



Guelph Public Library Board

Regular Monthly Meeting Minutes

Monday, November 24, 2025

Prepared by: Shauna Parsons, Administrative Assistant

Members

Danny Williamson (Chair)	Denise Rishworth
Randalin Ellery (Past Chair)	Claire Cowan
Alexandra Ortiz Carlsson (Vice Chair)	Candice Lepage
Renganathan Sadagoban (Vice Chair)	Councillor Rodrigo Goller
Bang Ly (Secretary)	Councillor Leanne Caron
Vivian Webb	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 (Supervisor of Business Planning)
Diana Borg (Financial Administrator)
Shauna Parsons (Administrative Assistant)

Guests

No guests to report.

Regrets

B. Ly

R. Sadagoban

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, D. Williamson, at 6:03 p.m. on Monday, November 24, 2025.

1.1 First Nations Acknowledgement

D. Williamson read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

L. Caron shared their GPL Values.

D. Williamson shared an update that he may have an opportunity to serve on the Ontario Library Association Board. Pending further details.

D. Atkins reminded Board members of upcoming celebratory events: Board Appreciation Night and Staff Holiday Lunch.

2 Approval of Agenda

Motion 65.25:

Moved by A. Ortiz Carlsson

Seconded by L. Caron

That agenda item 8.3 Board Evaluation be moved into the closed session agenda, pertaining to Public Libraries Act 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.

Motion 66.25:

Moved by C. Cowan

Seconded by V. Webb

That the Guelph Public Library Board approve the amended agenda of the November 2025 Library Board meeting as circulated.

Carried

3 Apologies for Non-Attendance

B. Ly

R. Sadagoban

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

5.1 Adoption of October 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

Motion 67.25:

Moved by D. Rishworth

Seconded by C. Lepage

That consent agenda item 5.7 New Central Library Update be moved to the regular agenda for discussion.

Motion 68.25:

Moved by C. Cowan

Seconded by A. Ortiz Carlsson

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

Carried

5.7 New Central Library Update

A discussion ensued regarding an informal budget conversation in relation to the New Central Library, had between D. Atkins, D. Williamson and Mayor Guthrie. D. Williamson explained it was a productive, positive interaction which highlighted reasons for budget increase such as inflation, deferred hiring and city custodial framework. The Board was informed that the City Council budget meeting has been delayed until February 4th, 2026.

A discussion ensued regarding timing of when the New Central Library will be ready for operation. Pending budget and lease details, late 2026 is the current projected date for obtaining the new location.

6 Presentations & Reports

6.1 Delayed Opening for Emergency Preparedness Training

C. Elston-Ryder presented a proposal to delay the opening of each library facility for the purpose of staff training for emergency scenarios such as fire drills, hold and secure, first aid and more, while limiting disruptions to patrons and ensuring safe execution.

Motion 69.25:

Moved by R. Goller

Seconded by C. Lepage

That the Guelph Public Library Board approves that the CEO directs a delay in the opening of each library facility up to 3 times per year for approximately 1 hour each time.

Carried

6.2 New Central Library Impact Report

M. Forestell-Page presented a detailed Impact Report on the New Central Library, outlining anticipated improvements in programming, archives, room rentals and partnerships, while addressing Board questions regarding infrastructure, amenities and community benefits.

Motion 70.25:

Moved by C. Cowan

Seconded by C. Klassen

That the Guelph Public Library Board receive the New Central Library Impact report for information.

7 Authority to Move into Closed Session

Recommendation:

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,

- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;

The meeting was moved into a closed meeting at 6:45 p.m.

A motion to approve the agenda carried. – Motion IC.41.25

A motion to approve the consent agenda carried. – Motion IC.42.25

A motion to direct actions of Human Resources representative C. Eston-Ryder carried. – Motion IC.43.25

A motion to direct actions of Vice Chair, A. Ortiz Carlsson carried. – Motion IC.44.25

A motion to approve a new process carried. – Motion IC.45.25

A motion to extend the November 2025 meeting at 7:58 p.m. carried. - Motion IC.46.25

A motion to adjourn the meeting carried- Motion IC.47.25

The meeting was moved out of closed at 8:10 p.m.

8 New Business

8.1 Proposal for Additional Term Served on Board

The Board Chair, D. Williamson, declared item 8.1 deferred to the board meeting in January 2026.

Carried

8.2 Call for Board Recognition Committee

A call to create a board recognition committee was discussed. V. Webb shared her vision for the committee to represent community support and advocacy effort from the Board in obtaining a new library space for historical context of the growth of the city.

Motion 71.25:

Moved by C. Cowan

Seconded by L. Caron

That the Guelph Public Library Board elect Board members C. Klassen, V. Webb, L. Caron and D. Rishworth to represent the ad-hoc Board Recognition Committee going into 2026.

Carried

9 Unfinished Business

None to report.

10 Next Meeting

Chair, D. Williamson announced that the next Board meeting would be Monday, January 26, 2026 at 6:00 p.m.

11 Adjournment

Motion 73.25:

Moved by V. Webb

Seconded by R. Ellery

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

Carried

Meeting adjourned at 8:19 p.m.

Library Board Chair

Date

Library CEO

Date