



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Monday, March 30th, 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)

Andrew Kwan (Manager, I.T. Technology)

Robin Foster (Supervisor, Business Planning)

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

Danny Williamson, Randalin Ellery, Renganathan Sadagoban, Carly Klassen.

1 Call to Order

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, B. Ly at 6:00 p.m. on Monday, March 30th, 2026.

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 26.26:

Moved by L. Caron

Seconded by A. Ortiz-Carlsson

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

Carried

3 Apologies for Non-Attendance

Danny Williamson, Randalin Ellery, Renganathan Sadagoban, Carly Klassen.

4 Declaration of Pecuniary Interests

No declarations to report.

5 Consent Agenda

5.1 Adoption of February 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

Motion 27.26:

Moved by C. Lepage

Seconded by L. Caron

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

Carried

6 Presentations and Reports

6.1 Preliminary Year-End Financial Review

R. Foster

R. Foster presented the Preliminary Year-End Operating Variance results for 2025, highlighting a historical pattern of operating outcomes within 1-2% of budget, reflecting stable financial management and stewardship of public funds. Details were given to support the existing surplus such as partially mitigated staff expansion and reduced furniture and collection maintenance.

Motion 28.26:

Moved by C. Cowan

Seconded by D. Rishworth

That the Guelph Public Library Board direct staff to draft a letter to the City Treasurer requesting that the 2025 surplus of \$123,772 be transferred to the Guelph Public Library Operating Contingency Reserve.

Carried

6.2 Staff Development Day 2026

C. Elston-Ryder

C. Elston-Ryder presented a proposal for a system-wide library closure to facilitate another Staff Development Day in 2026, highlighting the success of the event in 2025 with over 100 participants engaged in staff development, service improvement and continuous training.

D. Rishworth inquired about whether an additional day would also be utilized for transitioning into the new library. D. Atkins confirmed the Board will receive a different report in September/October 2026 which will propose a larger close of the library to facilitate the move.

B. Ly inquired about what types of training will take place. C. Elston-Ryder informed the Board that details will be planned once feedback is received from staff regarding what they are hoping to see this year.

Motion 29.26:

Moved by C. Lepage

Seconded by V. Webb

That the Guelph Public Library Board approve the closure of all library locations for one full day in the 3rd quarter of 2026 to enable all staff to participate in a system-wide Staff Development Day.

Carried

7 Authority to Move into Closed Session

Motion 30.26:

Moved by C. Lepage

Seconded by C. Cowan

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 6:11 p.m.

A motion to approve the closed agenda carried – **Motion IC.12.26**

A motion to approve the closed consent agenda carried – **Motion IC.13.26**

A motion to receive information carried. – **Motion IC.14.26**

A motion to adjourn carried. – **Motion IC.15.26**

The meeting was moved out of closed at 6:32 p.m.

8 New Business

8.1 Board Retreat

D. Williamson

Item 8.1 will be deferred to a later meeting due to D. Williamson's absence.

8.2 Board Recruitment

B. Ly

C. Lepage provided an update on behalf of the Governance Committee, that they are working on drafting rules and regulations surrounding the Executive election process. Once complete this will be presented to the Board. The election itself will be managed by the Recruitment Committee, instead of the Executive Committee.

Motion 31.26:

Moved by C. Cowan

Seconded by L. Caron

That the Guelph Public Library Board direct the Recruitment Committee to provide recommendations for Board Executive elections and succession planning.

Carried

9 Unfinished Business

9.1 Agenda Item Opportunities and Procedure

D. Atkins

D. Atkins brought forth an item that was discussed at the Executive Committee meeting. A reminder was presented to Board members that there are always opportunities to reach out for a request of reports, clarification, or other agenda items that they wish to be included in a meeting. Any items not on the agenda can also be mentioned during the Board meetings.

9.2 New Central Library Transition Plan

C. Cowan

C. Cowan and D. Rishworth inquired about a timeline of when the Board will receive a transition plan for the New Central Library. D. Atkins confirmed a construction update will be provided to staff in June 2026, with a more detailed plan able to be presented to the Board in September or October, pending additional information.

L. Caron pointed out that the 2027 opening of the new library may align well with the celebrations surrounding the Guelph 200.

Motion 32.26:

Moved by C. Cowan

Seconded by C. Lepage

That the Guelph Public Library Board receive a preliminary report on the moving plan at the September Board meeting.

Carried

9.3 Board Evaluations

A. Ortiz-Carlsson

A. Ortiz-Carlsson announced she had printed papers available for everyone to assist with guiding the conversations around the Board Evaluations. Members are to write or email responses to A. Ortiz-Carlsson for collection.

10 Next Meeting

Monday, April 27th, 2026, at 6:00 p.m.

11 Adjournment

Motion 33.26:

Moved by C. Lepage

Seconded by D. Rishworth

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

Carried

The meeting adjourned at 6:53 p.m.

Library Board Chair Date

Library CEO Date

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