



Guelph Public Library

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Guelph Public Library Board

Regular Monthly Meeting Minutes

Monday, September 30, 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)

Sean Porter (Systems Technician 1)

Barbara Powe (Administrative Assistant)

Guests

Antti Vilkkö (City of Guelph)*

Regrets

Randalin Ellery

***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 6:03 p.m. on Monday, September 30, 2024. Dan Atkins, Secretary, was present.

D. Williamson shared some correspondence.

1.1 First Nations Acknowledgement

D. Williamson read the Territorial Acknowledgement.

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

1.2 Guelph Public Library Values

B. Ly shared their GPL Values.

R. Sadagoban joined the meeting at 6:06 p.m.

L. Caron joined the meeting at 6:07 p.m.

2 Approval of Agenda

Motion 60.24:

Moved by C. Klassen

Seconded by V. Webb

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

Carried

3 Apologies for Non-Attendance

Randalin Ellery

4 Declaration of Pecuniary Interest

No declarations to report.

5 Consent Agenda

- 5.1 Adoption of June 2024 Minutes**
- 5.2 Adoption of August 2024 Minutes**
- 5.3 Correspondence**
- 5.4 Acting CEO's Report**
- 5.5 Service Utilization Scorecard Report**
- 5.6 Service Capacity Scorecard Report**
- 5.7 Operating Variance Report**
- 5.8 New Central Library Update**
- 5.9 Human Resources Scorecard**

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

5.3 Correspondence -the Mayor's letter regarding the budget.

D. Williamson noted that item 5.3 will now be item 6.3 under Presentations & Reports.

Motion 61.24:

Moved by B. Ly

Seconded by D. Rishworth

That the Consent Agenda be approved as amended.

Carried

6 Presentations & Reports

6.1 New Central Library Update

A. Vilkkko gave a brief account of work completed on site since February.

He noted that the first pour of the first floor of library was completed on September 25.

Key Milestones:

Q3 2025 – Library Structure Complete

Q4 2025 – Library Building Enclosed

Q4 2025 – Mechanical and Electrical Startup

Q2-Q3 2026 – Building Commissioning & HVAC Balancing

Q3-Q4 2026 – Library Move In

A discussion followed.

Motion 62.24:

Moved by C. Cowan

Seconded by V. Webb

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

Carried

A. Vilkkko left the meeting at 6:19 p.m.

6.2 Calgary Library

C. Klassen gave a summary of her visit to the Calgary Library over the summer.

She gave an overview of the history, architectural work and current programs at the Library.

Motion 63.24:

Moved by A. Ortiz Carlsson

Seconded by V. Webb

That the Guelph Public Library Board receive the Calgary Library presentation for information.

Carried

6.3 Correspondence

Mayor's Letter

D. Atkins reported that a letter was received from the Mayor's office requesting that the Guelph Public Library come in at a 4% budget increase - this is based on the 2024 multi-year budget.

D. Williamson noted that acknowledgement of the letter was sent back to the Mayor's office upon receiving the letter.

D. Atkins noted that this year, the operating and capital budgets were made available to the public prior to September's Board meeting.

R. Goller suggested that the Board should send a letter in response to the Mayor's letter.

A discussion followed.

Motion 64.24:

Moved by B. Ly

Seconded by V. Webb

That the Correspondence be received for information.

Carried

6.4 2025 GPL Proposed Operating & Capital Budget

Operating Budget

D. Atkins gave an overview of the budget process. He reported that the 2025 operating budget request of \$12,349,767 reflects a 6.5% reduction from the 2024 budget.

Increases

- Staff expansion as per Board direction
- Compensation
- Rent
- Book list prices

Decrease

The Library Capital reserve fund will be reduced by \$1.75 million to \$324,000 in 2025. Without the capital transfer, the budget increase is 7.78% over the 2024 budget.

A discussion followed.

Motion 65.24:

Moved by C. Klassen

Seconded by C. Cowan

That the Guelph Public Library Board adopt the 2025 Proposed Operating Budget and 2026-2034 Forecast as presented.

Carried

Motion 66.24:

Moved by R. Goller

Seconded by C. Cowan

That the Guelph Public Library direct the Chair to draft a letter in response to the Mayor's letter.

Carried

Motion 67.24:

Moved by C. Cowan

Seconded by R. Goller

That Staff provide communication recommendations to the Board to support clearly communication the budget to the public.

Carried

Carried Capital Budget

D. Atkins reported that Guelph Public Library Staff are recommending a Capital budget of \$3,105,000 for 2025. This budget includes:

- \$50,000 for Radio Frequency Identification (RFID)
- \$50,000 for Information Technology upgrades
- \$50,000 for Main Library maintenance
- \$35,000 in Branch upgrades
- \$2,920,000 for the New Central Library collection

D. Atkins highlighted the Bullfrog Branch expansion, the replacement of the Bookmobile, and strategic planning in the nine-year forecast.

A discussion followed.

Motion 68.24:

Moved by D. Rishworth

Seconded by C. Lepage

That the Guelph Public Library Board adopt the 2025 Proposed Capital Budget and 2026-2034 Forecast as presented.

Carried

7 Authority to Move into Closed Session

Motion 69.24:

Moved by C. Cowan

Seconded by D. Rishworth

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 7:32 p.m.

A motion to approve the agenda carried. – **Motion IC.42.24**

A motion to approve the consent agenda carried. – **Motion IC.43.24**

A motion to receive the CEO Recruitment verbal report carried. – **Motion IC.44.24**

A motion to receive the Human Resources Scorecard carried. – **Motion IC.45.24**

The meeting was moved out of in-camera at 7:47 p.m.

8 New Business

Nothing to report.

9 Unfinished Business

Nothing to report.

10 Next Meeting

Chair, Danny Williamson announced that the next Board meeting would be Monday, October 28, 2024 at 6:00 p.m.

11 Adjournment

Motion 70.24:

Moved by B. Ly

Seconded by C. Klassen

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

Carried

Meeting adjourned at 7:54 p.m.

Library Board Chair

Date

Library CEO (Board Secretary)

Date