

**REGINA PUBLIC LIBRARY  
BOARD OF DIRECTORS  
March 26, 2019  
Central Boardroom**

**Present:**

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

**Also in Attendance:**

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

**Guests:**

Clayton Veresh, MNP (Auditors)  
Krista Horwath MNP (Auditors)

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**MINUTES**

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**1. Call to Order**

The Chair called the Board meeting to order at 4:35 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**

The auditor's presentation of the 2018 financial statements was moved up on the agenda. C. Kobayashi moved to adopt the agenda, as amended. 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 January 22, 2019 Board meeting. CARRIED.
- b. M. Gavigan moved to approve the minutes of the Board's January 22, 2019 Annual General Meeting. CARRIED.

## **6. Decision Items**

### **a. Audit Committee**

#### **i. 2018 Audited Financial Statements**

MNP presented the results of their 2018 audit and reported to the Board that no problems or issues arose during their examination, and that they were prepared to sign off on the audit.

The Chair thanked MNP as well as the RPL staff who worked with the auditors.

On the recommendation of the Audit Committee, B. March-Burwell moved to approve the 2018 audited financial statements. CARRIED.

Also forwarded by the Audit Committee to the Board is the variance report and the draft MD&A, which is very close to being completed. The 2018 Public Accounts were included for the Board's information in the meeting package.

## **7. Manager Presentations:**

### **a. Suburban Branches**

Branch Managers. Christine Pinkney (George Bothwell), Kimberley Hintz (Sunrise), and Amber Christensen (Sherwood Village) presented a brief overview and update on their respective branches. They proudly spoke of the positive impact their staff members and programming events are having on their respective communities.

#### *Questions/Comments:*

- Because census data is oftentimes out-of-date, the branches keep an eye on changing demographics, trends, and borrowing patterns of their customers and they have documented this information into branch and community profiles, for quick reference.
- The City of Regina brings together data from a wide variety of sources and makes that database accessible to RPL for use to better understand current neighbourhoods and anticipate trends. RPL has greatly benefitted from the City of Regina Neighbourhood profiles and is eagerly awaiting the updated profiles, which are published on the City's site.
- The Board Chair requested a copy of this information and J. McKenna will notify the Board when the new City Neighbourhood Profiles are published.

### **b. Marketing and Communications**

Colleen Hawkesford, RPL's Manager of Marketing and Communications, presented to the Board on the 2019 promotional plan, including future social media projects and plans.

*Questions/Comments:*

- Social media continues to have a significant role in MAC's budget.
- A video created by Brown Communications was played for the Board. The theme of the video project highlights customers' and community partners' stories about their relationship with RPL. Currently, the videos are on YouTube.
- Board members suggested that the videos be available through RPL's website.
- Board members suggested that City Councillor John Findura could be considered by MAC to tell his personal success story about how RPL welcomed and helped him and his family when they immigrated to Canada from Poland a number of years ago.

**8. Information Items**

a. Staff Development Day 2020 – Change of Date

The future dates for Staff Development Day for the years 2018 through 2020 were approved by the Board at the September 26, 2017 Board Meeting. Due to the Saskatchewan Roughriders winning the bid to host the 2020 Grey Cup, RPL Staff Development Day will be moved to October 30, 2020.

b. Minor Grants

Over the past several years, the Ministry has provided various small grants to Saskatchewan public libraries that have typically supported summer reading programs, interlibrary loans, and services for people with print disabilities.

Through the Minister's public library engagement sessions, many public libraries asked that these small grants operate differently as they are usually small amounts of money and not all public library systems provide the same services in the same ways. In response to their feedback, the Ministry has provided a single grant to each library system rather than multiple small grants. RPL's grant was for \$9,000 and covers items that were already a part of the RPL budget and as such, it will have no material impact on the 2019 budget.

c. Referred Communications

The Board received confirmation that the Ministry of Education's funding for Saskatchewan libraries has been approved in the 2019-20 Provincial Budget. The Province also noted that the total grant for the period April 1, 2019 to March 31, 2020 will total \$11.08M, an increase of \$128K to public library resource sharing grants. RPL's share of the grant will be \$606,408.

**9. Action Items Update**

Item 18.11 related to the final report for the Board on the public holiday openings was split into two actions. The final report for the one-year cycle of public holiday openings will be prepared for the Board meeting in September 2019. An interim report will be

provided at the June 2019 Board meeting to accommodate consideration of possible fall 2019 public holiday opening dates.

**6. Decision Items (continued)**

b. HR Committee

Committee Chair, Marj Gavigan, reported that the 2018 Performance Evaluation and 2019 Work Plan for the Library Director & CEO had been completed by the Committee.

M. Gavigan moved to ratify the increase in salary of 1.5% for the Library Director & CEO. CARRIED.

c. Financial Statements

B. March-Burwell moved to approve the financial statements to February 28, 2019. CARRIED.

**10. Calendar of Events**

There were no changes to or discussion about the Calendar of Events.

**11. In Camera**

*The Board moved into the In-Camera session of the Board meeting, and members of the public left the Boardroom.*

With the In-Camera portion of the meeting adjourned, the Board moved back to regular session.

**12. Adjournment**

C. Kobayashi moved to adjourn the In-Camera session and Board meeting. CARRIED.

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Board Chair

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Secretary to the Board