line with previous year Capital Budget.
- The capital money is anticipated to be spent on; \$250,000 in Information Technology System and Network upgrades, \$35,000 Main Library upgrades (elevator upgrades), \$40,000 in Branch upgrades and \$75,000 for a Library Master Plan/Strategic Plan
- The current Budget and Forecast have been reviewed to ensure that, in principal, all projects proposed align with the overall goals of the library collections and Strategic Plan.
- 2022 Proposed Capital Budget has been submitted to City Hall and awaiting the boards approval.
- Question and answer period followed.

Motion 57.21

Moved by: G. Hailu

Seconded by: A. MacKay

The GPL Board has approved the 2022 Proposed Capital Budget.

Carried

2022 Operating Budget

D. Atkins presented in detail the proposed 2022 Operating Budget. The following aspects were presented;

- The proposed operating budget for 2022 is \$10,214,482 reflects 4.68% increase from the 2021 operating budget.
- The GPL is recommending a base budget above City Finance guidelines of 'up to' 1.39%.
- The increase is due to;
 - Inflation – Compensation, Purchased Good and Services is increasing by \$218,070 or 2.1%.
 - New Central Library Project Manager – The Guelph Public Library is recommending adding one (1) permanent FTE added to the base budget, total compensation in 2022 will be \$137,200 and funded at net zero. Role will transition from Project Manager to Facilities Manager once the new library is operating.
 - Elimination of Library overdue fines - The losses will be recouped through the launch of upgraded services and programming. Patrons will continue to be responsible to pay for damaged or lost

materials. The Ontario Library Association is lobbying for provincial funding to offset lost revenues from fine-free policies, but this is not yet secured.

- Question and answer period followed.

Motion 58.21

Moved by: L. Maslove

Seconded by: A. Blair

The GPL Board has approved the recommendation to enhance access to library services by eliminating late fees for library materials that will reflect in the approved 2022 Proposed Operating Budget as presented.

Carried

7 Open Meeting

7.1 Executive/ Chair Report

Nothing to report.

7.2 External Affairs Committee Report

Nothing to report.

7.3 Internal Affairs Committee Report

A. Blair reports that the balance score card, advice of the customer report and EDI will provide updated reports in the upcoming months.

7.4 Governance Committee Report

V. Webb reported that the Governance Committee will be providing a report on the final four action items workplan recommendations for the November meeting.

7.5 CEO Top of Mind

S. Kraft reported that M. Campbell and E. Hughes are in the process of creating Operating Policies. Once completed, they will be reviewed before becoming finalized.

S. Kraft reported that D. Atkins and M. Forestell have been accepted to the Public Library Leadership course that creates Public Library Leaders of the Future.

8 Authority to Move into Closed Meeting

Recommendation:

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.

8.1 Adoption of May In-Camera Minutes

8.2 Adoption of July In-Camera Minutes

9 New Business

Nothing to report.

10 Unfinished Business

Nothing to report.

11 Next Meeting

Chair, S. Butler announced that the next Board meeting would be Tuesday, October 19, 2021 at 5:30 p.m.

12 Adjournment

Motion 59.21:

Moved by G. Hailu

Seconded by L. Maslove

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

Carried

Meeting adjourned at 8:05 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date