



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

## **Regular Monthly Meeting Minutes**

**Monday, June 24, 2024**

**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 (Acting CEO)

Michelle Campbell (Manager of Public Service)

Carolyn Elston-Ryder (Human Resources)

Meg Forestell (Manager of Community Engagement)

Kirsten Bester (Development Officer)

Barbara Powe (Administrative Assistant)

### **Guests**

Ben Balfour (Overlap & Associates)

### **Regrets**

Carly Klassen

**\*Attended Virtually**

## **1 Call to Order**

The regular monthly meeting of the Guelph Public Library Board was called to order by the Chair, Danny Williamson, at 6:01 p.m. on Monday, June 24, 2024. Dan Atkins, Secretary, was present.

## **2 Meeting Extension**

Motion 49.24:

Moved by R. Goller

Seconded by B. Ly

That the Guelph Public Library Board meeting of June be extended past 8:00 p.m.

### **2.4 First Nations Acknowledgement**

D. Williamson read the Territorial Acknowledgement.

### **2.5 Guelph Public Library Values**

L. Caron shared their GPL Values.

D. Williamson shared correspondence.

## **3 Approval of Agenda**

### **Motion 48.24:**

Moved by C. Cowan

Seconded by A. Ortiz Carlsson

That the Agenda of the June Library Board meeting be approved as circulated

**Carried**

## **4 Apologies for Non-Attendance**

Carly Klassen

D. Williamson pulled item 8.4 Calgary Library from the agenda due to C. Klassen's absence.

## **5 Declaration of Pecuniary Interest**

No declarations to report.

**Carried**

## **6 Consent Agenda**

**6.1 Adoption of May 2024 Minutes**

**6.2 Correspondence**

**6.3 Acting CEO's Report**

**6.4 Service Utilization Scorecard Report**

**6.5 Service Capacity Scorecard Report**

**6.6 Operating Variance Report**

**6.7 Human Resources Scorecard**

**6.8 New Central Library Update**

**6.9 2024 Staff Strategic Workplan Mid-Year Report**

**6.10 2024 Board Strategic Workplan Mid-Year Report**

**6.11 Facilities Master Plan – Branch Reports**

R. Goller requested to pull the following items for discussion:

6.3 Acting CEO's Report

6.8 New Central Library Update

6.11 Facilities Master Plan – Branch Reports

D. Williamson noted that the items will be discussed later in the agenda.

### **Motion 49.24:**

Moved by L. Caron

Seconded by C. Cowan

That the Consent Agenda be approved as amended.

**Carried**

## **7 Authority to Move into Closed Session**

### **Motion 50.24:**

Moved by R. Goller

Seconded by R. Ellery

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,

(d) labour relations or employee negotiations;

**Carried**

The meeting was moved in-camera at 6:11 p.m.

A motion to approve the agenda carried. – **Motion IC.29.24**

A motion to approve the consent agenda carried. – **Motion IC.30.24**

A motion to receive the CEO Recruitment presentation carried. – **Motion IC.31.24**

Motions directing Staff to follow actions presented by the Board carried. – **Motion IC.32.24, IC.34.24 & IC.35.24.**

The meeting was moved out of in-camera at 7:30 p.m.

Chair D. Williamson called for a break.

The meeting reconvened at 7:34 p.m.

## **8 Presentations & Reports**

### **8.1 2025-2029 Strategic Plan Overview**

B. Balfour gave an overview of the work Overlap has been doing with the Library. He reported that a trend analysis was completed in May and engagement started in June.

B. Balfour reported that workshops and planning retreats will take place in fall with a report coming to the Board by the end of fall.

A discussion followed.

#### **Motion 51.24:**

Moved by B. Ly

Seconded by R. Sadagoban

That the Guelph Public Library Board receive the 2025-2029 Strategic Plan Overview for information.

**Carried**

B. Balfour left the meeting at 7:50 p.m.

## **8.2 Acting CEO's Report**

Board members thanked D. Atkins for his report.

A. Ortiz Carlsson inquired about the timeline for the online merchandise store.

D. Atkins reported that Staff hope to launch sometime in 2024, after research is completed.

### **Motion 52.24:**

Moved by L. Caron

Seconded by B. Ly

That the Guelph Public Library Board receive the Acting CEO's Report for information.

**Carried**

## **8.3 New Central Library Update**

R. Goller thanked D. Atkins for the report and inquired about the timeline for becoming a 0-carbon facility.

D. Atkins reported that some work has already been done, but there are no solid plans yet.

### **Motion 53.24:**

Moved by B. Ly

Seconded by A. Ortiz Carlsson

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

**Carried**

## **8.4 Facilities Master Plan**

R. Goller inquired about the cost and timeline of the audit.

D. Atkins reported that Staff hope to have the audit completed by 2025. He noted that any major work/upgrades would be on hold until the entire audit is complete.

A discussion followed.

### **Motion 54.24:**

Moved by C. Cowan

Seconded by R. Sadagoban

That the Guelph Public Library Board receive the Facilities Master Plan for information.

**Carried**

## **8.5 Annual Programming Review**

M. Forestell-Page gave an overview of the department throughout 2023.

She reported that programs are offered at all GPL locations and aim to meet the many needs and curiosities of our customers. GPL's programs range in topics from STEAM, health and wellness, arts and culture, genealogy and local history, social and community connections, educational and learning activities and entertainment.

The programming department has developed and maintained several partnerships. Collaborative partnerships allow the library to offer more programs without putting stress on the current staffing levels.

The programming and information departments manage numerous requests for GPL to be present at various outreach events throughout the city. Never rejecting an invite to be present at a community event, GPL staff were able to engage with 1,180 community members last year.

Prior to the pandemic, GPL offered a robust collection of programs for the community to participate in. Throughout the pandemic, the department swiftly moved to virtual program offerings to ensure our customers were still able to engage with us.

GPL continues to offer a diverse selection of programs both in-person and virtually; balancing the needs of those who can join us at the library with the needs of those who cannot physically come to our spaces.

She also outlined the departments goals for 2024. She noted that the department will be welcoming a new full-time programmer beginning July 2<sup>nd</sup>.

A discussion followed.

### **Motion 52.24:**

Moved by B. Ly

Seconded by A. Ortiz Carlsson

That the Guelph Public Library Board receive the Annual Programming Review for information.

**Carried**

## **8.6 2023 Financial Year-End Review**

D. Atkins reported that in 2023, the Library launched a series of initiatives to advance its missions of providing access to information, promoting literacy and serving as a community hub. This included:

1. Program Expansion
2. Digital Transformation
3. Community Outreach
4. Facilities Enhancements
5. Staff Training and Professional Development

### **Operating**

The Library saw 8,454 (+16.6%) new members, 2,233,111 million (+2.8%) items borrowed, and 842,056 (+14%) in-person visits and the Library offered 1,430 (+26.5%) programs.

### **Revenue**

The Library continues to navigate the challenges of recovering revenue streams post-pandemic while adapting to changing patron behaviours, economic conditions, and ongoing public health considerations.

### **Staffing**

Operational requirements, staffing levels and sick time management, short-term disability and parental/maternal leaves contributed to the \$191,000 overage in the staffing budget.

### **Consulting**

The engagement of KCI and Sidekick necessitated an investment of \$108,000 in 2023, contributing to the operating deficit.

### **Capital**

In December of 2022 Guelph City Council approved a total capital budget of \$280,000 for the 2023 calendar year. This included \$130,000 for IT upgrades, \$100,000 for Main Library maintenance, and \$50,000 for Branch upgrades.

### **Reserves**

Library Contingency Reserve fund balance - \$160,683

Library Bequest Reserve Fund - \$1,492,683

A discussion followed.

### **Motion 53.24:**

Moved by B. Ly

Seconded by L. Caron

That the Guelph Public Library Board Receive the 2023 Financial Year-End Review for information.

**Carried**

## **8.7 Calgary Library**

Deferred to September meeting.

## **9 New Business**

### **9.4 Letters**

#### **Motion 54.24:**

That the Guelph Public Library Board direct the Chair and CEO to draft a letter of thanks to the Chamber of Commerce for Steven Kraft's Lifetime Achievement award.

Moved by R. Sadagoban

Seconded by B Ly

**Carried**

#### **Motion 55.24:**

That the Guelph Public Library Board draft a congratulatory letter to the CAO of the City of Guelph for his retirement.

Moved by R. Sadagoban

Seconded by B. Ly

**Carried**

## **10 Unfinished Business**

Nothing to report.

## **11 Next Meeting**

Chair, Danny Williamson announced that the next Board meeting would be Monday, September 30, 2024 at 6:00 p.m.

## **12 Adjournment**

#### **Motion 56.24:**

Moved by L. Caron

Seconded by R. Sadagoban



That the Guelph Public Library meeting of June 2024 be adjourned.

**Carried**

Meeting adjourned at 8:45 p.m.

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<b>Library Board Chair</b>	<b>Date</b>
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<b>Library CEO (Board Secretary)</b>	<b>Date</b>
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