

**REGINA PUBLIC LIBRARY
BOARD OF DIRECTORS
September 25, 2018 @ 4:30 p.m.
Central Boardroom**

MINUTES

Present:

S. Quinlan, Chair
B. March-Burwell, Vice Chair
M. Gavigan
S. Grebinski
E. Kivisto
C. Kobayashi
P. Lerat (via telephone)

Regrets:

M. Fougere
S. Bryce

Also in Attendance:

J. Barber, Secretary to the Board
J. McKenna
K. Saunderson
K. Jones
G. Kruger
C. Hawkesford
J. Demitor
T. Fraser

1. Call to Order

S. Quinlan called the meeting to order at 4:31 p.m.

2. Board Meeting Protocols

S. Quinlan reiterated the protocols of public RPL Board meetings.

3. Adoption of the Agenda

C. Kobayashi moved to adopt the agenda, as amended. CARRIED.

4. Conflict of Interests Declaration

No conflict of interests were declared from the Board.

5. Approval of Previous Meeting Minutes

M. Gavigan moved to approve the minutes from the June 26, 2018 Board meeting. CARRIED.

6. Manager Presentations

J. McKenna, Deputy Library Director, and J. Demitor, Manager, E-Services, presented the Board with an overview of the Assessment Data Reporting and Dashboard.

Discussion:

- A demo of the Power BI (Business Intelligence) dashboard was provided. The demo highlighted measures and key performance indicators (KPIs) relating to numerous aspects of library data gathering. The Board was able to view visitors by branch, by month, by day, by year, and down to the hour. The dashboard is updated monthly. The Board was impressed with the level of detail captured in the dashboard and expressed appreciation to those involved with creating it.
- Some of this data is captured in RPL's MD&A and there is a subset of data that is reported to the Minister of Education. Data from the outcomes framework used in the Service Plan can be incorporated into the dashboard as it is gathered and reported. That data also becomes part of the report on achievement of the strategic initiative for which it was gathered.
- More information will be presented at the November Board meeting relating to the Service Plan.
- Board members expressed interest in receiving a link to the dashboard.
- The dashboard can be viewed using Microsoft Office 365, or reports can be sent in PDF format.
- Board members are welcome to send suggestions to J. McKenna about what they would like to see on the dashboard.

Action: J. McKenna and J. Demitor to send a link to the dashboard to Board members.

7. Conference Reports

a. American Library Association – C. Kobayashi

C. Kobayashi submitted a report on the American Library Association conference that she attended in New Orleans in June. Presentations from the conference have been uploaded to Drop Box.

8. Information Items

a. Action Items Update

Action Items list is a new section on all Board meeting agendas. Action items will keep track of outstanding directives from Board meetings or business that has been addressed at an earlier meeting but is still in process.

- Items 18-01 and 18-03 were marked as complete and removed from the action list.

b. Self-Serve Holds and Privacy

In August 2018, RPL Administration changed the practice for self-service holds pick up to address a customer concern that was taken to the Office of the Privacy Commission. Hold slips will now only include the first two letters of the customer's last name, first initials, and the last five digits of their barcode number. In addition, where possible, items will be turned spine down so the title is not visible.

c. Public Holiday Opening

At the regular Board meeting on June 26th the Board moved to open the library as a trial during two public holidays in the Fall. Locations will be open on Thanksgiving Monday 9:30 a.m. – 5 p.m. and on Remembrance Day 12:00 p.m. – 5:00 p.m. A preliminary report will be provided to the Board at the November regular Board meeting.

d. RPL Branding Update

An update was provided on the work to date on the development of a formalized branding strategy.

e. Chair's Report

Chair's report was submitted and filed.

9. Discussion and Decision Items

a. Financial Statements to August 31, 2018

The Board reviewed the Financial Statements to August 31, 2018, there were no comments or questions. B. March-Burwell moved to approve the August financial statements. CARRIED.

b. Committee Business

i. Audit Committee

- 2019 Budget and Mill Rate Request

The 2019 Budget and Mill Rate request was presented for Board approval. B. March-Burwell moved that the Board approve the 2019 Budget and resulting 1.8% mill rate increase request. CARRIED.

ii. Governance Committee

- Travel Guidelines

The Governance Committee brought forward a recommendation to approve travel guidelines, prepared by Administration, to be used by all staff and Board members travelling on RPL business. C. Kobayashi moved that the board adopt the Travel Guidelines as proposed, to govern reimbursable expenses for Board related travel. CARRIED

- 2019 Board Nominations

The current Terms of Reference for the Governance Committee delegates to that Committee many of the functions related to review of skillsets for Board members, encouraging applicants for Board positions, etc. but stops short of authorizing the Committee to make nominations to Council without Board approval. The authority for this action is included in the proposed policy on Board Appointments & Terms also under consideration at this meeting.

The Governance Committee requires that the Board specifically authorize the Governance Committee to nominate a slate of candidates for Library Board appointments. Additionally, this year more than half of the Governance Committee's members are eligible for re-appointment. To avoid conflict of interests during the applicant review process, the committee recommends temporarily appointing another board member to the Governance Committee.

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.

M. Gavigan moved that the Board appoint B. March-Burwell to the Governance Committee for the period from October 1 to December 31, 2018. CARRIED.

- Governance Policy

- a) Board Appointments and Terms – Addition to Policy

The Board Appointments and Terms Policy was presented to the Board for review. The proposed policy ensures ongoing renewal of the Board while valuing the knowledge of senior Board members and acknowledging the ultimate authority of City Council.

C. Kobayashi moved to approve the Board Appointments and Terms policy as a new governance policy. CARRIED.

- b) In-Camera Meetings - Amendment

The Governance Committee has reviewed proposed amendments to the “In-Camera and Closed Meetings section of governance policy. An In-Camera agenda item will be added to all Board and Committee agendas.

C. Kobayashi moved that the Board adopt the proposed amendments to the “In-camera & Closed Meetings” section of governance policy (noted with tracked changes in the text). CARRIED.

- iii. Human Resources Committee

- a) Out-Of-Scope Compensation

HR Committee has reviewed the out-of-scope compensation system, Hay Group was engaged to provide market analysis data for proposed scales. Their system was used to rate positions in the library.

After review of the current and proposed scales and supporting information, the HR Committee proposes that RPL establish the 50th percentile of the western Canadian public-sector scale as the preferred salary ranges for out-of-scope staff.

- b) The Human Resources Committee recommends the following changes to out-of-scope compensation:

Maternity, Paternity, Adoption Leave (MPAL) Plan.

With the addition of new out-of-scope positions through the decision of the Labour Relations Board as well as changing demographics, the Committee is cognizant of the likelihood of an increase in this type of request. It is a benefit that can help with recruitment and retention over time.

Professional Development

The out-of-scope group has had a professional development allocation in place for more than 15 years and it has not changed over time. In recognition of increasing costs over time for professional development and the need to consider that some positions may require more or different allocations than others, the HR Committee suggests leaving the current professional development funds in place (at \$4,000 per person) but allowing for the provision that individuals can apply for additional funds through the Library Director & CEO.

M. Gavigan moved that that Board approve the proposed salary scales, starting in 2019 for out-of-scope staff, reflective of the 50th percentile of the western Canadian public-sector group in a Hay Group market comparison. CARRIED.

M. Gavigan moved that the Board approve a base wage increase for out-of-scope staff of 1% for 2018 and 1.25% for 2019. CARRIED.

M. Gavigan moved that the Board approve the proposed revisions to out-of-scope benefits such that starting in 2019, RPL offer out-of-scope staff access to Maternity, Paternity, and Adoption Leave (MPAL) benefits in the amount of 10% of base salary for the first six months of leave, and RPL continue the current professional development program for out-of-scope staff and, starting in 2019, provide access to additional funds upon application to the Library Director & CEO. CARRIED.

S. Grebinski moved that the Board approve a base wage increase for the Library Director & CEO of 1% for 2018.

- c) Secondment of Library Director & CEO

A panel has been chosen to complete an engagement process with public libraries and stakeholders. The panel will be chaired by Legislative Secretary, MLA Terry Dennis (Canora-Pelly) and will include the Provincial Librarian, Alison Hopkins, and one municipal library director, RPL's Library Director &

CEO, Jeff Barber, plus one regional library director, K. Hebig of the Wheatland Regional Library.

The Province has provided a draft contract whereby the Province will second the Library Director & CEO on a part-time basis to work on the panel. The term of the contract is from September 1, 2018 to January 31, 2019 and will be set at an hourly rate that covers all salary and benefits for the panelists. The time commitment is expected to be about 30 days, in total.

S. Grebinski moved that the Board ratify the motion of the Strategic Planning Committee and undertake an agreement with the Minister of Education to fulfill this commitment and authorizing the Board Chair to sign the contract with the Ministry, once complete. CARRIED.

iv. Strategic Planning Committee:

a) SaskTel Easement

The Strategic Planning Committee reviewed a request from SaskTel to expand a current easement on the east side of RPL property for Sherwood Village Branch. For work to proceed during fair weather, a motion by the Board was requested.

C. Kobayashi moved that the Board ratify the motion from the Strategic Planning Committee to authorize Library Administration to finalize arrangements with SaskTel and grant the easement on Sherwood Village Branch property. CARRIED.

10. Calendar of Events

11. Adjournment

E. Kivisto moved to adjourn the meeting. CARRIED.

APPROVED:

Board Chair

Secretary to the Board