



**Guelph Public Library**  
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# **Guelph Public Library Board**

## **Regular Monthly Meeting Minutes**

**January 18, 2022**

**Prepared by Laura Hernandez**

### **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)

Michelle Campbell (Manager of Public Services)

Dan Atkins (Deputy CEO)

Laura Hernandez (Administrative Assistant)

Carolyn Elston-Ryder (Human Resources)

Meaghan H. Forestell-Page  
(Supervisor of Programming,  
Outreach & Digital Services)

### **Regrets**

Vivian Webb

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## **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, January 18, 2022 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 item 6 Presentations and Reports be moved to item 5 and the Consent Agenda would become item 6.

S. Butler requested item 5.8 Elections of 2022 be added as item 6.1 under Presentations and Reports.

S. Butler also requested that item 6.4 2022 Board Elections be removed as it was a duplicate error.

A. Blair requested that item 5.6 Library as a Safe Place be moved to item 5.2 under Presentations and Reports.

### **Motion 1.22:**

Moved by: K. Saunders

Seconded by: A. MacKay

That the Agenda of the January, 2022 Library Board meeting be approved as amended.

**Carried**

## **3 Apologies for Non-Attendance**

Vivian Webb

## **4 Declaration of Pecuniary Interest**

No declarations to report.

## **5 Presentations & Reports**

### **5.1 Elections of 2022**

L. Maslove recommends that the Board defer item 5.1 Elections of 2022 to the next Board meeting schedule on February 15, 2022. S. Butler announced this deferral is due to the recent resignation of V. Webb from the Guelph Public Library Board. V. Webb is the only person to put their name forward for the position of Chair.

### **Motion 2.22:**

Moved by: L. Maslove

Seconded by: K. Saunders

That item 5.1 Elections of 2022 be deferred to the next scheduled Board meeting on February 15, 2022.

**Carried**

## **5.2 Library as a Safe Place**

C. Elston-Ryder presented Library as a Safe Place for the period of October to December 2021.

A. Blair wanted further context on EMS visits. C. Elston-Ryder explained it was due to a patron not being able to wake, the way staff and security was able to handle the situation was careful and professional.

### **Motion 3.22:**

Moved by: A. Blair

Seconded by: J. Gordon

**Carried**

## **5.3 CEO Top of Mind**

S. Kraft reported that Diamond Schmitt Architects has completed work on the schematic design for the new Central Library and it is currently in review with the City. City staff will assess the electrical, plumbing, mechanical aspects of the planned facility. Once City staff has made input on those aspects, the architects will begin a nine (9) month process to create detailed construction documents. An estimated Operating budget for the Central Library will be brought to the Board by Q2. S. Kraft provided an update on the project manager position. There have been twenty (20) applicants thus far; HR will be reviewing applicants after the deadline in the coming weeks.

Fundraising did really well this year and KCI will be completing their Feasibility Study by the end of March.

S. Kraft communicated to the Board that he is looking for volunteers (mentors) from the existing Board for the new member orientation. Creating a scheduled and will be distributed shortly.

S. Kraft reported that he meets with Indigenous individuals that are interested in partnering with the GPL. M. Campbell will be meeting with our Indigenous vendor and supplier in the coming weeks and is looking forward to continue to grow our working relationship.

### **Motion 4.22:**

Moved by: A. Mackay

Seconded by: A. Blair

That the Board received the report as information.

**Carried**

#### **5.4 Executive/ Chair Report**

S. Butler reported that S. Kraft and himself had conversations with MPP Schreiner and MP Longfield of potential funding opportunities for the library. They are also meeting at the CAO office to navigate through some projects and investigate a funding application (Green Inclusive Community Buildings Program) based on the strategic input given for the new Central Library. It's in the GPL and the City of Guelph's best interest to move forward with this.

#### **Motion 5.22:**

Moved by: G. Hailu

Seconded by: A. Blair

**Carried**

#### **5.5 Board Self-Evaluation Report**

S. Butler reviewed the self-evaluation report with the Board and some key points from the report were;

- Process consideration – require formal reports with recommendations to accompany agenda items.
- Renewal of the Board and continuing to outreach of groups who would not normally look into becoming a Board member.

K. Saunders mentioned that there has never been an established process of what comes out of the evaluation report to ensure the recommendations get followed the following year.

#### **Motion 6.22:**

Moved by: K. Saunders

Seconded by: R. Ellery

That the Executive committee will evaluate and report back to the Board at the next scheduled meeting on February 15, 2022 with recommendations on areas of improvement.

**Carried**

## **5.6 Confirmation of Committee Membership**

S. Kraft asked the Board if they would like to keep the committee structure as is for the upcoming year. Currently, there is an Executive committee, External Affairs committee, Internal Affairs committee and a Governance committee.

K. Saunders stated that she believes the structure has worked well but perhaps have further clarification of the role of each committee.

R. Ellery asked if there are alternative structures the Board can review and provide clarity for each committee. There seems to be a lot of crossover between External Affairs committee and Executive committee.

L. Maslove mentioned that there are terms of reference for each committee. Executive committee terms of reference have not been uploaded on the Loop for Board access. There is no overlap on the terms of reference for External Affairs and Executive committee and perhaps Board members should review what the terms of reference are for each committee and we can revise them if necessary.

R. Ellery would like the vice-chair to take turnover into consideration for assigning Board members to committees.

### **Motion 7.22:**

Moved by: A. MacKay

Seconded by: K. Saunders

Staff to come forward with recommendation for the Board for the next scheduled Board meeting on February 15, 2022.

**Carried**

## **5.7 Legacy Document: Discussion**

K. Saunders explained to the Board what a legacy document is. It is a document that reflects on what the Board has accomplished, missed opportunities, why the Board made decisions that they did to pass along to new Board members. It can be created by the CEO, Board members or Committee members.

S. Butler recommends the Legacy Document go to the Internal Affairs committee for review.

### **Motion 8.22:**

Moved by: A. MacKay

Seconded by: K. Saunders

That the Internal Affairs committee to review the process and make recommendations on how to create the Legacy document.

**Carried**

## **6 Consent Agenda**

### **6.1 Adoption of December, 2021 Minutes**

### **6.2 Correspondence**

6.2.1 Resignation Letter from the GPL Board – A. MacKay

### **6.3 CEO's Report**

### **6.4 Service Utilization Report**

### **6.5 Operating Variance Report**

### **6.6 2021/2022 CEO Workplan**

S. Butler recommends removing item 6.4 Elections of 2022 as it was a duplicate error.

#### **Motion 9.22:**

Moved by: L. Maslove

Seconded by: K. Saunders

That the Consent Agenda be approved with the removal of item 6.4 Elections of 2022 as it was a duplicate error.

**Carried**

## **7 Authority to Move into Closed Meeting**

### **7.1 CEO Performance Review – In Camera**

#### **Motion 10.22:**

Authority to move into closed meeting.

That the Guelph Public Library Board now hold a meeting that is closed to the public, pursuant to:

The Public Libraries Act, Section 16.1(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (b) personal matters about an identifiable individual - CEO Performance evaluations;

- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose and;

Section B-5 (6) of the GPL By-Law to consider information relating to a proposed or pending acquisition or disposition of land by the Board; and advice that is subject to solicitor-client privilege, including communications, advisory opinions necessary for that purpose.

Moved by: G. Hailu

Seconded by: D. Williamson

**Carried**

The meeting was moved in-camera at 6:43 p.m.

The meeting was moved out of in-camera at 7:47 p.m.

## **8 New Business**

### **8.1 Code of Conduct**

L. Maslove brought forward the Code of Conduct from the City of Guelph as it applies to the GPL Board.

#### **Motion 11.22:**

Moved by: L. Maslove

Seconded by: A. MacKay

Code of Conduct to be shared with the current Board and incoming Board members. Board members must acknowledge that they have read and understood the Code of Conduct.

Staff be directed to do the sign off process from each Board member by the next scheduled Board meeting on February 15, 2022.

**Carried**

### **8.2 Exiting Board Members**

Board to consider doing exit interview's for departing Board members. Perhaps the Board should create some sort of process to conduct these interviews for the betterment of the organization and an opportunity for leaving members of the Board to be heard.

S. Butler recommends that the Executive committee discuss this at the upcoming committee meeting.

**Motion 12.22:**

Moved by: A. MacKay

Seconded by: K. Saunders

That the Executive committee discuss exit interview process at the next scheduled committee meeting.

**Carried**

**9 Unfinished Business**

Nothing to report.

**10 Next Meeting**

Chair, Scott Butler announced that the next Board meeting would be Tuesday, February 15, 2022 at 5:30 p.m.

**11 Adjournment**

**Motion 13.22:**

Moved by: A. MacKay

Seconded by: D. Williamson

That the Guelph Public Library meeting of January, 2022 be adjourned.

**Carried**

Meeting adjourned at 7:56 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**