

**RPL BOARD OF DIRECTORS
BOARD MEETING
June 27, 2017
Central Library Boardroom**

Present:

S. Quinlan, Chair
B. March-Burwell, Vice Chair
E. Brenner
M. Gavigan
S. Grebinski
E. Kivisto
C. Kobayashi

Also in Attendance:

J. Barber
J. McKenna
K. Saunderson
J. Niedermayer

Regrets:

Mayor M. Fougere
Councillor S. Bryce

MINUTES

1. Call to Order

S. Quinlan called the meeting to order at 4:30 pm.

2. Agenda

C. Kobayashi moved to approve the agenda. CARRIED.

3. Conflict of Interests

No conflict of interests were declared.

4. Approval of Previous Minutes

M. Gavigan moved to approve the minutes of the April 25, 2017 Board meeting. CARRIED.
E. Kivisto moved to approve the minutes of the May 24th CLOSED Board meeting. CARRIED.

5. Manager Presentation

a. Level UP! – Cathy Freer-Leszczynski

Cathy Freer-Leszczynski, RPL's Interim Public Service Manager, made a presentation to the Board on the summer reading program, *Level Up!*

Discussion:

- Very valuable program for the community and for children to make the shift from reading to learning. How will you measure outcomes? Because this is a relatively new program for Regina students, for now measuring outcomes will be a challenge. Reading levels can provide markers for measuring improvements.
- Positive outcomes will be useful information to share with the Ministry.
- The community values intervention reading programs for children.
- Initial work with the school boards (Public and Separate) has improved RPL's ability to make contact with children who need assistance. This program makes the link that children need to go forward.
- The United Way funds the salaries of the teachers involved in the summer program.
- This program is still in its early stages, however, going forward a strategy for corporate partnerships will be explored.
- Once RPL launches a couple of successful projects, it will have more value with teachers and school administrators. Due to privacy laws, schools are prohibited from disclosing personal information about students.
- Library card requirements for children are under review. It is the intention of RPL to make it easier for children to get a library card.
- C. Kobayashi and S. Grebinski volunteered to meet with C. Freer-Leszczynski to share their experience and insights to assist the program achieve success.
- The Board expressed its appreciation to C. Freer-Leszczynski for her presentation.

6. Information Items

a. SLA Conference/SLTA Update – E. Brenner

Discussion:

- SLTA has prepared a document intended for the Minister. A meeting with the Minister has not yet been scheduled. Nancy Kennedy is working on the arrangements.
- There is a renewed interest in the SLTA Board about funding libraries in the future and they are eager to speak to the Minister.

- As an advocate for Saskatchewan libraries, concern was expressed that the SLTA Board was relatively silent and ineffective when the Province delivered its budget and announced cuts to library funding.
- Over the past few weeks, E. Brenner, S. Quinlan, and J. Barber have met to discuss RPL's association with the SLTA.
- In light of recent developments, the Board is considering its future with SLTA and having the SLTA act as advocate on behalf of the RPL.
- RPL's contribution to the SLTA in 2017 was approximately \$6,200.
- It was agreed that a letter be prepared by E. Brenner and J. Barber expressing RPL's concerns over the SLTA. The letter will circulate to the Board before it is sent to SLTA.
- In the letter to the SLTA, the Board will request that SLTA provide a clear description of strategy of SLTA's goals, as well as reasons why RPL should continue to contribute funding to SLTA (outcomes vs. expectations).
- In going forward, it may be necessary for the SLTA to seek organizational assistance before they can achieve their goals. Under its current budget, the cost of bringing in outside assistance would be prohibitive without funding from an outside source.
- Reviewing SLTA's governance piece should be the beginning of a review that will inform the Board's decision to continue its relationship with the SLTA.
- The issue of urban libraries vs. rural libraries continues to create challenges within the SLTA Board.

b. AFP Conference

C. Kobayashi attended the Associated Fundraising Professionals (AFP) Conference in April, and expressed her appreciation for the opportunity to participate. A detailed report on the Conference was provided to the Board, and a number of insights were identified and highlighted for the Board.

c. Chair's Report

The Chair met with the Minister two weeks ago. The Minister passed along his appreciation to RPL during the recent budget challenges. The Ministry also indicated that it will continue to seek out efficiencies within the province's library system. A Ministry committee will be struck in the Fall to look into regional library funding and general library efficiencies.

d. Library Director's Report

- The Board expressed their congratulations to RPL's Marketing and Communications Unit for receiving the *"Gold Quill Award of Excellence"* for Communications Management from the International Association of Business Communicators (IABC).

- E. Brenner reported that the RSO (Regina Symphony Orchestra) has expressed an interest in performing at the official grand opening of the Mâdawêyatitân Centre on September 12th.

e. **Operational Policy Review**

The following operational policies were presented to the Board for comments before being rolled out to the staff:

1. Alcohol for Public Events
2. Customers with Court-Ordered Restrictions
3. Electronic Surveillance
4. Facilities Rental
5. Gifts and Prizes
6. Program Partnerships
7. Tangible Capital Assets

7. Decision Items

a. **Financial Statements as of March 31, 2017**

C. Kobayashi suggested that “Fundraising” could have its own line in the financial statements.

B. March-Burwell moved to accept the financial statements of March 31, 2017, as presented. **CARRIED.**

b. **Strategy Map**

The Board agreed that each Director will have a laminated copy of the Strategy Map. The new Strategy Map will be rolled-out to the staff very soon and will also be discussed at this year’s Staff Development Day.

E. Kivisto moved to approve the Strategy Map. **CARRIED.**

c. Committee Submissions

i. Human Resources

Committee Terms of Reference

It was agreed that item 6.2 of the proposed Terms of Reference be amended, replacing “the Library’s management” with “for the CEO”.

S. Grebinski moved to adopt the HR Committee Terms of Reference, as amended. CARRIED.

ii. Policy Review

Two policies were presented to the Board for approval:

1. Whistleblower – The Board agreed that this policy will not be applicable to the Board, as this subject is covered in the Board’s Code of Conduct policy.
2. Recognition of Departing Members

C. Kobayashi moved to approve the Whistleblower policy and the Recognition of Departing Members policy. CARRIED.

8. Other Business

A suggestion was brought forward to the Board that each Director be assigned a Branch and be designated as that Branch’s “buddy”, or make a point to visit every Branch at least once a year.

Discussion:

- As a “buddy”, the Director would periodically visit his/her Branch. After one year, the Directors would rotate to a different Branch.
- The Directors would represent the “face of the Board” to the Branches.
- This could be a means of building relationships between staff and the Board.
- The Board agreed that it is no one’s intention to create apprehension when a member of the Board shows up at their Branch.
- Directors who have visited Branches agreed that they observe pride in the staff about their work. Also, visits are an opportunity for Directors to recognize the efforts of the staff.

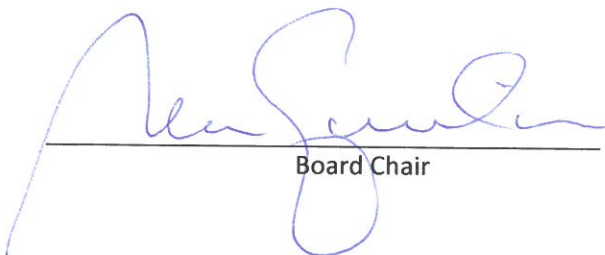
The Board did not reach a consensus on this subject and deferred the discussion to a later date. Directors should feel welcome to visit Branches at their convenience.

9. Calendar of Events

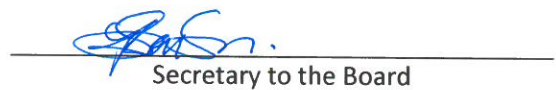
- The 2018 Budget process is under review by the City and dates for the Board's review and approval will be forthcoming.
- The next SLTA meeting will take place in Saskatoon this Fall.

10. Adjournment

E. Kivisto moved that the Board meeting be adjourned. CARRIED.



Board Chair



Secretary to the Board