



**Guelph Public Library Board
Minutes
Tuesday April 21, 2020
Via Phone Conference**

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

Staff: Steven Kraft (CEO), Dan Atkins (Director of Operations), Nancy Clarke (Director of Customer Service), Carolyn Elston-Ryder (Human Resources), (Linda Cozzarin (Admin Assistant)

1. Call to Order: S. Butler called meeting to order @ 5:35 pm
 - S. Butler read the Territorial Acknowledgement.

2. Approval of agenda:

27:20	Moved:	A.MacKay	Seconded:	J. Gordon
	To accept the agenda as circulated.			CARRIED

- K. Saunders requested a discussion under New Business in regards to monthly board meeting agendas.

3. Declaration of Pecuniary Interest: None

4. Consent Agenda: S. Butler
 - 1) Adoption of Minutes of March 2020
 - 2) Correspondence
 - 3) Annual Review- HR
 - 4) Annual Review – West End
 - 5) CEO’s Report
 - 6) Approval of Financial Statement
 - 7) Service Utilization Report

28:20	Moved:	R. Ellery	Seconded:	V. Webb
	To accept the consent agenda as amended.			CARRIED

- L. Maslove requested to remove #5 – CEO’s reported for a further discussion.

5. Presentations & Reports:

1) DPAI Final Report

- S. Kraft reviewed the DPAI Final Report that was presented to Library Board Members.
- The DPAI Final Report validates the DSA schematic design as well as provides guidance and interpretation with respect to required program revisions and alternative considerations for spatial use, material flow and adjacencies. The Guelph Public Library staff have accepted these plans as the final for schematic design phase and will recommend to the Board that they approve.
- June 22, 2020 Council Meeting regarding the Urban design master plan for the Baker District Redevelopment and library schematic design may be cancelled.
- S. Kraft just waiting for final costing of project. Need final figures before going forward to City Council.
- V. Webb address her concerns and would like to recommend that City Council consider that the Baker District redevelopment project still be “shovel ready” and not “shovel worthy.”
- All parties acknowledge that the Baker Street Central Library project is moving forward in a positive direction.
- Next steps:
 - ❖ Steering Committee to look at options to hold meeting remotely. Project Manager, S. Guy is keeping S. Kraft up-to-date on any changes.
 - ❖ Board needs to endorse report in order to take it forward to Council.

29:20	Moved:	A.MacKay	Seconded:	L. Maslove
	To receive the DPAI Final Report as presented. CARRIED			

30:20	Moved:	V. Webb	Seconded:	L. Maslove
	That the GPL Board heartily endorses the recommendations contained in the DPAI report, reflecting as it does the goals of the GPL Board, the wishes of the community and the vision of the City of Guelph. CARRIED			

2) 2020 COVID – 19 Library Continuity Report – N. Clarke

- N. Clarke reviewed and explained the need for a continuity team, to provide as much Library service to the Guelph

Community as possible in the world of remote work and access.

Examples:

- ✦ Information Staff, have been answering patron questions via email (Ask Us) and text (Mosio). They have also been modifying content on the Library's website including curating reliable COVID – 19 information. Ordering more e-content from our suppliers.
- ✦ Communications Coordinator, has been managing the Library's presence on Twitter, Facebook, Instagram, Pinterest and You Tube helping to coordinate online story times, partnering to find "celebrity" readers and working to assist the programmers with their work as well as planning for Summer Reading Club.
- ✦ Promote the Library through media releases.
- ✦ Virtual Librarian, has worked on creating a Virtual Programs page on the GPL website and has been editing and updating links on the Library's website.
- ✦ First Virtual Book Club, now a weekly event.
- ✦ Online vendors have opened access: Ancestry Library Edition currently available at home, Gale, Kanopy and Hoopla offering more content options.
- ✦ The Continuity Team will continue to grow these programs and services in the short term and use them to enhance the Library's service model going forward post COVID – 19.
- ✦ A lively Discussion ensued.

31.20	Moved:	A.MacKay	Seconded:	D. Williamson
	To accept the COVID – 19 Library Continuity Report. CARRIED			

3) 2020 COVID – 19 Recovery Plan report – D. Atkins

- D. Atkins reviewed and explained the need for a Recovery Plan that provides guidelines for resuming operations of some or all the Library's functions. This plan is to be used by Library Management to coordinate the business recover of their respective branch and/or department.

Examples:

- ✦ Support summer reading by encouraging online participation in the TD Summer Reading Club through the TDSRC website.

- ✚ Adhere to social distancing rules.
- ✚ Provide a minimal number of computers. Laptops may be offered.
- ✚ Sanitization schedule throughout the day of workstations and laptops.
- ✚ Promote use of the self-checkout.
- ✚ Install sneeze guards at circulation desk.
- ✚ Quarantined items will be placed on marked carts.
- ✚ To balance the Library role as an interactive, social place, and a place for quiet study and reflection with social distancing measures.
- ✚ Discussion followed.

32:20	Moved:	J. Gordon	Seconded:	K. Saunders
	To accept the COVID – 19 Recovery Plan Report. CARRIED			

4) Committee Reports

- Executive Committee Report
 - S. Butler asked S. Kraft to share link to the Canadian Urban Institute so that Board members can join the citytalk-webinar "How will the role of Public Libraries be changed."
 - S. Butler took a moment to acknowledge the hard work that the CEO, all management and staff have done in order to keep the library a great place to obtain information and resources. "Kudos to all."

5) CEO Top of Mind – S. Kraft

- S. Kraft updated the Board on the various projects they are working on.
- Communicating regularly with staff.
- S. Kraft thanked C. Elston-Ryder, D. Atkins and N. Clarke for all the work that they have done in helping ease through this transition in this difficult time.
- S. Kraft addressed L. Maslove thought on the CEO report.

34:20	Moved:	D. Williamson	Seconded:	R. Ellery
	To accept the Top of Mind and CEO Report as presented. CARRIED			

6. New Business: S. Butler

- K. Saunders stressed the importance and the crucial timing of the posting of the board agenda and board package.
- The board agenda to be posted on the public website a week before the meeting, so any interested parties may apply to make a delegation a week in advance.

7. Unfinished Business: S. Butler

- None

8. Next Meeting:

- Tuesday May 19, 2020 at 5:30 pm

9. Adjournment:

35.20	Moved:	A.MacKay	Seconded:	
	That the GPL Board meeting of April 2020 be adjourned. CARRIED			

Meeting adjourned at: 7:07 pm.

Library Board Chair	Date

Library CEO (Board Secretary)	Date