



**Guelph Public Library**  
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**Guelph Public Library Board  
Minutes  
Tuesday February 18, 2020  
Main Branch Programming Room**

**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), Linda Cozzarin (Admin Assistant)

**Guest: Guest:** David Premi

1. Call to Order: S. Butler called meeting to order @ 5:36 pm
  - S. Butler read the Territorial Acknowledgment.

2. Approval of agenda:

08:20	<b>Moved:</b>	G. Hailu	<b>Seconded:</b>	J. Gordon
	To accept the agenda as presented.			<b>CARRIED</b>

3. Declaration of Pecuniary Interest: None

4. Consent Agenda: S. Butler
  - 1) Adoption of Minutes of January 2020
  - 2) Correspondence
  - 3) Annual Review- Main Library
  - 4) Annual Review – Bullfrog/Bookmobile
  - 5) CEO’s Report
  - 6) Approval of Financial Statement
  - 7) Service Utilization Report
  - 8) Super Conference 2020

09:20	<b>Moved:</b>	J. Gordon	<b>Seconded:</b>	G. Hailu
	To accept the consent agenda as amended.			<b>CARRIED</b>

1. Presentation & Reports

➤ Central Library Update: D. Premi

- Final Report – Peer Review – New Central Library  
David Premi from DPAI Architecture reviewed the presentation.  
Discussion followed on:

- ✓ Messaging on the current project direction, project evolution.
- ✓ We want to emphasize the flexibility, the bright open easily accessible spaces and collections that will encourage browsing in a community hub environment.
- ✓ Messaging on how we are moving this project forward in a positive way.
- ✓ Report will also focus on the Strategic Plan Goals.
- ✓ Board to offer any feedback or concerns to D. Atkins by February 21, 2020.

Presentation schedule for March 23, 2020 at River Run Centre 2 - 4pm and 7 – 9pm.  
Urban Design Master Plan will be the main focus for these sessions.  
City Council will approve Library plan June 22, 2020.  
Final Budget approval will be in December 2020.

A.Blair arrived at 5:47 pm.

- 2020 Work Plan
- Board work plan for 2020 was primarily focused on-Board Recruitment to fill Board vacancies.

10:20	<b>Moved:</b>	L. Maslove	<b>Seconded:</b>	D. Williamson
	Guelph Public Library Board to form a Ad Hoc Committee for Board Recruitment. <b>CARRIED</b>			

- Board Members to serve on the Ad Hoc Committee:
  - ✚ R. Ellery, G. Hailu,  
A.MacKay, D. Williamson

➤ Committee Reports

- External Affairs Report
  - R. Ellery Chair of committee with D. Williamson V. Chair.
  - Developing key dates.

11:20	<b>Moved:</b>	R. Ellery	<b>Seconded:</b>	A.MacKay
	To accept the External Affairs Report as presented. <b>CARRIED</b>			

- Internal Affairs Report
  - K. Saunders Chair of committee.
  - Discussion followed on.
    - ✓ Populating the board annual plan.
    - ✓ Talked about Customer satisfaction in order to make the balanced scorecard about safety in the library.
    - ✓ Monitoring the Strategic Plan.

12:20	<b>Moved:</b>	R. Ellery	<b>Seconded:</b>	L. Maslove
	To accept the Internal Affairs Report as presented. <b>CARRIED</b>			

- Governance Committee
  - V. Webb Chair of committee
  - Provided the board an education activity of links to items for reading or listening pleasure. Would like any suggestions as to whether or not board members find the links informative and useful.
  - Next meeting in March.

13:20	<b>Moved:</b>	V. Webb	<b>Seconded:</b>	D. Williamson
	To accept the Governance Committee Report as presented. <b>CARRIED</b>			

- Chair Person's Report – S. Butler
  - S. Butler, L. Maslove & V. Webb attended the Ontario Library Association Annual Super Conference where they were presented the Joyce Cunningham award. The Awards Committee was very impressed with the amazing qualities, dedication and accomplishments of the Guelph Public Library

Board.

- "Reading line" Dandy horse magazine. Tour of libraries on bicycles. Engaging with the community.
- "Speaker series" a collaboration with the University of Guelph.
- S. Butler, L. Maslove and S. Kraft met with Mayor Cam Guthrie in order to commit to a need for a capital campaign.
- Discussion followed on the need of the campaign.
- External Affairs committee to come back to the Board with recommendation on a feasibility study for a capital campaign.

14:20	<b>Moved:</b>	S. Butler	<b>Seconded:</b>	G. Hailu
	To accept the Chair's Report as presented. <b>CARRIED</b>			

- CEO - Top of Mind - S. Kraft
  - Continuing Union Negotiations. Negotiations moving into March.
  - S. Kraft, D. Atkins and E. Hughes will attend the PLA 2020 Conference in Nashville.

15:20	<b>Moved:</b>	V. Webb	<b>Seconded:</b>	A. MacKay
	To accept the Top of Mind Report as presented. <b>CARRIED</b>			

- CEO Job Description
  - The CEO is accountable for leading the Guelph Public Library and developing and executing the strategic plan with excellence. Under the direction of the Library Board, the CEO leads the organization toward the achievement of its vision, mission, values, strategic goals, and annual work plan. The CEO attracts, develops and retains a high-performance executive team that will assist the CEO in the execution of the strategic plan and management of the organization. The CEO shapes the culture and creates a bias for action and accountability. The CEO develops relationships with key stakeholders to promote the Library and cultivate support. The CEO is a key spokesperson for the GPL.
  - CEO reports to: Guelph Public Library Board.
  - CEO Job Description to be reviewed in 5 years.

16:20	<b>Moved:</b>	L. Maslove	<b>Seconded:</b>	K. Saunders
	To accept the CEO Job Description . <b>CARRIED</b>			

2. New Business: S. Butler

- Strategic Communication Frame Work – Report
  - S. Butler reviewed report.
- Committee of the Whole /In Camera  
CEO Performance Review.

Moved in Camera at: 7:20 pm

D. Atkins, N. Clarke and L. Cozzarin were excused.

17:20	<b>Moved:</b>	A.MackKay	<b>Seconded:</b>	
	Moved in Camera. <b>CARRIED</b>			

18:20	<b>Moved:</b>	K. Saunders	<b>Seconded:</b>	V. Webb
	To accept the CEO Performance Review. <b>CARRIED</b>			

19:20	<b>Moved:</b>	K. Saunders	<b>Seconded:</b>	V. Webb
	To extend the meeting past 7:30 pm. <b>CARRIED</b>			

20:20	<b>Moved:</b>	R. Ellery	<b>Seconded:</b>	J. Gordon
	To accept the recommendations made in camera. <b>CARRIED</b>			

Moved out of in Camera at: 7:40 pm

21:20	<b>Moved:</b>	A.MacKay	<b>Seconded:</b>	J. Gordon
	To move out of in Camera. <b>CARRIED</b>			

3. Unfinished Business: None

4. Next Meeting:

- Tuesday March 17, 2020 at 5:30 pm

5. Adjournment:

22:20	<b>Moved:</b>	A.MacKay	<b>Seconded:</b>	
	That the GPL Board meeting of February 2020 be adjourned. <b>CARRIED</b>			

Meeting adjourned at: 7:43 pm

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

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