

**REGINA PUBLIC LIBRARY
BOARD OF DIRECTORS
January 22, 2019
Central Boardroom**

Present:

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

Also in Attendance:

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

Regrets:

T. Fraser, Fraser Strategy

MINUTES

1. Call to Order

The Chair called the Board meeting to order at 4:46 pm.

2. Board Meeting Protocols

The Chair reminded the members of the public in attendance of RPL's Board meeting protocols and how they must be observed by everyone.

3. Adoption of Agenda

E. Kivisto moved to adopt the agenda. CARRIED.

4. Conflict of Interests

No conflict of interests were declared.

5. Approval of Previous Minutes

- a. C. Kobayashi moved to approve the minutes of the November 27, 2018 Board meeting. CARRIED.

6. Delegations

The Board heard presentations from three delegations about the Board's *Submissions and Delegations Policy*.

- a. Florence Stratton

The Board did not have any questions for Ms. Stratton.

M. Fougere moved to refer the submission to Library Administration for report to Committee. CARRIED.

- b. Joanne Havelock, on behalf of the Friends of the Regina Public Library.

Discussion:

- It was suggested that a type of a "fact sheet" be considered to inform interested delegations about progress made on items brought to the Board's attention.

M. Gavigan moved to refer the submission to Library Administration for report to Committee. CARRIED.

- c. Jeannie Mah

Discussion:

In response to the comments and comparisons made between the City and RPL, M. Fougere provided clarification on certain points of procedure for delegations:

- The RPL Board is an independent Board.
- The purpose of having a written document is to help both the Administration and the Board understand what the issues are before them.
- At City Council, the Clerk does not make decisions about what is on the Council agenda. It is the Mayor. The Clerk may offer advice to the Chair. The same applies with the RPL Board. The Chair has the final decision over what is placed on the agenda and can be challenged by internal committees.

- The purpose of the changes made by RPL with the Submissions and Delegations policy is to provide clarity so that the Board understands what will be talked about and the delegations understand that there are issues on the agenda that will be addressed.

M. Fougere moved to refer the submission to Library Administration for report to Committee. CARRIED.

7. Manager Presentation

- a. Nancy MacKenzie (Manager, Community Engagement and Programming) and Wendy Sinclair (Indigenous Services Coordinator/Branch Head, Albert) presented on Indigenous Services programming.

Discussion:

- The Board inquired about future training on Indigenous Services for all RPL staff and learned about past training opportunities for staff as well as future training opportunities for those working on Indigenous Services for RPL.
- The Board understood the modest amount of the province's grant for Indigenous library services and inquired about other funding grants that may be available.
- The Board was very impressed with the plans for Indigenous Services in RPL.
- The Mayor suggested that Nancy and Wendy should make the same presentation to Reconciliation Regina with the view to identifying overlapping opportunities.
- The Mayor noted that there is funding available for Indigenous programming through Reconciliation Regina and invited Nancy and Wendy to contact his office to discuss possible funding opportunities.

M. Fougere moved to receive and file the presentation. CARRIED.

- b. Alison Hopkins, Provincial Librarian, provided a brief but informative presentation about the relationship between the Provincial Library & Literacy Office and public library systems throughout the province.

S. Bryce moved to receive and file the presentation. CARRIED.

8. Information Items

a. Pension Sponsor Board Nomination

RPL's pension plan (which is the Regina civic pension plan) has both a Board of Directors, and a Sponsor Board, each of which includes representatives of employers in the Plan. Barb March-Burwell is a member of the Board of Directors, having been nominated by the RPL Board. Gail Kruger has represented RPL on the Sponsor Board, nominated by the Library Director & CEO. The initial three-year term for Sponsor Board members ended in 2018 and Gail Kruger has been nominated to continue as RPL's representative. Nominations for both boards are made to City Council for decision. G. Kruger and B. March-Burwell will participate on this panel on behalf of RPL.

b. econtentforlibraries.org

A general overview of this issue was included in the November meeting package, however the national campaign was completed early this year and launched in January. The initiative has been led, primarily, by the Toronto Public Library and the Ottawa Public Library and has now been delivered through the Canadian Urban Libraries Council (CULC).

While RPL has not been deeply involved in the campaign, the Library helped to spread the word in Regina through social media, a media release, and some prominence on the website. It is a time restricted campaign and coincides generally with the public survey of the Report of Saskatchewan Public Libraries Engagement.

Discussion:

The question was raised about e-book subscriptions and if multiple people can read the same book at the same time. While some services allow for this, most access is through Libby and cloudLibrary, both of which act very similar to signing out physical library books.

c. Report of Sask. Public Libraries Engagement

On January 10th, the Minister published the Report of Saskatchewan Public Libraries Engagement and Board members will have seen it at that time. The Report articulates eight themes that were common to most public library systems and many of the stakeholders. The themes are:

- Funding Structure and Predictability
- Provincial Public Library Strategic Plan
- One Card, One Province

- Communication with Provincial Library
- Governance Training
- Indigenization
- Value of Public Libraries
- Legislation

Corresponding to the release of the report, the Ministry posted a public survey on the report. The survey asks respondents to quantify their relative agreement with the importance of the themes and provides an opportunity for qualitative input on each.

Public libraries will meet to discuss the report in February at the Annual Meeting of Board Chairs and Library Directors.

d. Chair's Report

An account of the Chair's activities since the previous Board meeting. There were no changes or discussion.

e. 2019 Board Committees

Audit Committee¹

1. B. March-Burwell, Chair
2. Councillor S. Bryce
3. P. Lerat

Governance Committee

1. C. Kobayashi, Chair
2. M. Gavigan
3. S. Quinlan

Human Resources Committee

1. M. Gavigan, Chair
2. S. Grebinski
3. P. Lerat

¹ When a new Board member is appointment it is typical they will be added to the Audit Committee.

f. Referred Communications

The list has been updated and no changes have occurred since preparing the package last week.

g. Action Items

The list has been updated and no changes have occurred since preparing the package last week.

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

9. Discussion and Decision Items

a. Audit

M. Gavigan moved to approve the *Related Parties Disclosure* form for use by RPL in compliance with audit rule PS2200, and that each Board member² completes the form annually. CARRIED.

Committee Chair, B. March-Burwell, provided a brief overview about the presentation and interviews by KPMG on risk management, as well as an update on the work by MNP on the 2018 Audit Plan.

Discussion:

- The Board discussed whether the move of 2018 surplus should wait until an actual amount has been calculated and if it would make a difference to delay moving the funds until the next Board meeting.
- The auditor requires that any Board direction for accounts at year-end be completed before they can close off the 2018 audit.
- The surplus money will go into a reserve fund that can be redirected in the future to projects, as needed.

B. March-Burwell moved that any unbudgeted surplus for the 2018 year be transferred to the capital project reserve. CARRIED.

b. Permanent Art Collection

² Except Mayor Michael Fougere and Councillor Sharron Bryce, who have completed this process through the City.

Board members approve additions to the permanent art collection as part of a process required by the Canada Council for the Arts. In addition to the permanent collection, the Library maintains a rental collection, housed in the Dunlop outer office. The rental collection is typically stocked with purchased or donated works that have general appeal and a more modest market value.

For Board approval, the following donated works are offered as additions to RPL's permanent art collection:

- i) Karen Tam, *Blood and Tears*
Media: Laser Cut and Engraved Steel Panels, 2018
- ii) Mark Clintberg, *The gift (that I protect)*
Dimensions: Glass box: 24 x 24 x 36". Plinth: approximately 36" (6 feet).
Media: Antique stained glass, contemporary stained glass, soldering, copper, MDF, 2015
- iii) Vicky Sabourin, *The absent mountain is my aching phantom limb*
Media: Black and White Photo Printed on PVC Panels, Aluminum Frame, 2018

S. Grebinski moved that the Board approve the addition of the above-named donated art pieces for addition to RPL's permanent collection. CARRIED.

11. Calendar of Events

No changes or discussion.

12. In-Camera Session

There were no requests from Members for an In-Camera meeting of the RPL Board.

13. Adjournment

S. Bryce moved to adjourn the meeting. CARRIED.

Board Chair

Secretary to the Board