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Coming up at 6 pm, it's this month's Guelph Public Library Board meeting! On the agenda:



MEETING PREVIEW: Guelph Public Library Board for June 19, 2023

This month's meeting of the Guelph Public Library Board of Directors is the beneficiary of perfect timing. It had to be moved to accommodate the schedule of some members, and as fate would ha...

<https://guelphpolitico.ca/2023/06/16/meeting-preview-guelph-public-library-board-for-ju...>

Chair Ellery has called the meeting to order.

Agenda is approved.

Vice-Chair Williamson is sending regrets this meeting.

No Declaration of Pecuniary Interests.

Consent agenda:

5	Consent Agenda (15 min) – Board Review	6:15 p.m.	Motion
5.1	Adoption of May 2023 Minutes		
5.2	Correspondence		
5.3	CEO's Report	S. Kraft	
5.4	Service Utilization Scorecard Report	D. Atkins	
5.5	Service Capacity Scorecard Report	D. Atkins	
5.6	Operating Variance Report	D. Atkins	

No one elects to pull anything out of consent agenda so it's approved.

First item for discussion: Annual Work Plan Mid-Year Progress Report. CEO Steve Kraft will begin.

Exec summery: Kraft says they're on target for almost anything. Under building resilient communities, they're working with community partners to create equity in digital access and wont grant to help with the efforts. Also, the Reading Buddy literacy program is coming along.

Next, library has a task force to make sure that their budget aligns with City's expectations, and that includes an evaluation of the collections before moving to the new building. Space resourcing is the main issue, and align collection with use.

Kraft says that because they're a small library and that they can't afford to hold on to material that's not circulating. Kraft says the goal with the review is to be complete a year before the new building opens, b/c they will need to know what new material to order.

Third, the voice of the customer. Kraft says that they're looking at ways to best document customer feedback, and there are some software options.

Equity, Diversity and Inclusion? Michelle Campbell (Manager of Public Service) reports that she's met with the Canadian Centre for Diversity and Inclusion to discuss how the library can improve in these areas starting in the area of management. Still early in this.

The upgrades to the public access catalogue are ongoing. The city clerks office is talking to the library about taking on some archival needs. Communications consultant has been hired to come up with 5-year plan, incl, but not limited to, new library stuff.

Facilities Master Plan? Deputy CEO Daniel Atkins says this will look at all library facilities and will give them a road map for upkeep and renovations to help with capital planning whether it's a new roof or windows or electrical. This planning will start in Q4.

Fundraising? Plan are underway, but no official public announcement yet for this year. An official announcement will come in the spring.

Operational work plan has been completed and it's being implemented. The board retreat in the fall is coming together. Training is an ongoing matter, and staff is staying on top of that.

Strategic Plan? Atkins says that they're putting together the RFP for that now, and hope to have someone ready to do some fulsome community engagement in 2024.

Ellery asks how the board can contribute to workplace development. Kraft says that he realises that with many new members of the board they haven't been through this before, but the board will be consulted when the 2024 work plan is developed later this year.

Motion to receive the Annual Work Plan Mid-Year Progress Report approved.

Next, Atkins presents the 2022 Financial Review Report.

Atkins says that despite the challenges, the Library was able to finish the year with a small positive variance. In 2022, there were 1.8 million visits, 7,000 new member and over 2.1 million items circulated.

2022 was the return to more normal uses, which means a return to normal levels of spending. They also stopped collecting overdue fines in 2022.

Much of the capital costs in 2022 went to I.T. and a new firewall. There was also some new furniture and displays in the main library, and though the work is being done now, the cost of the elevator repair as put aside in last year's budget.

\$1.2 million is in the fundraising reserve, which is an increase, and there's also a small increase in the operating contingency reserve thanks to that variance from the 2022 fiscal.

Atkins is asked about the location of branches. He says that the locations of the branches in commercial areas has a high impact on visibility, it's easy for people to find them. It may not be great on the pocket book renting those locations, but it helps people find them.

Motion to receive the 2022 Financial Review Report passes.

Next, Outstanding Guelph City Council Motion. Kraft notes that this from Oct 2020, the request to seek additional funding for the new library project in advance of 2023 budget.

Kraft says that the library staff have been working hard to try and fulfil this, incl. the hiring of a fundraising consultant. The consultant says that a fundraising campaign of \$3.5 million is appropriate and Kraft says it's doable.

The Friends of the GPL have already pledged \$1 million, which is in addition to the expectations about that \$3.5 million. Library staff have also worked with the City to apply for grants,

There's a motion to ask City staff to bring a report back to the board about any fundraising opportunities they've found. Also part of the recommendation, forwarding this report to the City and accepting for information. Passes.

Next, New Central Library Update Report. Project Manager Rupinder Chatha, who notes that the groundbreaking is tomorrow at 11 am.

Ellery asks about the "expected to be completed date", is it really three years from the groundbreaking? Chatha says that's right, work will begin on the underground parking first, which will be the first year of work.

Motion to receive the report for information is approved.

Friends of the Library Meeting Update. Kraft reports that the fund-raising consultant met with the Friends to look at their plans, and for their efforts the Friends want the children's library named after them for their \$1 million.

Next, Executive/ Chair Report. Not much to report, they let the clerks office know about the vacancy and are verifying timelines for recruits and looking at skills gaps.

Next, closed meeting session under section d of the Public Libraries Act for labour relations or employee negotiations. The board votes in favour of moving into closed session so we'll see what happens afterward.



The board is emerging from closed session.

Ellery says the closed meeting item was a discussion about staff expansion plans. That is all.

No new business.

Next meeting is September 25.

That's a wrap for this meeting!



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