



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

### **Regular Monthly Meeting Minutes**

Monday, June 30, 2025

Prepared by Barbara Powe, Administrative Assistant

#### **Members**

Danny Williamson (Chair)

Randalin Ellery (Past Chair)

Alexandra Ortiz Carlsson (Vice Chair)\*

Renganathan Sadagoban (Vice Chair)

Bang Ly (Secretary)

Vivian Webb

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  
Resource Generalist)

Meg Forestell-Page (Manager of Public  
Service)

Robin Foster (Business Planning  
Supervisor)

Katie Duncan (Communications  
Supervisor)

Barbara Powe (Administrative  
Assistant)

#### **Guests**

rlb people

#### **Regrets**

Renganathan Sadagoban

Denise Rishworth

#### **\* Attended Virtually**

Alternative formats are available by contacting the Library Administrative Assistant.

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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, Danny Williamson, at 6:03 p.m. on Monday, June 30, 2025. Dan Atkins, Treasurer, was present.

### **1.1 First Nations Acknowledgement**

B. Ly read the Territorial Acknowledgement.

### **1.2 Guelph Public Library Values**

C. Cowan shared their GPL Values.

## **2 Approval of Agenda**

### **Motion 41.25:**

Moved by B. Ly

Seconded by A. O. Carlsson

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

**Carried**

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

Renganathan Sadagoban

Denise Rishworth

C. Leanne Caron

## **4 Declaration of Pecuniary Interest**

No declarations to report.

## **5 Consent Agenda**

### **5.1 Adoption of May 2025 Minutes**

### **5.2 Correspondence**

### **5.3 CEO's Report**

### **5.4 Service Utilization Scorecard**

### **5.5 Service Capacity Scorecard**

## **5.6 Operating Variance Report**

## **5.7 New Central Library Update**

## **5.8 Multi-Year Operational Work Plan Mid-Year Review**

C. Cowan requested that item 5.6 Operating Variance Report be pulled for discussion.

### **Motion 42.25:**

Moved by C. Lepage

Seconded by B. Ly

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

**Carried**

## **Operating Variance Report**

C. Cowan inquired about the two additional (2) columns under 'YTD Budget and Actual YTD'.

R. Foster noted that they represent Q1 and Q2.

### **Motion 43.25:**

Moved by C. Cowan

Seconded by C. Lepage

That the Guelph Public Library Board receive the Operating Variance Report for information.

**Carried**

# **6 Presentations & Reports**

## **6.1 Employee Engagement Survey**

M. Campbel introduced Alyssa Smythe and Megan Smith from rlb People.

A. Smyth gave a high-level overview of the employee engagement survey process and results. She noted that the Guelph Public Library results a slightly higher percentage of satisfaction compared to other organizations.

A discussion followed.

rlb left the meeting at 6:25 p.m.

**Motion 44.25:**

Moved by B. Ly

Seconded by A. O. Carlsson

That the Guelph Public Library Board receive the Employee Engagement Survey report for information.

**Carried**

**6.2 Human Resources Annual Review**

C. Elston-Ryder highlighted successes in 2024 that included:

- Staff development days
- Diversity training
- Health and safety training

Looking forward to 2025, Staff are working on,

- Revitalizing job descriptions and postings;
- New training modules and a tracking/reporting system for training;
- Refining internal processes for continuity between branches; and
- Building and maintaining community partnerships.

A discussion followed.

**Motion 45.25:**

Moved by C. Lepage

Seconded by C. Cowan

That the Guelph Public Library Board receive the 2024 Human Resources Review report for information.

**Carried**

**Motion 46.25:**

Moved by C. Cowan

Seconded by C. Klassen

That the Guelph Public Library Board approve the closure of all library locations for one full day in Fall 2025 to allow all staff to participate in a Staff Development Day focused on training, team building, and service improvement; and that notice of the closure be communicated to the public in advance through appropriate channels.

### **6.3 Year-End Financial Review: 2024 Report**

R. Foster reported that the Guelph Public Library successfully stayed within budget while advancing multiple long-term strategic objectives. The Library operated on a \$13.2 million budget and closed the year with a small surplus of just over \$12,000 — that's a 0.09% variance.

#### **Strategic Impact Highlights**

- A new strategic plan was launched with a measurable workplan now in place.
- Priority was given to community equity, delivering digital literacy, multilingual programs, wellness support groups, and distributing eclipse glasses and COVID test kits.
- Technology and safety improvements were made with new Makerspace tools, Brave sensors, and cybersecurity training & upgrades.
- A major milestone was celebrated with the groundbreaking New Central Library.

#### **Revenue and Expense Snapshot**

Typically, about 90% of the Libraries funding is municipal, but Staff are working to diversify. The New Central Library Campaign was met with overwhelming support with record-breaking donations.

As the Library dedicated efforts to improving service quality, 2024 saw increased investment in staff, software, and collections — all aligned with our strategic plan and user needs.

A discussion followed.

#### **Motion 47.25:**

Moved by B. Ly

Seconded by R. Ellery

That the Guelph Public Library Board receive the Year-End Financial Review: 2024 report for information.

**Carried**

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

#### **Motion 48.25:**

Moved by C. Lepage

Seconded by B. Ly

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,

(a) a proposed or pending acquisition or disposition of land by the Board;

(b) personal matters about an identifiable individual

The meeting was moved in-camera at 6:49 p.m.

A motion to approve the agenda carried. – Motion IC.26.25

A motion to approve the consent agenda carried. – Motion IC.27.25

A motion to accept recommendation presented by the Board Evaluation Committee carried – Motion IC.28.25.

A motion to receive the Scottsdale Lease Renewal Agreement report carried – Motion IC.29.25

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

## **8 New Business**

### **8.1 Board Meeting Attendance**

D. Williamson reminded members of the Board's meeting attendance policy.

### **8.2 Board Committee Membership**

D. Williamson noted that the Member Recruitment Committee needs additional members. He asked that anyone interested in joining the Committee reach out to him.

## **9 Unfinished Business**

Nothing to report.

## **10 Next Meeting**

Chair, D. Williamson announced that the next Board meeting would be Monday, September 29, 2025 at 6:00 p.m.

## **11 Adjournment**

### **Motion 49.25:**

Moved by B. Ly

Seconded by V. Webb

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

**Carried**

Meeting adjourned at 7:53 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**