



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

November 16, 2021

Prepared by Laura Hernandez

Members

Scott Butler (Chair)

James Gordon

Vivian Webb (Vice Chair)

Getu Hailu

Randalin Ellery (Vice Chair)

Anne MacKay

Lisa Maslove (Past Chair)

Katie Saunders

Aaron Blair

Danny Williamson

Staff

Steven Kraft (CEO)

Carolyn Elston-Ryder (Human Resources)

Dan Atkins (Deputy CEO)

Hannah McPherson (Human Resources Intern)

Meaghan H. Forestell-Page
(Supervisor of Programming,
Outreach & Digital Services)

Kristen Bowman (Clerk)

Michelle Campbell (Manager of Public Services)

Laura Hernandez (Administrative Assistant)

Kristen Bester (Fundraising)

Guests

Celeste Bannon Waterman (KCI – Partner/Research + Analytics)

Regrets

Randalin Ellery

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Scott Butler, at 5:34 p.m. on Tuesday, November 16, 2021 in the Program Room of the Guelph Public Library – Main Branch. Danny Williamson joined the meeting through Webex, Steve Kraft, Secretary, was present.

1.1 First Nations Acknowledgement

The Chair read the Territorial Acknowledgement.

2 Approval of Agenda

Consent Agenda item 5.6 Summer Programming Report will be moved to item 6.7 Summer Programming Report for further discussion.

Motion 66.21:

Moved by: A. MacKay

Seconded by: G. Hailu

That the Agenda of the November, 2021 Library Board meeting be approved as amended.

Carried

3 Apologies for Non-Attendance

Randalin Ellery

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

5.1 Adoption of October 2021 Minutes

5.2 Correspondence

5.3 CEO's Report

5.4 Service Utilization Report

5.5 Operating Variance Report

Motion 67.21:

Moved by: G. Hailu

Seconded by: A. Blair

That the Consent Agenda be approved as amended, item 5.6 Summer Programming Report will be moved to item 6.7 Summer Programming Report for further discussion.

Carried

6 Presentations & Reports

6.1 Feasibility Study Focus Group – KCI

C. Bannon Waterman spoke to the Board about the Campaign Planning Study starting off with key study inputs;

C. Bannon Waterman explained that the goal of this study is to resonate with the community and determine what they would like to fund, what special interests they might have and what is going to motivate people to contribute. Volunteers as well as volunteer Board members play a critical role in fundraising.

C. Bannon Waterman asked the board a series of questions.

- 1. As board members, where does the Board of the Guelph Public Library's greatest gaps in readiness are?**
- 2. Are there any particular individuals who the Board feels would be suited for a role as a major donor and/or volunteer for the Campaign?**
- 3. What do you feel will be required to 'ready' the Board for an expanded fundraising focus?**
- 4. What will be key success factors for the campaign? What are the potential risks?**

A discussion followed.

6.2 Executive/ Chair Report

S. Butler provided an update that they will be conducting interviews for the new Board vacancies positions soon. V. Webb will be sending out board self evaluations and CEO evaluations to be completed by early December.

Moved by: A. Blair

Seconded by: G. Hailu

Carried

6.3 External Affairs Committee Report

D. Williamson reported that several Board members have met to discuss candidates and scored them, C. Elston-Ryder has helped in navigating the Board with this process. The Board was impressed with the quality of the candidates.

S. Kraft touched base on a communications plan. There has been discussion in the future of hiring a communications consultant to create a 2-3-year communications plan.

Moved by: K. Saunders

Seconded by: L. Maslove

Carried

6.4 Internal Affairs Committee Report

V. Webb informed that she will be reaching out to all committee Chairs to check in on the completion of activities for the year.

Moved by: G. Hailu

Seconded by: V. Webb

Carried

6.5 Governance Committee Report

Nothing to report.

6.6 CEO Top of Mind

S. Kraft reported the that council meeting went well. There were a few questions from councillors, but overall it was a positive response.

A. MacKay asked what was the questions?

S. Kraft said they asked about the project manager and how it will it be funded. They commented on perhaps not doing fine free and instead letting books stay out longer. Budget will be presented and voted on December 2. Currently, working on fundraising, in the process of signing to all the supporters. Organizing interviews for new board members, S. Butler has sent out invitations.

L. Maslove wanted to thank S. Kraft for being prepared and answering the questions councillors had with facts.

Moved by: L. Maslove

Seconded by: G. Hailu

Carried

6.7 Summer programming Report

L. Maslove commented that she would like to congratulate the programming team and would like the summer programming report to go to overlap.

S. Kraft assured that the report will be going to Overlap and is very proud of the programming team and filling a gap like in orange shirt day and Remembrance Day.

Moved by: L. Maslove

Seconded by: A. Blair

Carried

7 New Business

Nothing to report.

8 Unfinished Business

Nothing to report.

9 Next Meeting

Chair, Scott Butler announced that the next Board meeting would be Tuesday, December 21, 2021 at 5:30 p.m.

10 Adjournment

Motion 68.21:

Moved by A. Blair

Seconded by A. MacKay

That the Guelph Public Library meeting of November 2021 be adjourned.

Carried

Meeting adjourned at 6:57 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date