

**RPL BOARD OF DIRECTORS
BOARD MEETING
September 26, 2017
Albert Branch**

Present:

S. Quinlan, Chair
M. Gavigan
S. Grebinski
E. Kivisto
C. Kobayashi

Also in Attendance:

J. Barber
J. McKenna
K. Saunderson
G. Kruger
J. Niedermayer

Regrets:

Mayor M. Fougere
Councillor S. Bryce
B. March-Burwell
T. Fraser

MINUTES

1. Call to Order

S. Quinlan called the meeting to order at 4:35 pm.

2. Agenda

E. Kivisto 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 June 27, 2017 Board meeting. CARRIED.

E. Kivisto moved to approve the minutes of the August 8, 2017 CLOSED Board meeting. CARRIED.

C. Kobayashi moved to approve the minutes of the August 14, 2017 CLOSED Board meeting. CARRIED.

5. Delegation

The Friends of the Regina Public Library (FRPL) presented the Board with a letter outlining a number of questions, comments, and concerns raised by a few of its members since its last presentation to the Board. They also presented S. Quinlan with a copy of the new book put together by the FRPL, *Biblio Files*.

The FRPL would like a display table at the Saskatchewan Library Association convention in the Spring to display/sell *Biblio Files*. J. Barber noted that FRPL should contact SLA with their request.

6. Manager Presentation

a. Volunteering at RPL – Nancy MacKenzie

Nancy MacKenzie, RPL's Manager of Community Engagement and Programming, provided the Board with a brief overview of volunteer opportunities within the Library.

Discussion

- Library Administration is looking into combination fundraising / volunteer database collection software.
- The volume and success of volunteer programs at RPL is very impressive.
- The Tutor Training Manual is highly effective and accessed by numerous organizations in North America. This information should be conveyed to the public.
- When an individual is interested in volunteering for a program, and that program is full, a note should be placed on the website. Public can see that programs are popular.
- Only in very rare circumstances is information provided about a volunteer for reference purposes.
- Career Coaching / Mentoring is a new and popular volunteer opportunity at RPL. The Library is in partnership with community organizations.

7. Information Item

a. Chair's Report – The Chair provided his itinerary since the last Board meeting.

8. Decision Items

a. Banking Resolution – Signing Agreement

RPL is in the process of transitioning to a new banking institution. A representative from the new bank was present to witness signatures for the RPL Banking Resolution. The remainder of the signatures, for those not present, will take place within the next week or so.

E. Kivisto moved to approve the signing of the new resolution. CARRIED.

b. Proposals – Former Albert Branch Building

J. Barber provided a brief update on the status of the former Albert Branch. The bidding period was open for a couple of months, however, no bids were submitted. The next step is to turn the process over to a realtor and have them provide Library Administration with the current market value of the property, as well as the agent commission expectation.

S. Grebinski moved that the Board approve going forward on the sale of the former Albert Branch with a real estate agent, with the original sale eligibility guidelines remaining in place. CARRIED.

c. Ratify Provincial Services Agreement

C. Kobayashi moved to ratify the 2017 Provincial Services Agreement with the Ministry of Education. CARRIED.

d. Financial Statements as of August 31, 2017

E. Kivisto moved to approve the August 31, 2017 financial statements. CARRIED.

e. Committee Submissions

i. Human Resources Committee

Collective Bargaining

S. Grebinski moved that the Board approve the clause amendments in the initial package for collective bargaining with CUPE 1594, on the recommendation of the Human Resources Committee. CARRIED.

Staff Development Future Dates

S. Grebinski moved that the Board approve the following future dates be designated for Staff Development Day:

- November 19, 2018
- November 1, 2019
- November 20, 2020

CARRIED.

AIDS Policy

S. Grebinski moved that the Board rescind the AIDS policy, on the recommendation of the Human Resources Committee. CARRIED.

- i. Governance Committee

Board Nominations

C. Kobayashi moved that the Board authorize the Governance Committee to nominate a slate of candidates for appointment to the Board and submit the list of nominees for consideration by City Council. CARRIED.

- i. Audit and Finance Committee

Committee Terms of Reference

C. Kobayashi moved that the Board approve the name change of the Committee to "Audit Committee" and approve the Committee's updated Terms of References, as amended. CARRIED.

Budget Process Update

The timeline for the 2018 Budget has been revised to align to the City's budget process.

9. Calendar of Events

The Board reviewed the Calendar of Events.

10. Adjournment

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

Board Chair

Secretary to the Board