

**REGINA PUBLIC LIBRARY
BOARD OF DIRECTORS
May 29, 2018
Central Boardroom**

MINUTES

1. Call to Order

The Chair called the meeting to order at 4:30 p.m. He took a moment to thank Nancy MacKenzie for her work at the SLA conference in early May, as well as Wanda Blake and Colleen Hawkesford for the successful launch of the Sun Life Music Instrument Lending program on May 18th.

2. Board Meeting Protocols

The Chair reiterated the Board's procedures for addressing the Board at a public meeting.

3. Adoption of Agenda

The Chair suggested a change in order of a few of the existing agenda items. S. Bryce moved to approve the agenda, at the call of the Chair. CARRIED.

4. Conflict of Interests Declaration

There were no conflict of interests declared.

5. Approval of Previous Meeting Minutes

E. Kivisto moved to approve the minutes of the March 27, 2018 Board Meeting. CARRIED.

6. Delegation

On behalf of the Friends of the Regina Public Library (FRPL) J. Havelock addressed the Board. The Chair responded to the FRPL by indicating the points they raised were operational in nature and should be directed to RPL management.

7. Manager Presentations

a. Children's Services – Kim McDonald

K. McDonald provided a brief overview and update of RPL's Children's Unit.

Discussion:

- The Board was interested in learning about the collection of toys available in RPL's catalogue, as well as learning that new toys, still in their original packaging, may be accepted as donations.
- Children's Services routinely explore funding opportunities from local sources and otherwise, and submit proposals when opportunities arise, and has developed relationships with like-minded organizations in the community.
- Staff and programmers attempt to measure improvements in reading skills of children that use RPL's services.
- The Board noted that evidence of the positive impact is having on RPL's youngest customers would be information the Provincial Government would appreciate knowing.

b. Human Resources – Jeff Grant

Jeff Grant provided a brief overview of RPL's Human Resources Unit.

Discussion:

- The Board was interested to know what the HR Unit hopes to learn from upcoming visits to Calgary's and Edmonton's public libraries.
- In terms of RPL's ratio of managers to staff, currently RPL rates closely with similarly sized public libraries in Canada.
- At present, RPL's turnover rate is approximately 12%.

8. Discussion and Decision Items

a. Committee Business

- i. Audit Committee Chair, B. March-Burwell, updated the Board on Committee activities, to date. At present, the Committee is preparing for the budget discussions to begin in the near future.

ii. Governance

The Chair of the Governance Committee, C. Kobayashi, updated the Board on activities of the Committee to date and moved that Board approve a new policy on the new Submissions and Delegations Policy. CARRIED.

iii. Human Resources

The Chair of the Human Resources Committee, S. Grebinski, updated the Board on activities of the Committee to date and moved that Board approve amendments to the Collective Bargaining Agreement between CUPE 1594 and RPL. CARRIED.

9. Information Items

a. Safety and Security

The Board discussed the recent concern about safety and security in the Library.

Discussion

- There is likely to be a story on this issue in the Leader Post at some point in the days to come.
- RPL management has raised the following concerns to the Board about the Leader Post article:
 - Employees possibly leaking personal customer information
 - Preparing a response to the article and the need to be transparent and honest
- Library Administration will remind employees about their responsibilities with respect to privacy and confidentiality.
- RPL's Communications Manager, C. Hawkesford, as well as K. Saunderson, Senior Manager of Corporate Services, have both spoken with the Leader Post reporter, reflecting the practices and policies of RPL with respect to privacy and the safety and security protocols for staff.
- The Board inquired about the information contained in the article regarding injuries to staff and Board members were briefed on the specific data.
- The Board was briefed on the Union's position about incidents and the relevant clauses just approved in the collective bargaining agreement.

- Library Administration continues to work to protect our frontline staff and customers.
- Library Administration is open to further discussions with media, should clarifications be necessary, and the importance of RPL keeping their doors open to everyone.

Mayor Fougere left the meeting.

b. *Stakeholder Engagement Processes* - Published Paper (Julie McKenna).

c. 2017 RPL Annual Report

B. March-Burwell moved to recommend the Board approve the 2017 Annual Report. CARRIED.

d. 2017 Consolidated Public Accounts

e. Financial Statements to April 30, 2108 - M. Gavigan moved to recommend the Board approve the financial statements to April 30, 2018. CARRIED.

f. Sale of 1401 Robinson Street Building – The sale of the former Albert Branch is still pending, but a positive outcome is expected.

g. Chair's Report

10. Calendar of Events

The Board asked Library Administration to provide information on the costs of opening the library on public holidays.

11. Other Business

The Board was informed of a couple of significant donations recently made to RPL.

13. Adjournment

M. Gavigan moved to adjourn the meeting. CARRIED.