



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Monday, February 23rd, 2026

Prepared by: Shauna Parsons, Administrative Assistant

Members

Bang Ly (Chair)

Danny Williamson (Past Chair)

Alexandra Ortiz Carlsson

Renganathan Sadagoban (Vice Chair)

Vivian Webb

Denise Rishworth

Claire Cowan

Candice Lepage (Secretary)

Randalin Ellery

Councillor Rodrigo Goller (Vice Chair)

Councillor Leanne Caron

Councillor Carly Klassen*

Staff

Dan Atkins (CEO)

Michelle Campbell (Deputy CEO)

Carolyn Elston-Ryder (Human Resources)

Katie Duncan (Communications Supervisor)

Meg Forestell-Page (Manager of Public Service)

Shauna Parsons (Administrative Assistant)

*** Attended Virtually**

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

Guests

No guests.

Regrets

Vivian Webb, Leanne Caron, Claire Cowan.

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, B. Ly at 6:04 p.m. on Monday, February 23rd, 2026.

1.1 First Nations Acknowledgement

R. Goller read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

D. Rishworth shared their GPL Values.

2 Approval of Agenda

Motion 19.26:

Moved by A. Ortiz-Carlsson

Seconded by R. Sadagoban

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

Carried

3 Apologies for Non-Attendance

Vivian Webb, Leanne Caron, Claire Cowan.

4 Declaration of Pecuniary Interests

No declarations to report.

5 Consent Agenda

5.1 Adoption of January 2026 Minutes

5.2 Revised Proposed Board Meetings Schedule

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 Report

5.8 Human Resources Scorecard Report

Motion 20.26:

Moved by C. Lepage

Seconded by R. Ellery

That the Guelph Public Library Board approve the Consent Agenda as circulated, pending discussion on item 5.7 New Central Library Update Report.

Carried

D. Williamson asked if there are any timing updates on the New Central Library opening date. D. Atkins responded that no updates have been given, and it's too early to determine whether there will be delays. Further information will be provided later in the year.

Motion 21.26:

Moved by D. Williamson

Seconded by D. Rishworth

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

Carried

6 Presentations and Reports

6.1 2025 Strategic Objectives Progress Report M. Campbell

M. Campbell presented the 2025 Strategic Objectives Progress Report, formerly named the 2025 Annual Review Report. This report was renamed to create a seamless narrative of the Public Library's journey throughout 2025.

The 2025 Annual Report created by K. Duncan was also included in the distributed booklet for Board review.

M. Campbell provided an overview of achievements, milestones, statistics, and initiatives across the library system.

B. Ly inquired about a decrease in physical book circulation in 2025. M. Campbell explained overall the physical circulation didn't decrease, yet there was an increase in E-resources which may be attributed to a rising popularity of audiobooks and e-books.

A. Ortiz-Carlsson and R. Sadagoban raised questions about how these metrics would be presented to the public. It was confirmed the 2025 Annual Report would be shared publicly via website posting and print.

C. Lepage and D. Williamson brought forth a discussion about the growth of new library card holders, and congratulated staff on the apparent expansion of library use. M. Campbell highlighted possible contributing factors such as new partnerships and programs, obtaining residents who live on the outskirts of Milton, visiting University of Guelph students, and population growth.

A. Ortiz-Carlsson inquired whether there were noted staff barriers toward opening the New Central Library. M. Campbell explained the initial training of many items at once was somewhat overwhelming, but that staff are confident moving forward with new software and continue to be supported during this transition. Plans for training in 2026 include reiterating what was learned in 2025 to ensure staff are comfortable in their tasks.

Motion 22.26:

Moved by A. Ortiz-Carlsson

Seconded by D. Rishworth

That the Guelph Public Library Board receives the 2025 Strategic Objectives Progress Report and approves the 2025 Annual Report.

Carried

6.2 Multi-Year Operational Workplan

D. Atkins

D. Atkins presented the 2026-2028 Operational Workplan, emphasizing preparations for the New Central Library, staff development, technology upgrades, and community partnerships. D. Atkins reflected on two planning sessions that took place which helped staff to set priorities, define goals, and gather staff input; setting a direction for the years ahead.

R. Sadagoban brought forth a conversation surrounding enhancing public value of the library through cultivating social connections and community

partnerships, and how that might fit into Board advocacy initiatives, expressing social impact. D. Atkins informed the Board that the upcoming Municipal election will be an opportunity for the library to offer informative programming and education surrounding local issues such as navigating misinformation, AI safety, and awareness of human trafficking in partnership with Guelph Police.

A. Ortiz Carlsson asked about general staff morale. D. Atkins shared the recent staff engagement survey provided positive insights, and another survey is being planned. Additionally, another Staff Fest request will be presented to the Board at a future date.

R. Ellery inquired about ways the Board might identify their goals and measure success. B. Ly confirmed the discussion can be brought to the Executive Committee for further consideration.

Motion 23.26:

Moved by C. Lepage

Seconded by D. Rishworth

That the Guelph Public Library Board approve the 2026-2028 Operational Work Plan.

Carried

7 Authority to Move into Closed Session

Motion 24.26:

Moved by R. Ellery

Seconded by R. Goller

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

The meeting was moved into closed at 7:04 p.m.

A motion to approve the closed agenda carried – **Motion IC.08.26**

A motion to approve the closed consent agenda carried – **Motion IC.09.26**

A motion to receive information carried. – **Motion IC.10.26**

A motion to adjourn carried. – **Motion IC.11.26**

The meeting was moved out of closed at 7:09 p.m.

8 New Business

8.1 Board Evaluation Process

A. Ortiz-Carlsson

A. Ortiz-Carlsson notified the Board about the Board Evaluation process, which will take place bi-annually. The first evaluation will be after the March Board meeting, pending the Executive Committee to select pairs of members to discuss evaluation topics as laid out in Governance Policy GPL G9 Board Evaluation, Appendix A.

9 Unfinished Business

9.1 D. Williamson reminded Board members that this week is Freedom to Read Week.

9.2 D. Atkins reminded Board members the October Board meeting will be rescheduled to a new date, to accommodate the Municipal election. Approval will be required at the March Board meeting.

10 Next Meeting

Monday, March 30th, 2026 at 6:00 p.m.

11 Adjournment

Motion 25.26:

Moved by D. Williamson

Seconded by R. Ellery

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

Carried

The meeting adjourned at 7:16 p.m.

Library Board Chair Date

Library CEO Date

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