



Guelph Public Library
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Guelph Public Library Board

Regular Monthly Meeting Minutes

Monday, March 31, 2025

Prepared by Barbara Powe, Administrative Assistant

Members

Danny Williamson (Chair)

Randalin Ellery (Past Chair)

Alexandra Ortiz Carlsson (Vice Chair)

Renganathan Sadagoban (Vice Chair)

Bang Ly (Secretary)

Vivian Webb

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)

Andrew Kwan (Manager of Information Technology)

Katie Duncan (Communications Supervisor)

Robin Foster (Business Planning Supervisor)

Diana Borg (Financial Administrator)

Barbara Powe (Administrative Assistant)

Guests

City of Guelph

Regrets

Claire Cowan

Carolyn Elston-Ryder

Robin Foster

Meg Forestell-Page

***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 6:01 p.m. on Monday, March 31, 2025. Dan Atkins, Treasurer, was present.

1.1 First Nations Acknowledgement

B. Ly read the Territorial Acknowledgement.

1.2 Guelph Public Library Values

D. Williamson shared their GPL Values.

2 Approval of Agenda

Motion 23.25:

Moved by B. Ly

Seconded by R. Goller

That the Guelph Public Library Board approve the Agenda of the March Library Board meeting as circulated.

Carried

3 Apologies for Non-Attendance

Claire Cowan

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

5.1 Adoption of February 2025 Minutes

5.2 Correspondence

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

Motion 24.25:

Moved by V. Webb

Seconded by C. Lepage

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

Carried

C. Klassen joined the meeting at 6:05 p.m.

6 Authority to Move into Closed Session

Motion 25.25:

Moved by B. Ly

Seconded by D. Rishworth

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,

(c) a proposed or pending acquisition or distribution of land by the board

The meeting was moved in-camera at 6:06 p.m.

A motion to approve the agenda carried. – Motion IC.10.25

A motion to approve the consent agenda carried. – Motion IC.11.25

A motion to receive information from the City of Gulph on Assets Management carried – Motion IC.12.25

A motion to receive the Information Technology Annual Review carried. – Motion IC.13.25

A motion directing the CEO to negotiate a lease renewal for Scottsdale carried. – IC.14.25

The meeting was move out of in-camera at 7:14 p.m.

7 Presentations & Reports

7.1 Preliminary Year-End Review

The Library finished 2024 with a small positive variance for 0.09%. Revenue has dropped at the Library over the years, however, that has been offset by parking and small sales. Next month, Staff will present on the Library's new digital store that will also bring in some revenue. With the move to the new Central Library, there will be more opportunities for revenue.

D. Atkins reported that Staff have not completed the full audit. The Board will receive a full financial report including Operating, Capital and Reserve Balance in July when the yearly audit has been completed.

Motion 26.25:

Moved by R. Sadagoban

Seconded by B. Ly

That the Guelph Public Library Board receives the Year-End Operating variance Preliminary 2024 Report as written and directs Staff to draft a letter to be forwarded to the City Treasurer requesting that the 2024 surplus be transferred to the Guelph Public Library Operating Contingency Reserve.

Carried

7.2 Board Retreat

D. Williamson reported that this year's retreat will be held in fall and Staff require some input from Board members to begin planning.

A discussion on potential topics and delivery styles followed.

An ad-hoc committee was formed to manage the planning and implementation of the retreat.

Retreat Planning Committee

Randalin Ellery

Candice Lepage

Michelle Campbell

8 New Business

Nothing to report.

9 Unfinished Business

9.1 Councillors on Executive

C. Lepage reported that according to OLS, there is no reason an appointed Councillor cannot sit on the Executive.

Motion 27.25:

Moved by R. Ellery

Seconded by D. Rishworth

That the Guelph Public Library Board direct the Governance Committee to draft and present a policy consistent with the Ontario Library Services current policy regarding the number of City Councillors delegated to serve on the Executive Committee.

Carried

10 Next Meeting

Chair, D. Williamson announced that the next Board meeting would be Monday, April 28, 2025 at 6:00 p.m.

11 Adjournment

Motion 28.25:

Moved by R. Sadagoban

Seconded by B. Ly

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

Carried

Meeting adjourned at 7:42 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date