



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Monday, January 26th, 2026

Prepared by: Shauna Parsons, 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 Resources)

Katie Duncan (Communications Supervisor)

Robin Foster (Supervisor of Business Planning)

Kirsten Bester (Development Officer)

Shauna Parsons (Administrative Assistant)

Guests

Cushla Matthews (City of Guelph)

Dawson McKenzie (City of Guelph)

Regrets

No regrets.

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, D. Williamson at 6:02 p.m. on Monday, January 26th, 2026.

1.1 First Nations Acknowledgement

D. Williamson read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

D. Williamson shared their GPL Values.

C. Klassen joined at 6:03 p.m.

D. Rishworth joined at 6:07 p.m.

2 Authority to Move into Closed

Motion 01.26:

Moved by R. Goller

Seconded by B. Ly

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,

- a) the security of the property of the board;
- b) personal matters about an identifiable individual;
- c) a proposed or pending acquisition or disposition of land by the board;
- d) a labour relations or employee negotiations;

Carried

A motion to approve the closed agenda carried. Motion IC.01.26

A motion to approve the closed consent agenda carried. Motion IC.02.26

Alternative formats are available by contacting the Library Administrative Assistant at 519-824-6220 as per the Accessibility for Ontarians with Disabilities Act.

An amended motion to direct actions of the CEO carried. Motion IC.03.26

A motion to direct actions of the CEO carried. Motion IC.04.26

A motion to accept information carried. Motion IC.05.26

A motion to accept information carried. Motion IC.06.26

A motion to adjourn the closed meeting carried. Motion IC.07.26

C. Matthews and D. MacKenzie departed at 6:27 p.m.

The meeting was moved out of closed at 7:25 p.m.

3 Approval of Agenda

Motion 02.26:

Moved by C. Cowan

Seconded by A. Ortiz-Carlsson

That the Guelph Public Library Board approve the agenda of the January 2026 Library Board meeting as circulated.

Carried

4 Apologies for Non-Attendance

No regrets.

5 Declaration of Pecuniary Interests

No declarations to report.

6 Consent Agenda

- 6.1 Adoption of November 2025 Minutes**
- 6.2 Correspondence** **D. Atkins**
- 6.3 CEO’s Report** **D. Atkins**
- 6.4 Service Utilization Scorecard** **D. Atkins**
- 6.5 Service Capacity Scorecard** **D. Atkins**
- 6.6 Operating Variance Report** **D. Atkins**
- 6.7 New Central Library Update Report** **D. Atkins**
- 6.8 2025 Staff Strategic Workplan Year End** **D. Atkins**
- 6.9 2025 Proposed Board Meeting Schedule** **D. Atkins**

Motion 03.26:

Moved by C. Cowan

Seconded by A. Ortiz-Carlsson

That the Guelph Public Library Board approve the Consent Agenda as amended, with items 6.6, 6.7 and 6.9 pending discussion.

Carried

6.6 Operating Variance Report

C. Cowan brought forth a question directed to R. Foster in relation to context of accruals in a budget. Clarification was reached.

Motion 04.26:

Moved by C. Cowan

Seconded by B. Ly

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

Carried

6.7 New Central Library Update Report

C. Cowan requested clarification on the current timeline for opening the New Central Library. D. Atkins confirmed an exact date is unknown and a detailed plan will be presented to the Board at the October 2026 Board meeting. D. Rishworth expressed concern that there be alignment in public messaging with the City of

Guelph. K. Duncan confirmed the communications team is in ongoing discussions with the City. A discussion followed.

Motion 05.26:

Moved by B. Ly

Seconded by C. Klassen

That the Guelph Public Library Board receive the New Central Library Report as information.

Carried

6.9 2025 Proposed Board Meeting Schedule

C. Klassen proposed the October 2026 Board Meeting be amended from October 26th to an alternate date, to accommodate the Municipal Election.

Motion 06.26:

Moved by C. Cowan

Seconded by A. Ortiz-Carlsson

That the Guelph Public Library Board direct Staff to propose an alternate date for the October 2026 Board meeting.

Carried

Motion 07.26:

Moved by C. Cowan

Seconded by C. Lepage

That the Guelph Public Library Board receive the 2025 Proposed Board Meeting Schedule as information.

Carried

7 Presentations & Reports

7.1 2025 Board Strategic Workplan Year End

D. Williamson

Item 7.1 has been postponed to a later meeting date.

7.2 2026 Board Workplan Planning

Item 7.2 has been postponed to a later meeting date.

7.3 Election of 2026 Board

D. Williamson

Election of Past Chair- vote recorded: unanimous.

Motion 08.26:

Moved by R. Ellery

Seconded by B. Ly

That D. Williamson be appointed to the role of Past Chair for the 2026 calendar year.

Carried

Election of Board Chair- vote recorded: 8 in favour, 3 opposed.

Motion 09.26:

Moved by L. Caron

Seconded by R. Sadagoban

That B. Ly be appointed to the role of Board Chair for the 2026 calendar year.

Carried

Election of First Vice Chair- vote recorded: unanimous.

Motion 10.26:

Moved by R. Ellery

Seconded by B. Ly

That R. Sadagoban be appointed to the role of Vice Chair for the 2026 calendar year.

Carried

Election of Second Vice Chair- vote recorded: 9 in favour, 2 opposed.

Motion 11.26:

Moved by C. Cowan

Seconded by C. Lepage

That R. Goller be appointed to the role of Vice Chair for the 2026 calendar year.

Carried

Election of Treasurer- vote recorded: unanimous.

Motion 12.26:

Moved by A. Ortiz-Carlsson

Seconded by B. Ly

That D. Atkins be appointed to the role of Treasurer for the 2026 calendar year.

Carried

Election of Secretary- vote recorded: unanimous.

Motion 13.26:

Moved by C. Cowan

Seconded by B. Ly

That C. Lepage be appointed to the role of Secretary for the 2026 calendar year.

Carried

7.4 2026 Board Committees

D. Williamson

The 2026 External Affairs Committee members were confirmed to be C. Cowan, A. Ortiz-Carlsson, and R. Sadagoban.

The 2026 Board Evaluation Committee members were confirmed to be R. Sadagoban, A. Ortiz-Carlsson, and V. Webb.

The 2026 Board Recognition Committee members were confirmed to be V. Webb, L. Caron, and D. Rishworth.

The 2026 Governance Committee members were confirmed to be C. Lepage, R. Ellery, L. Caron, and A. Ortiz-Carlsson.

The 2026 Recruitment Committee members were confirmed to be R. Goller, C. Lepage, R. Sadagoban, and A. Ortiz-Carlsson.

The Friends of the Guelph Public Library representative for 2026 was confirmed to be D. Williamson.

Motion 14.26:

Moved by V. Webb

Seconded by B. Ly

That the Guelph Public Library January 2026 Board meeting be extended.

Carried

The Board meeting was extended at 7:58 p.m.

7.5 Governance Policy Update**C. Lepage**

C. Lepage provided details on the governance policy updates including committee chair eligibility, board policies, and altered wording to reflect diversity and inclusivity, while aligning with the Public Libraries Act.

Motion 15.26:

Moved by C. Cowan

Seconded by B. Ly

That the Guelph Public Library Board receive the Governance Policy Update as information.

Carried**7.6 2025 Development Summary****K. Bester**

K. Bester presented a summary of 2025 development initiatives, highlighting gifts received, donor stewardship, campaign progress, and outreach efforts. The Board acknowledged the significant growth in donor engagement and fundraising success.

Motion 16.26:

Moved by R. Ellery

Seconded by V. Webb

That the Guelph Public Library Board receive the 2025 Development Summary report as information.

Carried

C. Klassen departed at 8:10 p.m.

7.7 2026 Proposed Operating Budget Adjustment**R. Foster**

D. Atkins and R. Foster presented four scenarios for a proposed adjustment to the 2026 operating budget in response to the mayor's request to re-evaluate the year's budget.

A conversation ensued surrounding potential advantages and disadvantages per each proposed scenario.

It was determined that deferring a portion of the budget towards staff hiring ahead of the New Central Library opening was most feasible, given the refined schedule, ultimately shifting \$594,800 to the 2027 budget as to be presented at the City Council meeting in February 2026.

Motion 17.26:

Moved by C. Cowan

Seconded by R. Sadagoban

That the Guelph Public Library Board approve the amended operating budget adjustment of \$14,329,053 that incorporates the correct inefficiencies in the deferred hiring phase.

Carried

8 New Business

8.1 C. Lepage expressed positive feedback to the communications department regarding their social media presence, and congratulated library staff on a successful website launch.

9 Unfinished Business

9.1 D. Atkins informed the Board that previous library CEO, Steve Kraft, has won the OPLA Lifetime Achievement Award, to be presented at the upcoming Ontario Libraries Association conference event. A press release will follow.

10 Next Meeting

Monday, February 23rd , 2026 – 6:00 p.m.

11 Adjournment

Motion 18.26:

Moved by B. Ly

Seconded by R. Ellery

That the Guelph Public Library meeting of January 2026 be adjourned.

Carried

The meeting adjourned at 8:40 p.m.

Library Board Chair Date

Library CEO Date

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