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May 27, 2024 · 55 tweets · [adamadonaldson/status/1795211922322698403](https://twitter.com/adamadonaldson/status/1795211922322698403)

Coming up at 6 pm, it's this month's Guelph Public Library Board meeting, live and in-person at the main library. This is what's coming up:



Chair Williamson calls the meeting to order.

Williamson announces that the library has raised \$2.5 million so far for the fundraising campaign for the new library, and a full three months before the official launch. He notes that this is a really important institution to a lot of people.

Absences: Webb, Ly, and Cllr Klassen.

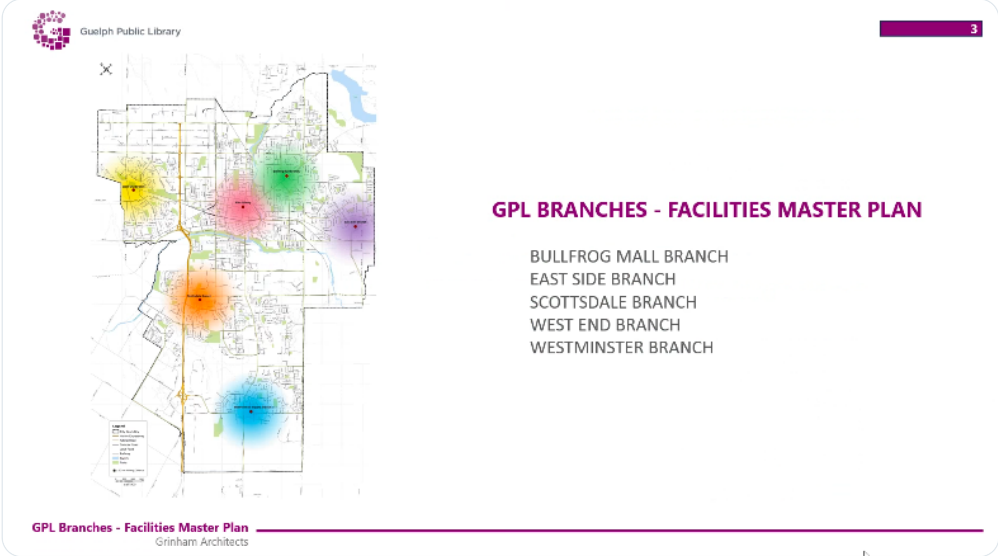
Declaration of Pecuniary Interests? None.

Consent agenda. 5.7 and 5.8 have been pulled, but they will be discussed after the closed session. Williamson says the closed might answer some questions around 5.7.

- 5 Consent Agenda (15 min) – Board Review**
- 5.1 Adoption of April 2024 Minutes**
 - 5.2 Correspondence**
 - 5.3 Acting CEO's Report**
 - 5.4 Service Utilization Scorecard**
 - 5.5 Service Capacity Scorecard**
 - 5.6 Operating Variance**
 - 5.7 100 Norfolk Property – Preliminary Report**
 - 5.8 New Central Library - Milestones Update**

Consent agenda approved.

First, facilities master plan. Corinne Maloney from Grinham Architects will present. This work focused on the five bricks and mortar branches (no bookmobile).



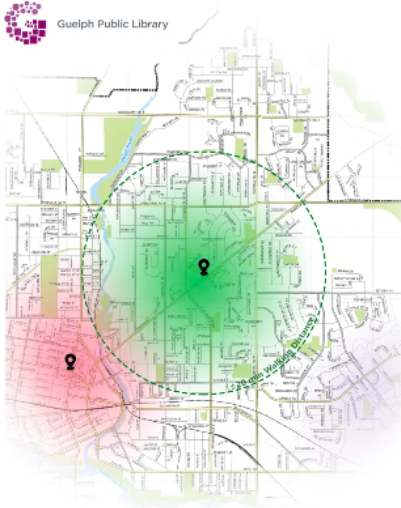
They've toured the benches and met with the managers about all the fixtures and furnishings. They went back and documented, site measurements and inventory. Then came the analysis.

There's 5 reports, one for each branch and following the same format.


THE REPORT

- BRANCH DESCRIPTION
- FINISH UPGRADE SCHEDULE
- SPACE SUMMARY
- FURNISHINGS
- FINISHES
- ACCESSIBILITY
- EXTERIOR
- SUMMARY OF RECOMMENDATIONS
- BUDGET RECOMMENDATIONS

Guelph Public Library



BULLFROG MALL BRANCH



Year Opened:	1984
Partially Renovated:	2015
Gross Floor Area:	3,475 sf
Visits (2023):	97,435
Items Borrowed (2023):	209,293
New Memberships (2023):	772
Computer Use:	5,657
Wifi Use:	12,133

FINISH UPGRADE SCHEDULE

FINISHES	YEAR COMPLETED	RECOMMENDED REPLACEMENT
Flooring - Carpet Tile	2012	2025
Flooring - Vinyl Tile	2012	2025
Walls - Paint	2022	2028
Ceilings - Acoustic Tile Ceiling and Grid	1986	2026
Circulation Desk	1984 / 2015	2025
Shelving - Books	2015	2035
Shelving - DVD, CD, Audio, Magazines, Newspapers	2012	2025
Shelving - Display	2012	2032
Kitchenette	2018	2030
Furniture	varies	2025 (staff)
Lighting Blinds	2015	2020
Lighting	2020	2035

GPL Branches - Facilities Master Plan
Graham Architects

Wifi use and computer use is measured in log-ins. This version may be more readable.

BULLFROG MALL BRANCH



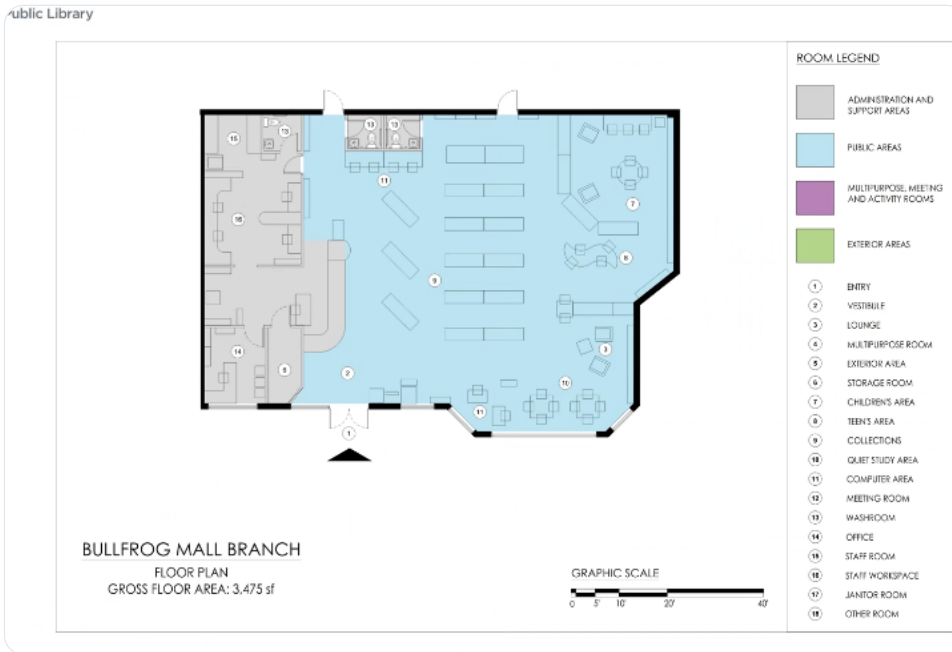
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The dates are a general replacement schedule for the various finishes, so if the tile at Bullfrog is pristine you can put off the replacement. (Fact: It is not pristine.)

Floor plan for Bullfrog mall branch:



Space summary: Each space is described, its measurement is given and then there's a recommendation for upgrades.

SPACE SUMMARY

CIRCULATION DESK | 110 SF

The circulation desk is near the Entry with good visibility of all public areas. It is the original circulation desk (1984) with a replacement countertop (2015). It is solid and functional but appears dated and shows wear.

Recommendations:

- Replace circulation desk. Conform to the FADM Guideline 4.3.8 Information, Reception and Service Counters and include a section of lower-height counter space with open knee space below.
- Install a solid-surface countertop for durability and maintenance.



Furnishings, finishings, exteriors and a summary (same format).

FURNISHINGS

SHELVING

Most of the shelving was replaced in 2015. It is in good condition and low to provide good visibility and accessibility. There are some older metal shelves (2013) for DVDs, CDs and Audio books that are not in great shape and are too high to meet the Facilities Accessibility Design Manual (FADM). The shelving for Reserves is detaching.

Recommendations:

- Replace metal shelving with new shelves similar to the rest of the shelving that are more durable and lower in height to meet FADM recommendations.
- Repair or replace the Reserve shelving.



FINISHES

FLOORING

Flooring is mostly carpet tile (2012) throughout with Vinyl Composite Tile (2012) in washrooms, staff room and storage room. Carpet tile and Vinyl Composite Tile should generally be replaced every 10-15 years.

Recommendations:

- Replace stained carpet tiles with similar within 1 year. Replace all carpet tiles in next 3-5 years.
- Replace Vinyl Composite Tile in washrooms with Ceramic Tile and wall base in 3-5 years.



EXTERIOR

ACCESSIBILITY

The curb cut / curb ramp from parking to sidewalk is located far from the Branch Entry and makes it difficult for someone with a walker, stroller, wheelchair or scooter to access the Main Entry doors from the parking lot.

Recommendations:

- Provide new curb cut(s) / curb ramp(s) near the Entry for convenient accessibility from the parking lot.
- Consider providing a FADM compliant accessible parking space near the Branch Entry.



SUMMARY OF RECOMMENDATIONS

- Replace damaged and stained ceilings tiles.
- Replace damaged / stained carpet tiles as required. Replace all carpet (2012) in the next 1-3 years. Area is approximately 2,870 sf.
- Replace washroom flooring with ceramic tile and ceramic tile wall base in the next 1-3 years. Area is approximately 100 sf.
- Refinish and / or install door protection for solid wood doors where dented.
- Reconfigure staff areas to provide additional storage and improve work flow:
 - New furniture for Manager's office, Staff work stations and kitchenette, including desks, chairs and shelving.
 - New storage shelving or built-ins with a mix of doors and open shelves at Photocopier work area to store supplies.
 - New partition wall or new divider to separate work space from kitchenette.
 - Replace staff room furniture.
- Replace shelving for DVDs, Audio books, CD's and Reserves. Shelving to be FADM compliant.
- Provide feature display / furniture in Children's Area.
- Replace Staff washroom toilet.
- Replace / clean mechanical diffusers in ceiling.

And this is the budget for it all (Bullfrog only):

BUDGET RECOMMENDATIONS

ITEM	QUANTITY	BUDGET
Flooring – Remove and Replace Carpet Tile	2,870 sf	\$33,000
Flooring – Remove and Replace Washroom Flooring	100 sf	\$2,000
Walls - Paint	5,580 sf	\$12,200
Ceilings – Acoustic Tile Replacement	3,250 sf	\$16,500
Door Protection	5	\$750
Door Hardware – Lever Sets	6	\$900
New Shelving – DVD's, CD's, Audio, Reserves	1	\$60
Accessories – L-shaped Grab Bars	8	\$4,500
Accessories – Collapsible Coat Hooks	3	\$180
Accessories – Towel Bar	1	\$60
Plumbing – Staff Washroom Toilet	1	\$800
Exterior – Curb Cuts	1	\$6,500

The report does the same thing for the other four branches.

Williamson notes that a huge part of this now depends on staff making it operational, so he asks the board not to get too far into the weeds.

Goller asks about the total budget. Maloney notes that some places need more work than others, but believes it averages about to between \$15-\$20k per year. If they're doing a lot of work at once, there may be efficiencies.

Any changes based on use? Maloney says no, unless mentioned by managers, for example, there may be a need for less DVD space in some branches, but there's not much like that in the report. More about carpet and tile et al.

Caron asks if modernisation measures are based on use, or aesthetics? Maloney says that's not how the reports are set up, but they can certainly organise the list by immediate need and what needs to be done for accessibility.

Rishworth asks if the FADM supersedes the AODA. Maloney says the FADM is incorporated, they're used in buildings in Guelph in conjunction with building code, but they try not to contravene the AODA.

What about spaces that the library is renting? CEO Atkins says that landlords are responsible for the extras maintenance, but the report does give them some leverage to get changes made.

Williamson asks about next steps. Atkins says the plan will be incorporated into capital plan for budgets. They've been very ad hoc before, so they've decided to formalise this a bit more.

Goller recommends a motion to defer to the next meeting, because they haven't seen the whole report yet. Carlsson seconds. Cowan says that she's comfortable that staff has seen the whole report, and suggests receiving phase one report for information.

Essentially the recommended motion is about receiving the report about the master plan, not the master plan. Goller still hedging saying that he wants to see the budget for all the work before staff starts incorporating that.

Motion to defer receipt of master plan to the next meeting and it passes.

Next, Main Branch – Harm Reduction. Samantha Wellhauser-Bells, Main Branch Supervisor, will present.

She's going to talk about some of the partnerships they developed on this as they seem patrons afflicted with lack of housing, addictions or other mental health concerns. They've been working with Guelph CHC since 2022 as well as Welcoming Street. Traverse, Stonehenge

Plus Royal City Mission, Hope House, City of Guelph Bylaw and police. They all have a regular "downtown huddle" to share information and insights, no personal info, just a heads up about what's going on. Wellhauser-Bells was on the recent hiring panel for Welcoming Streets.

The library offers a constant workspace and an easy meeting place for everyone, so there's that function too.

Harm reduction in the library:

- BRAVE Sensors - they detect medical emergencies in washrooms, like if someone goes still or if breathing becomes laboured. Alerts go to a special phone.

- Naloxone and Trauma training

(cont'd)

- Wellness supplies (hygiene products, juices boxes)

- items like bike locks and headphones can be borrowed

- took part in health and housing symposium.

- partnered with RCM to provide outreach nurse.

Williamson commends staff for exceptional work in this area and for promoting the idea that this is a space for everyone.

Sadagoban notes that there could be an opportunity to raise more awareness about his work, and maybe even find a way to leverage it for some more support. Williamson agrees and adds that the hard stories have value in sharing when it comes to library successes.

Cowan asks if the staff are feeling supported, and what the board can do? Wellhauser-Bells says she's always check in with staff and is impressed how supportive they are. Atkins adds that they debrief regularly and create environment where staff feel comfortable sharing.

Caron notes that despite that the library is not mental health or social workers, are we recouping that time and costs? Atkins says a lot of train is no cost from partners, but a lot of this work does fall outside "Traditional" library work, but there will be new staff for that.

Caron asks if there are any branches experiencing needed support? Atkins says they see them time to time, but everyone gets the same training even tho they experience a fewer number of incidents compared to downtown.

Motion:

That the Guelph Public Library Board receive the Main Branch – Harm Reduction Report for information.

Approved!

Next: Committee Projects Submissions (\$25,000+). Williamson notes that this is a standing May agenda item, and while no committee has ever had something, they still have to bring it forward.

Next, CEO Recruitment Update. They have a search firm, and there's a kick-off meeting on Friday. Williamson says this firm is well recommended and well budgeted, but there will be more details at the June meeting. "The ball is rolling," he says.

Ellery asks about process. Atkins says that the board has until the end of June to file Committee Projects Submissions. May is the notification.

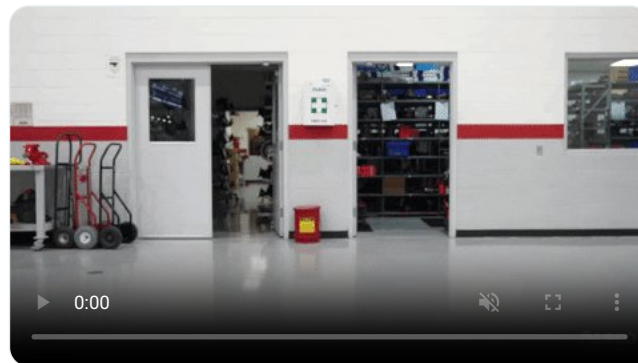
We're now moving into closed session under The Public Libraries Act, Section 16.1(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(d) labour relations or employee negotiations.

The board is now in camera.



Still waiting for the return to open session as the library closes around me.



We're back motion to extend beyond 8 PM passed.

Back to a question about 5.7 - 100 Norfolk Property – Preliminary Report. Rishworth asked to pull this and has 2 points. First, the parameters about the sale has to be drawn by the board, a note about choosing a sales agent.

Williamson asks if its permissible for the board to come back with parameters in the fall. Rishworth says that's fine. Williamson moves to make that a direction for the October.

The motion is approved. Point #2, lease negotiations. Wasn't there a thing about partial ownership of the new building with the City? We still doing that? Atkins says the door has not been closed, they're negotiating with City to expedite. Nothing final.

Motion to receive the 100 Norfolk report approved.

New Central Library - Milestones Update. Goller asks for clarity: Are we on time and on budget. Atkins says they are. Goller says if it might be possible to get something akin to the City's Tier 1 dashboard? Atkin says they'll be included in next quarterly update.

Rishworth asks if they want to make the milestones update an active agenda item instead of consent. Appreciates that it's early days, but it doesn't take long for new info to come to light, and wants the board to be active.

Caron says a monthly report on consent is fine, but doesn't need a whole presentation monthly. Quarterly maybe. Caron/Goller move this directive and it's carried. Williamson suggest moving that up as construction moves along.

Update on Friends and GPL boosk sale. They do have a location, and its the Bamco building on Elmira. fgpl.ca

And that's a wrap for this meeting.



@threadreaderapp unroll please!

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