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Coming up at 6 pm, it's this month's Guelph Public Library Board of Directors meeting. Here's what is coming up on the agenda:



Chair Williamson has called the meeting to order.

Williamson announces that an outreach nurse will be at the main library from 5-7 pm every Tuesday in May. It's an attempt to fill part of the service lost with the Royal City Mission cutting back hours.

Agenda approved.

Member Sadagoban is not here tonight, Cllr Caron's got log-in issues.

No Declaration of Pecuniary Interests.

Consent agenda:

<b>5</b>	<b>Consent Agenda (15 min) – Board Review</b>	<b>6:15 p.m.</b>	<b>Motion</b>
<b>5.1</b>	<b>Adoption of March 2024 Minutes</b>		
<b>5.2</b>	<b>Correspondence</b>		
<b>5.3</b>	<b>Acting CEO's Report</b>	D. Atkins	
<b>5.4</b>	<b>Service Utilization Scorecard</b>	D. Atkins	
<b>5.5</b>	<b>Service Capacity Scorecard</b>	D. Atkins	
<b>5.6</b>	<b>Operating Variance</b>	D. Atkins	
<b>5.7</b>	<b>New Central Library - Milestones Update</b>	R. Chatha	

Two items, pulled, but the rest of the agenda is approved.

Cowan asks when the board can look at Service Capacity Scorecard red items, and adjust targets that are consistently red: program capacity and digital collections. Can they embrace

something more realistic in short-term.

Acting CEO Atkins says that the point was to show where there's staffing need and justify funding and staffing requests. Cowan retracts her request.

Member Carlsson asks about CEO's report about the new formatting. Atkins says that former Chair Ellery gave guidance to focus the report on more immediate strategic goals, and he's glad that the board has found it useful.

Next, Friends of the GPL 2024 Book Sale. The Friends are in attendance. Ellen Goguen, treasurer, is here to talk about the search for a venue.

Goguen notes that the \$1 million raised by the FGPL "one book at a time", but they need the board's help. They've been using 69 Huron (different parts of the building) for the last few sales, they can't use the location for 2024.

They're looking for 10-15k square feet. It can be an old store or office building, it needs parking and it needs to be accessible. They need a load dock to move the books not sold, and they need to be able to occupy for 3 months.

Also can't pay market value rent, but you can right it off and they will give you a receipt.

In the meantime, they need about 400-500 sq feet (a standard 2 car garage) in order to store their supplies. They have a list of spaces they've seen but they don't have any assurances about securing a new space.

Ly asks about what kind of time do they need. The Friends say it's urgent, they need a space by next week at least to move their supplies.

July 15 is when they need to move in, but they will have to know by the end of May whether there's going to be a book sale at all. No location means no book sale. They looked as far away as the air field and the Jesuit Centre.

As for storage, they think there's better odds at finding that space, and sure, they could get a storage locker, but that's a big expense and that means less money for the library. Push comes to shove, they do have basements.

Williamson thanks the Friends for their time and efforts.

Next, Board Committee Updates!

Exec: They meet in advance of this meeting, but no updates to offer.

Strat Planning: Got a vendor to oversee process, had an initial meeting. Engagement will start this summer. Look for it!

CEO recruit: Met today, 2/3 firms came with proposals, and the committee will come back with a decision at the next meeting.

Other committees haven't met yet.

Next, Donor Recognition. The campaign goal is to raise \$3.5 million. The theme?

"Connecting Our Communities." The funds will go to furnishing and equipment in the new library.

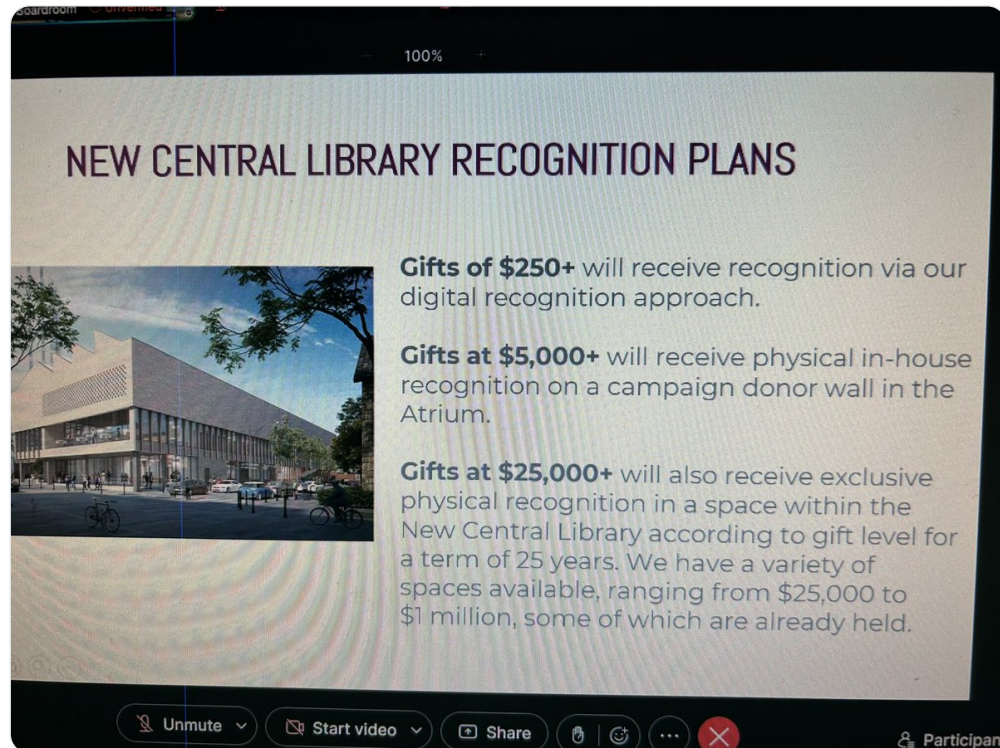
As of Dec 2023, \$2.49 million have been secured, so 71% of the total goal. KCI, the consultant, suggested an annual goal so that they will get to \$3mn by 2025, \$3.3mn in 2026

and \$3.5mn by 2027. In essence, they're ahead of goal for 2024.

Obviously the \$1 million from the Friends is a big part of the work so far, and now the campaign is in a "quiet phase" lots of face-to-face with potential big donors while at the same time building up to a launch of a public facing campaign. Strategy is being finalised.

That brings us to donor recognition, an expression of gratitude to the people giving money and a vital component to fundraising when it comes to building support. It will celebrate people who've already given and inspire future givers.

Some options:



It's about more than a display of name, it's a symbol of gratitude and community, and a digital donor wall will be able to recognise any one that gave in any way at any level.

Typically, part of portions raise is used to fund a recognition efforts. Hence the motion tonight which will let the project start seeking proposals:

**Motion:**

That the Guelph Public Library Board approves an in-year budget amendment, allocating an additional \$250,000 to the capital budget specifically designated for the design of a donor recognition system that will be integrated into the New Central Library. This funding will be drawn from the Library Bequest Reserve fund.

Next steps:

- Letter would be forwarded to city council
- RFP would be issues
- And then work would begin with the selected vendor.

Webb/Ly put the motion on the floor.

Cowan asks for confirmation, all \$250k won't be spent this year, right? That's right.

Goller asks how much others libraries spent on recognition. Bester says that numbers vary,

but not everyone does digital signs, which is part of costs. Didn't want to do major donors only

Klassen asks about the lifespan and if the digital wall will be able to be updated. Bester says updating a physical wall is more expensive, and while it will depend on the vendor, it could be 5-10 years and then only the screen needs replaced.

Ellery asks if this is for new library specifically or any donation. Bester says initially it could be just for the new building, but there are lots of options with the digital wall, they can change it up to highlight specific grants or campaigns.

Ellery asks what the Library Bequest Reserve fund is used for. Atkins notes that it was set up for the new library and it requires board approval to allocate funds.

Ellery asks if the fundraising committee has reviewed the communications plan, because she remembers the idea about sharing stories... Bester says in recent meeting they've looked at the opportunities at how to tell stories.

Lepage says she's worried about the implications moving forward about making changes to the library budget because if they can make this change, what others can they make? Atkins says they're trying to fulfill a council motion to raise funds, and recognition is part of that.

Klassen says that it's important to recognise that \$50 is a lot of money for some people, which is why it's important to recognise everyone that takes part in helping to fund the new library. For some people, \$50 *is* a huge gift.

Goller asks if this isn't approved, then this would jeopardise the fund-raising project. Celeste Bannon Waterman from KCI says it doesn't jeopardise, but it does look tacky if they're asking for money and not offering anything.

Caron says large donor recognition is going to happen, notes that it's about friend-raising and relationships, and there are going to be people that make small donations that won't make/break, but through the aspect of friendship building, it's a big deal. People look for names.

Atkins says that they recognise that this goal has been achieved by many small donations, but the average gift is \$100 and this is a community library. People who have given to the cause will be recognised, and they want to do it right to make sure everyone's covered.

Ellery proposes an amendment, that the recognition should prioritise recognising all gifts. Ly seconds and the amendment is approved.

The amended motion is also approved.

Next, 2023 Human Resources Annual Review.

Carolyn Elston-Ryder reports that despite the challenging job market and the "baby boom" at the library, GPL continues to attract prime people. There's significant opportunities coming up with expansion, and that's exciting.

Last year was the first year since COVID where they were able to have a learning development day, they got to go into the Bookmobile and use the maker space. There was health & safety training with community partners too.

They launched a new engagement committee and initiated a new recognition program for staff. New staffing plan is in place and they're building safety at work. Also trying to keep abreast of trends in the library business

Looking to 2024:

- revitalising job descriptions
- new training modules
- future proofing workforce
- refining processes for continuity between branches
- continue monitoring best practices.

Questions? Cowan asks if there's enough HR to implement the plan? Atkins says no, but part of the expansion there's an additional HR person in there. Is that one of the first hires? No.

Motion to receive the report is approved.

Next, the board is going into closed session for "labour relations or employee negotiations."

Back in a few (?)

And we're back!

Williamson asks for a motion to go past 8 and it's made and approved.

Out of closed, direction was given to the governance committee.

Goller announces that the new library architects will be at Green Drinks at the Red Chev on May 9.

Atkins announces that former CEO Steve Kraft will be getting a lifetime achievement award at the Chamber's Awards of Excellence.

Next meeting is May 27, so with that, this meeting is...



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