



Guelph Public Library
Explore • Connect • Thrive

Guelph Public Library Board

Regular Monthly Meeting Minutes

Monday, February 24, 2025

Prepared by Barbara Powe, Administrative Assistant

Members

Danny Williamson (Chair)

Randalin Ellery (Past Chair)

Vivian Webb (Vice Chair)

Alexandra Ortiz Carlsson (Vice Chair)

Renganathan Sadagoban

Bang Ly

Denise Rishworth

Claire Cowan

Candice Lepage

Councillor Rodrigo Goller*

Councillor Leanne Caron*

Councillor Carly Klassen

Staff

Dan Atkins (CEO)

Michelle Campbell (Deputy CEO)

Carolyn Elston-Ryder (Human Resources)

Meg Forestell-Page (Manager of Public Service)

Robin Foster (Business Planning Supervisor)

Katie Duncan (Communications Supervisor)

Diana Borg (Financial Administrator)

Henry Truong (Human Resources Placement Student)

Barbara Powe (Administrative Assistant)

Guests

No guests to report.

Regrets

Candice Lepage

Carly Klassen

Denise Rishworth

***Attended Virtually**

Alternative formats are available by contacting the Library Administrative Assistant at 548-855-0380.

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Danny Williamson, at 6:04 p.m. on Monday, February 24, 2025. Dan Atkins, Secretary, was present.

1.1 First Nations Acknowledgement

R. Goller read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

D. Williamson shared their GPL Values.

2 Approval of Agenda

Motion 13.25:

Moved by B. Ly

Seconded by V. Webb

That the Guelph Public Library Board approve the Agenda of the February Library Board meeting as circulated.

Carried

3 Apologies for Non-Attendance

Candice Lepage

Denise Rishworth

Carly Klassen

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

5.1 Adoption of January 2025 Minutes

5.2 Correspondence

5.3 CEO's Report

5.4 Operating Variance Report

5.5 Service Capacity Scorecard

5.6 Service Utilization Scorecard

5.7 GPL Annual Report

5.8 Human Resources Report

5.9 New Central Library Update

Motion 14.25:

Moved by C. Cowan

Seconded by R. Sadagoban

That the Guelph Public Library Board approve the Consent Agenda as circulated.

Carried

D. Atkins introduced Diana Borg and Henry Truong.

6 Presentations & Reports

6.1 2024 Guelph Public Library Annual Review Report

M. Campbell reported that the Annual report was revamped this year to make it reader friendly.

L. Caron joined the meeting at 6:15 p.m.

M. Campbell noted that the Library had over 8300 new memberships in 2024 alone. There were over 2.217 million checkouts. Physical checkouts continue to be high while digital checkouts remain the same. This is because the Library currently cannot afford to grow the collection. With the shift to the new Central Library, funds will be pulled from the physical collection and allocated to the digital collection until the move is complete.

A discussion followed.

Motion 15.25:

Moved by C. Cowan

Seconded by V. Webb

That the Guelph Public Library Board direct Staff to provide the Board with some information on the Digital Collection.

Carried

Programs saw a 38% increase with over 35,000 participants. The programming team continues to deal with capacity, space and staff issues.

The Annual Report is an example of how the Library plans to 'amplify our stories' going forward. Highlights such as Connor's story, Teen Advisory, Harm Reduction, Diversifying programming, and enhancing community partnerships are examples of the many ways that Guelph Public Library staff make a difference in the lives of community members every day. These highlights are difficult to measure with typical data collection methods, but they are more important as they have an impact on people socially and emotionally.

Motion 16.25:

Moved by A. Ortiz Carlsson

Seconded by B. Ly

That the Guelph Public Library Board receive the 2024 GPL Annual Review Report for information.

Carried

6.2 2025-2028 Multi-Year Operational Work Plan

D. Atkins reported that Staff have forgone the one-year work plan and replaced it with the Multi-Year Operational Work Plan (four years). It was built on the foundation of the new Strategic Plan and aligns initiative with long-term vision and evolving community needs.

The Library Management team engaged in two focused design and engagement sessions with Overlap which provided a structured, collaborative space to explore priorities and refine objectives.

Key Initiatives:

1. Diversity, Equity, and Inclusion (DEI)
2. Enhanced User Experience
3. Internal Engagement and Advocacy

These initiatives will ensure the Library stays inclusive and responsive to community needs.

A discussion followed.

D. Atkins reported that progress will be reported on through the CEO's monthly report and a dashboard on the Loop.

Motion 17.25:

Moved by B. Ly

Seconded by R. Sadagoban

That the Guelph Public Library Board approve the 2025-2028 Staff Operational Work Plan.

Carried

6.3 Election of 2025 Board

Motion 18.25:

Moved by C. Cowan

Seconded by A. Ortiz Carlsson

That the election of the 2025 Board be consolidated into one motion.

Carried

V. Webb reported that the nominations for the 2025 Board include:

Past Chair – Randalin Ellery

Chair – Danny Williamson

First Vice Chair – Alexandra Ortiz Carlsson

Second Vice Chair – Renganathan Sadagoban

Secretary – Bang Ly

Treasurer – Dan Atkins

Motion 19.25:

Moved by V. Webb

Seconded by C. Cowan

That the candidates for the 2025 Board be approved as presented.

Carried

6.4 Committee Assignments

D. Williamson reported that the Board will have three standing committees and additional ad hoc committees as needed this year. These include:

Executive Committee (Standing)

Governance Committee (Standing)

External Affairs/ Communications Committee (Standing)

Board Evaluation Committee (Ad Hoc)

100 Norfolk Committee (Ad Hoc)

Membership Recruitment Committee (Ad Hoc)

D. Williamson reported that the Board also required a representative to attend Friends of the Library meetings, and that V. Webb currently sits on the Campaign Advisory Committee.

D. Williamson reminded members that as per Board expectations, members are to participate in at least one committee when on the Board.

Action: Members to follow-up with D. Williamson about committees they are interested in sitting on.

6.5 Board Evaluation

A. Ortiz Carlsson reported that the Board evaluation process will be moving towards a verbal evaluation approach. The previous scored self-assessment did not provide the Board with enough information.

Verbal evaluations will be conducted twice a year (March and October) with a report to the Board in the fourth quarter (November).

The Board evaluation discussion will be conducted by members of the Executive Committee. The chair will hold evaluation discussions with the members of the Executive Committee.

A discussion followed.

Motion 20.25:

Moved by C. Cowan

Seconded by B. Ly

That the Guelph Public Library Board accept the new evaluation process as presented.

Carried

7 Authority to Move into Closed Session

Motion 21.25:

Moved by C. Cowan

Seconded by R. Sadagoban

Recommendation:

That the Guelph Public Library 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,

(d) labour relations or employee negotiations

Carried

The meeting was moved in-camera at 7:12 p.m.

A motion to approve the agenda carried. – Motion IC.05.25

A motion to approve the consent agenda carried. – Motion IC.06.25

A motion to receive the Human Resources Scorecard carried. – Motion IC.07.25

A motion to receive information regarding legal matters carried. – Motion IC.08.25

The meeting was move out of in-camera at 8:00 p.m.

8 New Business

Nothing to report.

9 Unfinished Business

Nothing to report.

10 Next Meeting

Chair, D. Williamson announced that the next Board meeting would be Monday, March 31, 2025 at 6:00 p.m.

11 Adjournment

Motion 22.25:

Moved by C. Cowan

Seconded by B. Ly

That the Guelph Public Library meeting of February 2025 be adjourned.

Carried

Meeting adjourned at 7:32 p.m.

Library Board Chair

Date

Library CEO

Date