



**Guelph Public Library Board**

**Minutes**

**Tuesday October 20, 2020**

**Via Webex**

**Members:** Scott Butler (Chair), Vivian Webb (Vice-Chair), Randalin Ellery (Vice-Chair), Lisa Maslove (Past-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), Barbara Powe (Administrative Assistant), Linda Cozzarin

**Guests:** Alex Speigel (Windmill Development), Duncan Bates (Diamond Schmitt Architects)

**Regrets:** Danny Williamson

**1. Call to Order – S. Butler**

- Called meeting to order at 5:33 PM.
- Read the Territorial Acknowledgement.
- Welcomed new administrative assistant Barbara Powe.
- L. Maslove gave tribute to L. Cozzarin for her contributions to the Library Board.

A. Blair joined the meeting at 5:38 PM.

**2. Approval of Agenda – S. Butler**

- Amended the agenda to move New Central Library Next Steps 8b: Project timelines and milestones so that the guests could speak first.

<b>61:20</b>	<b>Moved:</b>	L. Maslove	<b>Seconded:</b>	A. Blair
	To accept the agenda as amended.			<b>CARRIED</b>

**3. Declaration of Pecuniary Interest**

- None

K. Saunders joined the meeting at 5:43 PM.

**Consent Agenda – S. Butler**

- 1) Adoption of Minutes of September 15, 2020
- 2) Correspondence
- 3) CEO's Report
- 4) Approval of Financial Statement
- 5) Service Utilization Report
- 6) Operating Variance Report
  - L. Maslove asked for clarification on the Variance Report budget – Land and Equipment line.
    - D. Atkins reported that this budget is used for new library furniture for new hires. The figure represents the shortage due to Covid-19 closures.
- 7) Library as a Safe Place
- 8) Board Self-Assessment Report

<b>62:20</b>	<b>Moved:</b>	J. Gordon	<b>Seconded:</b>	V. Webb
	To accept the Consent Agenda as presented.			<b>CARRIED</b>

**4. Presentation & Reports**

- 1) Executive Committee Report/ Chair Report
  - Nothing to report.
- 2) External Affairs Committee Report– R. Ellery
  - Due to conflicting schedules, the committee has not been able to meet during the last couple of months. They are currently working on a plan for approaching future challenges which include building relationships with our new Baker Street neighbors.

<b>63:20</b>	<b>Moved:</b>	A. MacKay	<b>Seconded:</b>	L. Maslove
	To accept the External Affairs Committee's verbal report as presented. <b>CARRIED</b>			

- 3) Internal Affairs Committee Report – A. Blair
- Due to member's schedules, the next Internal Affairs Committee meeting has been moved to January of 2021 to address ongoing issues that reflect staff workload process.

<b>64:20</b>	<b>Moved:</b>	L. Maslove	<b>Seconded:</b>	V. Webb
	To accept the internal Affairs Committee's verbal report as presented. <b>CARRIED</b>			

- 4) Governance Committee Report – V. Webb
- Policy review work is ongoing and will be completed in the new year.
    - Comparing GPL policies to Southern Ontario Library Service (SOLS) and explaining any substantial differences.

<b>65:20</b>	<b>Moved:</b>	A. Blair	<b>Seconded:</b>	R. Ellery
	To accept the Governance Committee's verbal report as presented. <b>CARRIED</b>			

- 5) CEO Top of Mind – S. Kraft
- S. Kraft and D. Atkins are currently working on a budget presentation for City Council for the new year.
  - D. Bates provided blueprints which are now displayed in the Main Library.

<b>66:20</b>	<b>Moved:</b>	A. MacKay	<b>Seconded:</b>	K. Saunders
	To accept the CEO's verbal Top of Mind Report as presented. <b>CARRIED</b>			

- 6) Board Survey and Recruitment Next Steps Report – R. Ellery
- Due to board member openings, the Guelph Public Library Board formed a sub-committee to develop recruitment strategies for new members.
  - The subcommittee adapted a 'recruitment and cultural competency self-

- assessment' survey that was distributed to all Board members.
- It was determined that the recruitment strategies should focus on prioritizing diversity, equity, and inclusion.

<b>67:20</b>	<b>Moved:</b>	A. MacKay	<b>Seconded:</b>	A. Blair
	To accept the Board Survey and Recruitment Next Steps Report as presented. <b>CARRIED</b>			

7) Board Retreat – S. Butler

- Discussion followed to have half-day sessions with two presenters:
  - Nneka Allen to speak on diversity and capital campaign projects.
  - Jay Pitter to speak on issues concerning safety.
  - S. Kraft to look into budget costs, dates and staff outreach.

8) New Central Library Next Steps

a. Motions Approved at Council

- S. Butler provided clarification on various motions that concerned Board members.
- Discussion followed.

b. Project Timeline/ Milestones

- A. Spiegel gave a presentation outlining new project timelines.
  - Working with the City to revise new documents that should be prepared within the next 30 days.
  - Revising the Urban Design Master Plan (UDMP) that includes new designs, goals and projections.
- D. Bates gave an update on the public engagement process.
  - D. Bates would like to work with the Board regularly to establish check-points.
- Discussion followed.

c. Board Roles and Responsibilities

- Nothing to report.

d. Advocacy/ Engagement/ Capital Campaign

- At this time, no action is required. However, R. Ellery encouraged Board members to nurture relationships with councilors.
- S. Butler asked for a request for proposal (RFP) on a feasibility study for a five to ten-year capital campaign.
  - S. Kraft to circulate report on RFP which includes a five-year component.

- S. Kraft to report back on staff recommendation during November meeting.

e. Strategic Communications Plan

- Discussion followed on:
  - Community involvement between now and the opening of the New Main Library.
  - Engaging non-supportive community members.
- Board members to reach out to other Boards with new libraries to investigate the pros and cons of the building process.

<b>68:20</b>	<b>Moved:</b>	A. MacKay	<b>Seconded:</b>	J. Gordon
	To accept the New Central Library Next Steps (8a-e) verbal report as presented. <b>CARRIED</b>			

**5. New Business – S. Butler**

- Discussion followed on annual campaign.
  - Due to Covid-19, plans for the annual appeal will be postponed to spring.
  - K. Bester is looking into the possibility of virtual events and various fundraiser techniques.
  - Thank you to our supporters for their continued donations.
  - S. Kraft to submit report of future events.

**6. Unfinished Business – S. Butler**

- Nothing to report.

**Next Meeting**

Tuesday, November 17<sup>th</sup>, 2020 at 5:30 PM.

**Adjournment**

<b>69:20</b>	<b>Moved:</b>	R. Ellery	<b>Seconded:</b>	K. Saunders
	That the Guelph Public Library meeting of September 2020 be adjourned. <b>CARRIED</b>			

Meeting adjourned at 7:29 PM

<b>Library Board Chair</b>	<b>Date</b>

<b>Library CEO (Board Secretary)</b>	<b>Date</b>