

**REGINA PUBLIC LIBRARY  
BOARD OF DIRECTORS  
September 24, 2019  
Central Boardroom**

**In Attendance:**

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

**Also in Attendance:**

T. Fraser  
J. Niedermayer

**Regrets:**

**MINUTES**

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**1. Call to Order**

The Chair called the meeting to order at 4:30 pm.

**2. Adoption of Agenda**

S. Bryce moved to adopt the agenda. CARRIED.

**3. Conflict of Interests**

No conflict of interests was declared.

**4. Approval of Previous Meeting Minutes**

M. Gavigan moved to approve the minutes of the June 18, 2019 Board meeting. CARRIED.

**5. Manager Presentation**

a. Service Plan Update – J. McKenna

J. McKenna provided an update on the 2<sup>nd</sup> quarter of the implementation of the new Service Plan.

*Discussion:*

- There is evidence to suggest that customers would like to see the library open for more hours. We are closely studying the customer needs at George Bothwell, and reviewing locations for patterns that would suggest we could extend or reduce our hours at some locations.
- Consistency in hours is an important consideration to ensure the differences do not create unnecessary confusion. Branches are working more closely with their community associations, schools, and other partners to ensure we find the best channels to reach our existing and new customers.
- Visitor traffic patterns and service use vary from branch-to-branch, and information gleaned from customers is invaluable to the process. A number of intercept survey studies are underway for the fall.
- Acknowledging and responding to customer wants and needs is ongoing and fluid and will continue to inform service planning.
- The Chair spoke of the interesting and successful events held at Central, including the talk with Alex Hutchinson and the election candidate meet-and-greet evening. He encouraged the Board to participate in events taking place at RPL.

b. Albert Community Library Committee (ALCLC) [presented at 5:30 pm]

Representatives from the ALCLC made their final presentation to the RPL Board. Wendy Sinclair, RPL's Indigenous Services Coordinator, reminded everyone about the conditions the Indigenous community faced North Central in the 1980s, and why this Committee became so important. Rose Le Calvez, Committee Chair, Lorna Wesaquate, Board Member, and Denita Stonechild, Board Member, spoke of their work to provide their community with all the advantages a library can offer.

The Committee is wrapping-up, but the work will continue through the Community Advisory Committee at mâmawêyatitân centre.

*Discussion:*

- On behalf of the Board, S, Quinlan thanked the Committee for their work, and praised the positive impact they have made on their community.
- A dinner is being planned to honour the work of the Committee.

J. Oni moved that:

- The Library Board approve a motion to authorize Library Administration to wind down the ALCLC agreement with the North Central Community Association;
- RPL thank the Albert Community Library Committee for their work and dedication to the library and community over the past 39 years; and

- RPL recognize the contribution of the ACLC through the commissioning of an artwork for placement in the Albert Branch.

CARRIED.

## 6. Information Items

### a. Council of the Federation Award

Created in 2004 by Canada's Premiers, the Council of the Federation Literacy Award celebrates innovation and excellence by honouring those who have made valuable contributions in the field of literacy. The award is presented to learners, educators, volunteers, community organizations, and businesses in each province and territory.

This year, RPL proudly nominated Lorna Pederson for the Literacy Award. Lorna has been an ESL Tutor with RPL since 2009 and continues to generously volunteer her time and skills to her learners. Although Lorna did not receive the Literacy Award this year, she received an honourable mention from the Ministry of Education.

The Chair acknowledged Ms. Pederson's honourable mention and praised RPL's Volunteer Literacy Tutor program.

### b. Radon Testing

RPL's Physical Plant Unit completed radon testing at all RPL locations through winter 2018-19. This testing was done proactively as health concerns regarding radon exposure have increased over the past few years; there were no reports or indications of radon issues within any of the RPL locations prior to testing.

All RPL sites were below the Health Canada Standard of 200 Bq/m<sup>3</sup> and, in most cases, lower than 50% of this threshold. Actions have been taken or are planned for the Glen Elm Branch to reduce the levels.

*Discussion:*

- The high reading at Glen Elm is still below Health Canada's standard.
- RPL is not required to test for radon, but it is checked periodically as part of Physical Plant's building maintenance plan.

### c. Household Survey Report

Late in the spring, RPL had the opportunity to participate in an omnibus survey through Praxis Consulting. For this survey, Library Administration asked Praxis to explore the question of "how many individuals in Regina are public library users?"

*Discussion:*

- The results of the survey were very good and suggested that an average of 1.45 people per household are public library users.

d. ULC Leadership Brief

*Discussion:*

- The Chair encouraged the Board to read through the brief.

e. Indigenous Awareness Training Level 1

*Discussion:*

- M. Gavigan spent a full day at the Saskatchewan Chamber of Commerce learning about First Nations and Métis history and how it has impacted the challenges they face today. She uploaded to Dropbox the slide deck for the Board to read if they are interested.

f. Chair's Report

No discussion.

M. Fougere moved to receive and file the Information Items. CARRIED.

**7. Updates**

a. Action Items

No discussion.

**8. Discussion and Decision Items**

a. Board Committees

i. Audit Committee

a) 2020 Budget and Mill Rate Request

The Audit Committee met twice to review drafts of the 2020 budget. The Committee probed both in terms of process and specific budget items. The City has asked the Library to submit a draft budget by October 4, 2019 with a finalized mill rate request to be submitted at the end of October. The Library will formally present its mill rate request at a public Executive Committee of Council meeting on November 13<sup>th</sup>.

B. March-Burwell moved that the Board approve the 2020 budget as recommended by the Audit Committee, including a 2.3% mill rate increase request for City Council. CARRIED.

b) 2019 Audit Engagement Letter

B. March-Burwell moved that the Board approve the 2019 audit engagement letter and authorize the Board Chair, S. Quinlan, to sign on its behalf. CARRIED.

c) Carry-Forward Funding Policy

RPL's strategy map (3.2) speaks to enhanced operations through appropriate resource allocation to projects. As noted at an earlier meeting, an ongoing challenge for RPL has been the artificial nature of year end (31 December) in a constant collision with how the organization, its projects, and purchases are continuous. To work through this question, Library Administration has drawn on City of Regina policy and practice and adapted it to the Library's budget and context. The net result of implementing the policy is that significant, partially complete projects, and equipment that has been ordered but has not arrived, will require that an amount be left in the unappropriated surplus to cover them, and any surplus remaining after that is available for allocation to reserves, as the Board sees fit.

B. March-Burwell moved that the Board approve the Carry-forward Funding Policy. CARRIED.

ii. HR Committee

a) Public Holiday Opening Report

At its regular meeting on June 26, 2018, the RPL Board of Directors moved to initiate a pilot project that would see library branches open on public holidays. The pilot would begin with two holidays in 2018 – Thanksgiving Day, and Remembrance Day – and would continue into 2019 for Family Day, Easter Monday, Victoria Day, and Saskatchewan Day. In June 2019, the Board approved the extension of the pilot to include Thanksgiving Day and Remembrance Day in 2019 as part of the pilot. Administration has included provision in the 2020 budget to be open on several public holidays.

While the Collective Agreement with the Union allows for staff to be scheduled to work on public holidays, the Collective Agreement restricts staff from working on a Sunday where a public holiday is observed on the preceding Friday or Saturday, or on the following Monday. At its meeting on September 16<sup>th</sup>, the HR Committee approved a motion to recommend that the Board approve continued public holiday openings at RPL.

M. Gavigan moved that the Board approve continued public holiday openings at RPL, as set by Library Administration by December 31<sup>st</sup> of each year and based on evaluation of trends from past public holiday opening dates. CARRIED.

iii. Governance Committee

a) Policy Review

The Governance Committee reviewed a number of policies at its meeting on August 20<sup>th</sup>. The policies are fundamentally operational in nature, but two require a Board decision because they are intended to also apply to Board members:

1. Bring Your Own Device – Applies to Board members
2. Anti-Spam Compliance – Applies to Board members
3. Adult Literacy Services

4. Adult Programs
5. Collections
6. Dunlop Art Gallery Exhibitions
7. Room Use and Rental

*Discussion:*

- The Board reviewed the policies which have changed significantly (Collections, Room Use and Rental).
- Clarification was provided to the Board on “for-profit” groups that will qualify for room use at RPL, and in particular, political advocacy groups.
- The Room Use and Rental policy also includes explicit reference to RPL’s values as the basis for working with rental requests and responding to questions.

C. Kobayashi moved to approve the Anti-Spam Compliance policy and the Bring Your Own Device policy, as recommended by the Governance Committee.  
CARRIED.

iv. Strategic Planning Committee

a) Granite Report

At its meeting on August 27th, the Strategic Planning Committee reviewed the Granite Remediation Report, undertaken to address significant issues with the Central Library’s building envelope. In order to ensure that the Library was in a position to secure quotes and move forward with the repair this fall, the Strategic Planning Committee passed a motion “to proceed with the repair of the exterior granite according to report recommendations 1 and 3 and, in recommendation 4, proceed with the aluminum clip option, at an estimated total cost of \$51,000.” The work is expected to be completed this Fall.

M. Gavigan moved that the Board ratify the motion of the Strategic Planning Committee to proceed with the repair of the exterior granite according to report recommendations 1 and 3 and, in recommendation 4, proceed with the aluminum clip option, at an estimated total cost of \$51,000. CARRIED.

b. Financial Statements to August 31, 2019

*Discussion:*

J. Barber clarified for the Board that the \$190,000 under staff positions reflects a budget gap resulting from the brief period of time between hires or internal movement of staff. It is not for a single position “gap” but rather for all temporary vacancies through the year.

B. March-Burwell moved to approve the financial statements to August 31, 2019.  
CARRIED.

**9. Calendar of Events**

No discussion.

**10. In Camera Session**

J. Oni moved to proceed with the In Camera session of the Board meeting.

Following the In Camera session, the Board meeting resumed.

**10. Adjournment**

S. Bryce moved to adjourn the meeting. CARRIED.

**Approved:**

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Board Chair

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Secretary to the Board