



**Guelph Public Library**  
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# **Guelph Public Library Board**

## **Regular Monthly Meeting Minutes**

**Monday, January 27, 2025**

**Prepared by Barbara Powe, Administrative Assistant**

### **Members**

Danny Williamson (Chair)

Randalin Ellery (Past Chair)

Vivian Webb (Vice Chair)

Alexandra Ortiz Carlsson (Vice Chair)

Renganathan Sadagoban

Bang Ly

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)

Meg Forestell-Page (Manager of Public Service)

Kirsten Bester (Development Officer)

Robin Foster (Business Planning Supervisor)

Katie Duncan (Communications Supervisor)

Barbara Powe (Administrative Assistant)

### **Guests**

No guests to report.

### **Regrets**

No regrets to report.

**\*Attended Virtually**

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## **1 Call to Order**

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Danny Williamson, at 6:04 p.m. on Monday, January 27, 2025. Dan Atkins, Secretary, was present.

### **1.1 First Nations Acknowledgement**

D. Atkins read the Territorial Acknowledgement.

### **1.2 Guelph Public Library Values**

D. Williamson shared their GPL Values.

## **2 Approval of Agenda**

The following items were deferred to February's Board meeting:

6.1 2024 Board Strategic Workplan Year-End Review

6.2 Election of 2025 Board motion

6.6 2025 Board Strategic Workplan Planning

### **Motion 01.25:**

Moved by B. Ly

Seconded by L. Caron

That the Guelph Public Library Board approve the Agenda of the January Library Board meeting as amended.

**Carried**

## **3 Apologies for Non-Attendance**

Carly Klassen

## **4 Declaration of Pecuniary Interest**

No declarations to report.

## **5 Consent Agenda**

### **5.1 Adoption of November 2024 Minutes**

### **5.2 Correspondence**

### **5.3 CEO's Report**

### **5.4 New Central Library Update**

### **5.5 Operating Variance Report**

### **5.6 Service Capacity Scorecard**

### **5.7 Service Utilization Scorecard**

### **5.8 Strategic Plan**

### **5.9 2024 Staff Strategic Workplan Year-End**

### **5.10 2025 Board Schedule and Agenda**

D. Rishworth requested that item 5.4 be pulled for discussion.

#### **Motion 02.25:**

Moved by D. Rishworth

Seconded by C. Cowan

That the Guelph Public Library Board approve the Consent Agenda with the exception of item:

5.4 New Central Library Update

**Carried**

## **6 Presentations & Reports**

### **6.1 New Central Library Update**

D. Rishworth inquired about the data provided in section 3 Project Status and Last Quarter Update.

D. Atkins reported that the information provided in the report is based on the City's report.

A discussion followed.

D. Atkins noted that reports will be provided to the Board as the project develops.

**Motion 03.25:**

Moved by C. Cowan

Seconded by R. Ellery

That the Guelph Public Library Board direct the CEO to invite the City to give a presentation about the New Central Library project in June.

**Carried**

**6.2 Election of 2025 Board**

D. Williamson reported that three fourths of the Executive Committee will finish their term in 2026.

A discussion about succession followed.

D. Williamson inquired if a Councillor could sit on the Executive Committee.

A discussion followed.

**Motion 04.25:**

Moved by C. Cowan

Seconded by B. Ly

That the Guelph Public Library Board direct the Governance Committee to return to the Board in March with recommendations surrounding Councillors sitting on the Executive Committee.

**Carried**

**Motion 05.25:**

Moved by R. Sadagoban

Seconded by B. Ly

That the motions for the election of the 2025 board be deferred to February's Board meeting.

**Carried**

**6.3 2024 Development Summary**

K. Bester reported that \$351,208 was secured in 2024, from a total of 301 donors and 984 gifts. An additional \$268,000 has been pledged and will be received in future installments.

She gave a detailed overview of gift designations, donor metrics, program growth and key activities used to solicit gifts.

## **New Central Library Campaign**

New Central Library Capital Campaign efforts consisted of regular meetings and presentations with the Volunteer Campaign Advisory Committee, KCI Consultant, and prospective donors.

## **Donor Stewardship**

Donor stewardship is the process of nurturing and maintaining relationships with donors to encourage their ongoing support. It involves consistent communication, gratitude, and engagement to ensure that donors feel valued, informed, and connected to an organization's mission.

K. Bester reported that plans for 2025 include:

- Working with the Supervisor of Communications to develop a comprehensive communication plan for fundraising efforts;
- Inviting donors to share testimonials;
- Activities to increase Capital Campaign awareness; and
- Boosting awareness of the Rosa Rattray Early Literacy Fund.

## **Motion 06.25:**

Moved by R. Sadagoban

Seconded by C. Cowan

That the Guelph Public Library Board direct the CEO to instruct Staff to provide recommendations on fundraising metrics for Board review.

**Carried**

## **Motion 07.25:**

Moved by R. Sadagoban

Seconded by B. Ly

That the Guelph Public Library Board receive the 2024 Development report for information.

**Carried**

## **6.4 Public Art**

D. Atkins reported that the City has removed public art from their budget in all projects.

In initial conversations, the Friends of the Guelph Public Library showed interest in assisting the Library acquire art for the New Central Library.

## **Motion 08.25:**

Moved by D. Rishworth

Seconded by V. Webb

That the Guelph Public Library Board authorize the CEO to initiate discussions with the Friends of the Guelph Public Library regarding potential opportunities to incorporate art into the Library space.

**Carried**

L. Caron recommended that the Library reach out to the Art Gallery of Guelph about partnering with Acquisitions at the City as well.

V. Webb noted that the results from the public engagement highlighted that public art played a significant role in the development of the New Central Library, making it an important investment.

A discussion followed.

**Motion 09.25:**

Moved by B. Ly

Seconded by D. Rishworth

That the Guelph Public Library Board direct the Executive Committee to provide recommendations on public art for the New Central Library.

**Carried**

**6.5 Board Committees**

**Motion 10.25:**

Moved by R. Sadagoban

Seconded by B. Ly

That item 6.5 Board Committees be deferred to February's Board meeting.

**Carried**

**7 Authority to Move into Closed Session**

**Motion 11.25:**

Moved by B. Ly

Seconded by R. Sadagoban

**Recommendation:**

That the Guelph Public Library 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,

(d) labour relations or employee negotiations;

**Carried**

The meeting was moved in-camera at 7:38 p.m.

A motion to approve the agenda carried. – Motion IC.01.25

A motion to approve the consent agenda carried. – Motion IC.02.25

A motion to receive the Library as a Safe Place report carried. – Motion IC.03.25

The meeting was move out of in-camera at 8:00 p.m.

## **8 New Business**

### **8.1 OLA Superconference**

D. Atkins reported that three staff members will be graduating from various programs through OLA.

Michelle Campbell – Public Libraries Leaders

Samantha Wellhauser-Bells – Advancing Public Library Leadership

Ben Robinson - Advancing Public Library Leadership

## **9 Unfinished Business**

Nothing to report.

## **10 Next Meeting**

Chair, D. Williamson announced that the next Board meeting would be Monday, February 24, 2025 at 6:00 p.m.

## **11 Adjournment**

### **Motion 12.25:**

Moved by B. Ly

Seconded by R. Sadagoban

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

**Carried**

Meeting adjourned at 8:04 p.m.

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**Library Board Chair**

**Date**

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**Library CEO (Board Secretary)**

**Date**