



**Guelph Public Library Board
Minutes
Tuesday December 17, 2019
Westminster Square Branch**

Members: Lisa Maslove (Chair), Scott Butler (Vice-Chair), Vivian Webb (Vice-Chair), Aaron Blair, Randalin Ellery, James Gordon, Getu Hailu, Anne MacKay, Gertrude Robinson, Katie Saunders, Danny Williamson

Staff: Steven Kraft (CEO), Dan Atkins (Director of Operations), Nancy Clarke (Director of Customer Service), Linda Cozzarin (Admin Assistant), Michelle Campbell (Westminster Square Branch Manager)

Absent: V. Webb, K. Saunders, L. Cozzarin

1. Call to Order: L. Maslove called meeting to order @ 5:57 pm
M. Campbell provided the Library Board Members with a tour of the new Westminster Square Branch Makerspace/Tech Hub area.
 - L. Maslove read the Territorial Acknowledgement.

2. Approval of agenda:

71:19	Moved:	S. Butler	Seconded:	G. Hailu
	To accept the agenda as presented.			CARRIED

3. Declaration of Pecuniary Interest: None

4. Consent Agenda: L. Maslove
 - 1) Adoption of Minutes of the November 2019 meeting.
 - 2) Correspondence
 - 3) CEO's Report
 - 4) Approval of Financial Statements
 - 5) DPAI Report
 - 6) Chair Person Report – Board Work Plan

72:19	Moved:	D. Williamson	Seconded:	A.MacKay
	To accept the consent agenda as presented with the removal of the Chair Person's Report. CARRIED			

5. Presentation & Reports

- Central Library Update:
 - Update from Steering Committee
 - ❖ Draft of the Baker District project Charter was shared with the Board. Changes to be coming in the New Year.
 - 2020 Milestones.
 - ❖ February/March: Final public engagement, sharing plans for the New Central Library.
 - ❖ June 20, 2020: Baker District project including Library plans with more precise costing will go to Council for approval.
 - ❖ Helen Loftin is no longer at the City, new Project Manager, Stephanie Guy.

- Update on Peer Review;
 - ❖ The Peer Review Team – DPAI, believes that \$67.1 million will get the GPL a great New Central Library.
 - ❖ DPAI ran several sessions at the Library in December- 2 staff sessions on day 1, meeting with key stakeholders and the Library Board. Met with senior management in order to discuss, re-allocating space assignments.

- 2020 Milestones:
 - ❖ A draft report from DPAI will arrive mid-January for Board approval at the January Board meeting. The approval report will then be sent to Diamond Schmitt so they can produce a final design drawing for the end of February. Since timelines might be tight, a special meeting of the Board may be required.
 - ❖ Question and answer period followed in regards to Project Charter etc.
 - ✓ What are the additional costs listed in the Charter?
 - ✓ Will they be charged to the library?
 - ✓ What risks are there with regard

to land remediation?

- ✓ What are the Risk Management plans for the project?
- ✓ Concern whether the Library would go forward if second institutional partner is not found or South Block phase is delayed.
- ✓ Urban Design Master Plan is being drafted. It will outline the materials to be used for the library.
- ✓ February/March: Communications and engagement plan leads to final public engagement opportunity for the Library. Event is being planned/coordinated by the City.
- ✓ Board would like to receive the results in order to prepare for final design plan approval in June. A special meeting of the Board maybe called upon in order to best prepare before it is presented to Council.

➤ Committee Reports

- External Report
 - ❖ External committee has one contributor who is not a Board member, perhaps there could be a second contributor so that they do not feel like the lone person. Board Members all in consensus for this idea.
 - ❖ A suggestion to merge the External Affairs Committee and the New Central Library Building Committee. Merging the committees will allow the Board to build on relations that have been forged by the Building Committee and ensure that common messaging is presented to the Public.

73:19	Moved:	A. MacKay	Seconded:	R. Ellery
	To merge the New Central Library Building Committee and the External Affairs Committee. CARRIED			

- Internal Affairs
 - ❖ An Issue Briefing Report was included in the Board package which outlined the purposes and potential uses of the Balanced Scorecard Reporting and Recommendations.

74:19	Moved:	J. Gordon	Seconded:	S. Butler
	To accept the Balanced Scorecard approach as outlined in the Briefing Report. CARRIED			

- Governance Committee
 - ❖ The Governance Committee will undertake a full review of the Board's Governance Policies in 2020.
- Central Library Building Committee
 - ❖ No report at this time.
- Year End Progress Board Annual Work Plan
 - ❖ The progress report on the Annual workplan has been presented in the Board package using the format of the Balanced Scorecard.
 - ❖ Green boxes indicate that a project is completed or on track.
 - ❖ Yellow boxes indicate that the project is "at risk" or incomplete.
 - ❖ Black boxes indicate Not Applicable or project is not yet underway.
- CEO - Top of Mind - S. Kraft
 - ❖ Lloyd Longfield, MP for Guelph, is hosting an Open House event from 11 am – 1 pm on Friday December 20.
 - ❖ A meeting regarding L. Longfield's initiative "Read More Canadian" for children's literacy will be held at the Library on December 19.

- ❖ There have been changes to the Public Libraries Act of Ontario (PLA) such that a permanent resident in Canada may now sit on Library Boards and the minimum number of Board meetings per year has been reduced from ten to seven.

75:19	Moved:	A.MacKay	Seconded:	G. Hailu
	To accept the Top of Mind Report as presented. CARRIED			

76:19	Moved:	S. Butler	Seconded:	A.Blair
	To move Board meeting In Camera at 7:03 pm for discussion of Legal and Personnel Matters. CARRIED			

77:19	Moved:	S. Butler	Seconded:	J. Gordon
	To move out of in Camera t 7:17 pm. CARRIED			

6. New Business: L. Maslove

- Board Vacancy:
 - ❖ G. Robinson has retired from the Board. The next appointment date is in April/May 2020 as City Council must approve the Board's nominated candidate.
 - ❖ Discussion followed re: Reconsidering previous candidates.
 - ❖ Would like to see diversity of ages and cultures on the Board, outreaching to encourage diverse participation.
 - ❖ Governance Committee can do a sounding of skills sets sought particularly in considering upcoming build and fundraising campaign.
 - ❖ External Affairs Committee could reach out to the libraries who have gone through similar campaigns.

78:19	Moved:	A.MacKay	Seconded:	A.Blair
	To extend Board meeting past 7:30 pm. CARRIED			

79:19	Moved:	A.MacKay	Seconded:	J. Gordon
	To refer the recruitment of a New Board Member to the Governance committee, who will report back early in the New Year. CARRIED			

7. Unfinished Business – L. Maslove

- Reciprocal Borrowing
 - ❖ An Issue Briefing Report was included in the Board package which recommended that the Board extend reciprocal borrowing to include the Waterloo Public Library, who will be doing the same for the Guelph Public Library.

80:19	Moved:	A.MacKay	Seconded:	G. Hailu
	To accept the Reciprocal Borrowing Report as presented. CARRIED			

8. Next Meeting:

- Tuesday January 21, 2020 at 5:30 pm

9. Adjournment:

81:19	Moved:	J. Gordon	Seconded:	
	That the GPL Board meeting of December 2019 be adjourned. CARRIED			

Meeting adjourned at: 7:37 pm

Library Board Chair	Date

Library CEO (Board Secretary)	Date