



Guelph Public Library

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Guelph Public Library Board

Regular Monthly Meeting Minutes

Tuesday, February 16, 2021

Prepared by Barbara Powe

Members

Scott Butler (Chair)

James Gordon

Vivian Webb (Vice Chair)

Getu Hailu

Randalin Ellery (Vice Chair)

Anne MacKay

Lisa Maslove (Past Chair)

Katie Saunders

Aaron Blair

Danny Williamson

Staff

Steven Kraft (CEO)

Christy Giesler (Supervisor,
Scottsdale Branch)

Dan Atkins (Director of Operations)

Chris Raso (Supervisor, West End
Branch)

Carolyn Elston-Ryder (Human
Resources)

Michelle Campbell (Westminster
Branch)

Andrew Kwan (Supervisor, Systems)

Eleni Hughes (Supervisor, Bullfrog
Branch)

Kirsten Bester (Fundraising)

April Norcross-Love (Supervisor, East
Side Branch)

Barbara Powe (Administrative
Assistant)

Guests

Tara Baker (General Manager of Finance, City of Guelph)

Karen Newland (Manager of Finance Client Services, City of Guelph)

Regrets

Aaron Blair

Anne MacKay

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Scott Butler, at 5:34 p.m. on Tuesday, February 16, 2021 via Webex. Steven Kraft, Secretary, was present.

1.1 First Nations Acknowledgement

The Chair read the Territorial Acknowledgement.

2 Approval of Agenda

S. Butler requested that the presentation from the City of Guelph Finance be added as item 6.0 under Presentations and Reports.

S. Butler also requested that the document from Southern Ontario Library Service (SOLS) be added as item 7.2 under New Business.

Motion 10.21:

Moved by J. Gordon

Seconded by K Saunders

That the Agenda of the February, 2021 Library Board meeting be approved as amended.

Carried

3 Apologies for Non-Attendance

Aaron Blair

Anne MacKay

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

5.1 Adoption of January 2021 Minutes

5.2 Correspondence

5.3 2020 Board Self-Evaluation Report

5.4 CEO's Report

5.5 Service Utilization Report

5.6 Operating Variance Report

5.7 Q4 Internal Affairs Committee KPI Scorecard

5.8 2020 Operational Review

5.9 2020 GPL Annual Report

5.10 GPL 2022 Budget Planning

K. Saunders requested that items 5.3 and 5.8 of the Consent Agenda be pulled for further discussion.

L. Maslove requested that item 5.9 of the Consent Agenda be pulled for a motion.

S. Butler reported that:

- Item 5.10 of the Consent Agenda would be moved to item 6.0 of Presentations and Reports;
- item 5.9 of the Consent Agenda would be moved to item 6.6 of Presentations and Report;
- item 5.3 of the Consent Agenda would be moved to item 6.7 of Presentations and Reports;
- and item 5.8 of the Consent Agenda would be moved to item 6.8 of Presentations and Reports.

Motion 11.21:

Moved by L. Maslove

Seconded by D. Williamson

That the Consent Agenda be approved as circulated with the exception of items:

5.3 2020 Board Self-Evaluation Report

5.8 2020 Operational Review

5.9 2020 GPL Annual Report

5.10 GPL 2022 Budget Panning

Carried

6 Presentations & Reports

R. Ellery joined the meeting at 5:42 p.m.

6.0 GPL 2020 Budget Planning

Tara Baker's presentation to the board included:

- A review of the 2021 budget process highlights;
- an overview of Council changes to the 2021 GPL budget;
- the City strategy to phase in operating impact of the New Central Library to limit property tax impact in the year of opening;
- and 2022-2025 operating budget planning and 2022-2023 capital budget planning and related expectations.

A question and answer period followed.

6.1 Executive/ Chair Report

S. Butler reported that there was a discussion about the desire for a project manager in the last Board meeting. Staff have begun engaging in conversations with City employees about the recruitment of a project manager. Due to the change in timelines with City Council, Staff will continue working on the process.

6.2 External Affairs Committee Report

Nothing to report.

6.3 Internal Affairs Committee Report

Nothing to report.

6.4 Governance Committee Report

6.4.1 2020 Work Plan Report

6.4.2 Chair's Report

6.4.3 2021 Work Plan

V. Webb reported that the committee was able to complete most items on their 2020 work plan, however, they are concerned that they have not been able to implement a regular series of Board education activities. This will remain on their to-do list for the coming year.

V. Webb also reported that the policy review project is coming to an end. She thanked various Board members for their dedications to the project.

V. Webb hopes to have a presentation of the By-Laws to the Board in March.

Motion 12.21:

Moved by J. Gordon

Seconded by R. Ellery

That the Governance Committee report be received as presented.

Carried

6.5 CEO Top of Mind

S. Kraft thanked the Members who contributed to the memorial fund for former Board member, Alan Pickersgill. Anyone looking to donate can still do so by dropping it off at the Library or donating online through CanadaHelps.org.

S. Kraft asked Members to refer to the CEO report for more information regarding reopening of the Library branches.

S. Butler commended everyone affiliated with the Library for their work to continue providing services to the public throughout the pandemic.

Motion 13.21:

Moved by D. Williamson

Seconded by G. Hailu

That the CEO Top of Mind be accepted as presented.

Carried

6.6 GPL Annual Report

S. Kraft reported that 1.4 million items were checked out in 2020 despite the closure.

Motion 14.21:

Moved by L. Maslove

Seconded by V. Webb

That the GPL Annual Report be accepted as presented.

Carried

6.7 Board Self-Evaluation

K. Saunders inquired about next steps, and possible directions with the acquired information.

V. Webb inquired about the idea of Board committees possibly taking action based on the comments in the report.

S. Butler noted that this report would be useful in the recruitment process of new Board members.

Motion 15.21:

Moved by V. Webb

Seconded by K. Saunders

That the Board Self-Evaluation Report be accepted as presented.

Carried

6.8 2020 Operational Review

K. Saunders and L. Maslove commended Staff for all their hard work throughout the year, and a well written report.

K. Saunders inquired about the 2020 work plan and report alignment. She felt the information presented in the report did not line up with the work plan.

L. Maslove suggested unifying work plans and future operational review reports.

Motion 16.21:

Moved by G. Hailu

Seconded by K. Saunders

That the 2020 Operational Review be accepted as presented.

Carried

7 New Business

7.1 CEO Performance Review – In Camera

Motion 17.21:

Authority to move into closed meeting.

Moved by L. Maslove

Seconded by D. Williamson

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 personal matters about an identifiable individual.

Carried

The meeting was moved in-camera at 6:50 p.m.

The meeting was moved out of in-camera at 7:22 p.m.

The Board heard advice received in-camera and took actions.

7.2 Southern Ontario Library Service (SOLS)

S. Kraft reported that SOLS inquired about a Guelph Library representative for the Southern Ontario Library Service Board.

K. Saunders nominated herself as the representative for the Board.

K. Saunders was acclaimed as the Guelph Public Library's representative to the SOLS respective Board Assembly.

8 Unfinished Business

9 Next Meeting

Chair, S. Butler announced that the next Board meeting would be March 16, 2021 at 5:30 p.m.

10 Adjournment

Motion 18.21:

Moved by D. Williamson

Seconded by G. Hailu

That the Guelph Public Library meeting of February 2021 be adjourned.

Carried

Meeting adjourned at 7:27 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date