

**RPL BOARD OF DIRECTORS
BOARD MEETING
November 28, 2017
Albert Branch**

Present:

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

Also in Attendance:

J. Barber
J. McKenna
T. Fraser
J. Niedermayer

Regrets:

Mayor M. Fougere

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

E. Kivisto moved to approve the minutes of the September 26, 2017 Board meeting. CARRIED.

Note from the Chair:

Nancy McKenzie, RPL's Manager of Community Engagement and Programming, presented to the Board on April 25th with an update on the Literacy Unit's activities to date. For information purposes, the Board Chair requested information from Nancy about the online

tutoring program created by RPL's Literacy Unit, and specifically, the names of organizations that we know have used the program.

5. Manager Presentations

a. Business Services – Tim Xie

Tim Xie, RPL's Manager of Business Services, provided the Board with a brief overview of the programs and services of the Business Services unit.

Discussion:

- Participation in business programs offered through RPL is always free of charge, while similar programs offered by the Government of Saskatchewan and the City of Regina are not.
- RPL's Business Services Specialist actively pursues funding opportunities with organizations that host programs at RPL (e.g. banks, professional firms), as well as by asking organizations to use word-of-mouth to promote RPL programs.
- In the future, Business Services may look into offering online Business Programs or recording programs so that they can be borrowed or streamed through RPL. This could be an opportunity to share information with customers who are unable to attend a program or for customers who may like to refer back to a program they attended.

b. Development – Wanda Blake

- Wanda Blake, Manager of RPL's Development Office, provided the Board with a brief update on the activities of the Development Office.
- Although the market is slow at the moment, receiptable donations to RPL have increased over the previous year.
- DipJar is an exciting new tool for fundraising, and will be available in the new year. RPL is looking into it as a possibility.
- The donor information RPL receives from DipJar is limited and Dip Jar cannot easily be used as a donor acquisition tool. The Development Office will have an opportunity to establish donors if they contact RPL for a tax receipt.
- It is imperative that the Development Office look into new and creative methods to acquire new donors. Teaming up with Marketing and Communications will add a creative element to the fundraising campaign.

- RPL’s roster of programming opportunities contain a great deal of potential to broaden RPL’s range in making donor connections with organizations.
- Cultivating corporate donors is important to the future success of the campaign.
- The process of contacting organizations to donate money begins with research by the Development Office to match corporate prospects to RPL services. Relationships with organizations take time to develop.
- Collaboration with RPL’s Business Services Specialist could be fruitful, as his partners appear to be a natural fit to the goals of the Development Office.
- The number of proposals issued by the Development Office has increased every year since its inception.
- The Development Office will continue to investigate potential foundations as donors.
- The totals shown in the presentation should be split in the future between cash donations and in-kind donations.

6. Information Items

d. Operational Policy Review

C. Kobayashi suggested two amendments to the operational policy, Use of an RPL Vehicle:

1. Clarify the wording of Section 1.16 of the Policy; and
2. Add “distracted driving” to the list of infractions that qualify for possible progressive discipline.

E. Kivisto moved to receive and file the Information Items. CARRIED.

7. Decision and Discussions Items

a. Financial Statements as of October 31, 2017

B. March-Burwell moved to approve the financial statements of October 31, 2017. CARRIED.

b. Committee Submissions

i. Audit Committee

2018 Budget and Mill Rate Request

Discussion

- RPL is asking the City for a 0% mill rate increase. This information should be carefully communicated to the public. The Chair and the CEO are working on the wording of the announcement.
- The speaking notes should be very specific and informative about the amount of effort by Library Administration that went into making it possible to ask for a 0% increase.
- Following the formal presentation of the Budget to City Council on December 13, 2017, the Board Chair will have an opportunity to speak to the media.
- One amendment was made to the budget document after it was distributed to the Board. The Amortization Expense figure was adjusted. The amendment had no effect on the net result of the budget.
- The success of the new Albert Branch is an excellent example of how a neighbourhood can change with thoughtful planning.
- The Board thanked J. Barber for providing an excellent summary of the budget and mill rate request.

B. March moved to adopt the amendment to the budget document and to approve RPL's 2018 Budget and Mill Rate Request, as recommended by the Audit Committee. CARRIED.

Audit Plan

E. Kivisto moved to approve the MNP Engagement Letter for the 2017 audit and to authorize the Board Chair to sign the letter on its behalf. CARRIED.

ii. Governance Committee

In her report to the Board, C. Kobayashi, Chair of the Governance Committee, reported:

- the Committee's decision to create a risk management plan for 2018;

- a reminder to the Directors that Board Evaluations are due and to submit them directly to her or via Joan Niedermayer, if they have not already done so; and
- the Office of the City Clerk shall be contacted to discuss RPL's competency needs in future Directors selected by the City for the RPL Board, as well as staggering the term expiration dates.

iii. Human Resources Committee

In her report to the Board, S. Grebinski, Chair of the Human Resources Committee, reported:

- J. Barber briefed the Committee about the proposed changes to the Organizational Charts as a result of the new Branch Manager positions;
- Collective Bargaining has begun and so far the talks have been positive; financial discussions should commence in the new year;
- the Committee requested the CEO submit a copy of his Job Description, for updating;
- the new Staff Evaluation process appears comprehensive and should be effective;
- an annual timeline has been created for the Committee to implement the CEO's annual performance evaluation;
- Staff Development Day seems to have been a very successful and enjoyable day for the RPL staff, and congratulations were offered to the event's Organizing Committee.

c. Cultural Spaces Grant

The 2017 budget included the addition of a Digital Media Studio at the Central Library. As a creative, cultural space, the work qualifies for grant funds from Heritage Canada through their *Cultural Spaces Grant* program. The Library has prepared and submitted a grant application for the project to meet the deadline, requesting a grant for \$75,000 that will cover about 40% of the total cost. Heritage Canada has received the application and is holding it as we have been informed that the Library Board must provide its approval for the grant application as a requirement of this program.

S. Bryce moved that the Board approve the submission of an application to the Cultural Spaces program of Heritage Canada, requesting \$75,000 for the Digital Media Studio project.
CARRIED.

d. Art Acquisition

Under the requirements of the Canada Council for the Arts, additions to the permanent collection of the Dunlop Art Gallery must be approved by the Board. Following these processes ensures that the Dunlop maintains its status as a collecting gallery which, in turn, improves its access to grant funding for its program.

As part of a two-year acquisition plan, based on the recommendation of the Director / Curator of the Dunlop, S. Grebinski moved that the Board approve the addition of the following works to RPL's permanent collection:

Michel Boutin	<i>Grasshopper</i>
Catherine Blackburn	<i>Us</i>
	<i>No</i>
	<i>ee</i>
Bill Burns	<i>Untitled</i>
Lee Henderson	<i>Invocation-Evocation II</i>
	<i>Invocation-Evocation IV</i>
	<i>Invocation-Evocation V</i>
Katherine Boyer	<i>Red River Trails</i>

CARRIED.

Discussion:

- The rationale information provided to the Board is very interesting and helpful; and
- M. Gavigan inquired about fibre art pieces in RPL's Permanent Collection.

8. Calendar of Events

No changes or comments.

9. Adjournment

S. Bryce moved to adjourn the Board meeting.

Board Chair

Secretary to the Board