



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

### **Regular Monthly Meeting Minutes**

Monday, September 29, 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)

Katie Duncan (Supervisor of Communications)

Robin Foster (Supervisor of Business Planning)

Diana Borg (Financial Administrator)

Barbara Powe (Administrative Assistant)

Shauna Parsons (Administrative Assistant)

#### **Guests**

Erin Guyitt (Scarfone Howkins LLP)

#### **Regrets**

Vivian Webb

#### **\*Attended Virtually**

Alternative formats are available by contacting the Library Administrative Assistant.

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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, D. Williamson, at 6:02 p.m. on Monday, September 27, 2025. Dan Atkins, Treasurer, was present.

D. Rishworth joined at 6:03 p.m.

### **1.1 First Nations Acknowledgement**

D. Williamson read the Territorial Acknowledgement.

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

B. Ly shared their GPL Values.

## **2 Approval of Agenda**

### **Motion 50.25:**

Moved by A. O. Carlsson

Seconded by B. Ly

That the Guelph Public Library Board approve the Agenda of the September 2025 Library Board meeting as circulated.

**Carried**

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

Vivian Webb

## **4 Declaration of Pecuniary Interest**

No declarations to report.

## **5 Consent Agenda**

### **5.1 Adoption of June 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**

### **5.8 Human Resources Report**

#### **Motion 51.25:**

Moved by L. Caron

Seconded by C. Lepage

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

**Carried**

R. Sadagoban joined at 6:08 p.m.

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

#### **Motion 52.25:**

Moved by A. O. Carlsson

Seconded by R. Goller

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 disposition of land by the board;

(d) labour relations or employee negotiations;

The meeting was moved in-camera at 6:10 p.m.

A motion to approve the agenda carried. – Motion IC.30.25

A motion to approve the consent agenda carried. – Motion IC.31.25

A motion directing Staff to follow actions presented by the Board carried. – Motion IC.32.25.

A motion to form a Recognition Committee carried. – IC.33.25.

A motion authorizing the CEO to follow actions presented by Staff carried. – IC.34.25.

A motion to receive the Library as a Safe Place report carried. – IC.35.25.

The meeting was moved out of in-camera at 7:29 p.m.

## **7 Presentations & Reports**

### **7.1 Final 2026 GPL Proposed Operating Budget**

R. Foster presented the proposed 2026 operating budget, detailing a 20.8% increase driven by staffing expansion for the new Central Library, collective agreement obligations, and inflation.

A discussion regarding the operational impact of reducing the budget increase from 20% to 10%, concluded that such cuts would likely result in service reductions, particularly affecting staffing for the new facility.

Further discussions followed.

#### **Motion 53.25:**

Moved by B. Ly

Seconded by R. Ellery

That the Guelph Public Library Board approve the proposed 2026 Operating Budget and receive the 2026–2029 Operating Forecast, as presented.

**Carried**

### **7.2 Final 2026 GPL Proposed Capital Budget**

The proposed capital budget for 2026 is \$800,000, with major investments in IT infrastructure, including virtual desktop deployment and server upgrades, and a forecast for future facility upgrades and lifecycle maintenance.

#### **Virtual Desktop Funding**

D. Atkins suggested using successful fundraising efforts to cover \$500,000 of the virtual desktop project's cost, thereby reducing the capital budget and future tax-funded capital transfers.

#### **Motion 54.25:**

Moved by C. Lepage

Seconded by B. Ly

That the Guelph Public Library Board direct Staff to remove \$500,000 from the capital budget for 2026.

**Carried**

Board members requested clear messaging and bullet points to address public concerns about the 20% budget increase.

**Action:** K. Duncan to share key messages to Board regarding the 2026 budget.

**Motion 55.25:**

Moved by C. Klassen

Seconded by B. Ly

That the Guelph Public Library Board approve the proposed 2026 Capital Budget and receive the 2026–2034 Capital Forecast, as amended.

**Carried**

**Motion 56.25:**

Moved by A. O. Carlsson

Seconded by R. Goller

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

**Carried**

L. Caron left at 8:14 p.m.

## **8 New Business**

### **Administrative Assistant**

D. Atkins announced B. Powe's departure after many years of service, with S. Parsons stepping into the role.

## **9 Unfinished Business**

Nothing to report.

## **10 Next Meeting**

Chair, D. Williamson announced that the next Board meeting would be Monday, October 27, 2025 at 6:00 p.m.

## **11 Adjournment**

### **Motion 57.25:**

Moved by R. Ellery

Seconded by C. Lepage

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

**Carried**

Meeting adjourned at 8:16 p.m.

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**Library Board Chair**

**Date**

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**Library CEO**

**Date**