

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

In Attendance:

S. Quinlan, Chair
Councillor S. Bryce (teleconference)
M. Gavigan
S. Grebinski
P. Lerat
C. Kobayashi
J. Oni
J. Barber, Secretary to the Board

Also in Attendance:

T. Fraser
J. Niedermayer

Regrets:

B. March-Burwell, Vice Chair
Mayor M. Fougere

MINUTES

1. Call to Order

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

2. Adoption of Agenda

C. Kobayashi moved to adopt the agenda. CARRIED.

3. Conflict of Interests

No conflict of interests was declared.

4. Approval of Previous Meeting Minutes

S. Grebinski moved to approve the minutes of the September 24, 2019 Board meeting. CARRIED.

5. Manager Presentation

a. Outreach Services Update

Aidan Meegan, Department Head of Central Library, provided an update on the Outreach Unit.

Discussion:

- Through the Development Office, grant opportunities are frequently applied for to assist in the funding of RPL's Outreach operations.

- Magnification units cost approximately \$2,400, and there are four in the RPL system.
- Opportunities to reach new customers is a priority. Currently 39 care homes have a relationship with Outreach, as well as a number of medical facilities.
- Customers may be able to receive immediate assistance from Outreach staff, provided they have received notification from their physician. An assessment is conducted by staff, and the customer can begin receiving materials soon thereafter.
- The partnership with SILS has greatly expanded the number of materials and services available to Outreach customers.
- Currently, Outreach assists approximately 300 registered individual customers, and they have the capacity to take new applications from the public.
- The Board expressed appreciation and heartfelt respect to the staff of Outreach for their dedication and compassion to their community.

6. Information Items

a. Libraries Marketing & Communication Conference – M. Gavigan

M. Gavigan attended this conference in St. Louis two weeks ago and briefed the Board on some of the take-aways and highlights of the event.

b. Harwood Public Innovators Lab – C. Kobayashi

C. Kobayashi attended this conference in Atlanta a few weeks ago and briefed the Board about the Harwood Model and its relevance to libraries and possibly to RPL.

S. Quinlan reminded the Board members to consider professional development opportunities that may provide insight into what is going on in libraries outside of Regina. C. Kobayashi can assist members with their inquiries.

c. Film Theatre Capacity

Following the recent inspection by the Fire Marshall, RPL was notified that the entry/exit doors of the Film Theatre are too close together to support a room capacity of 109 people. The maximum capacity of the Film Theatre has been set by the Fire Marshall at 60 people, which has resulted in lost partnerships for popular events where 60 seats is not large enough. Customer and partner frustration have already been apparent to staff.

Over the next couple of months, design and minor construction work will be undertaken once the Library receives confirmation from the Fire Marshall that the Library can re-establish former capacity.

d. Room Rental Implementation

At the last Board meeting, the Board reviewed the new RPL policy on room rental. The policy was implemented on November 1st and staff have been working to transition to a new software platform that will enable the Library to take room reservations with minimal staff intervention. The new software is ready for full implementation and will be brought online on November 27th. At that point, members of the public will be able to use the Library's online booking service to book most public rooms without staff intervention. Commercial users will normally be able to use the online interface to book and pay for their room in advance.

e. Central Library RFP Update

The Request for Proposals to find an Owners' Representative for the Central Library project was issued in October and the open period ended on November 20th. The proposals will be evaluated over the next couple of weeks, and scored. A short list of proponents will be interviewed, as needed, and a recommendation will come forward to the Strategic Planning Committee in mid-December (date not yet set).

f. 2019 Saskatchewan Literacy Awards of Merit

Regina Public Library and two volunteers have made outstanding differences in the community and were honoured at the 2019 Saskatchewan Literacy Awards of Merit Ceremony on November 6, 2019. Additionally, Freda Lawrysyn and Kiarra Ann-Marie Niebergall took home the Volunteer Service Award and Youth Volunteer Service Award respectively for their work through the library.

g. Chair's Report – No discussion

P. Lerat moved to receive and file the Information Items. CARRIED.

7. Updates

a. Referred Communications

i) JoAnn Wilson Foundation

The Library Board was sent an invitation from the JoAnn Wilson Foundation to work in partnership to bring Meghan Murphy to Regina for a speaking engagement. The invitation RPL received for the JoAnn Wilson Foundation is not proposed as a room rental but as a partnership. It is an operational matter but was directed to the board as correspondence. In discussion of this item with Board Chair, Sean Quinlan, he asked that the Board be aware of the request. The Board delegated the response to this request to Library Administration as an operational matter.

8. Discussion and Decision Items

a. Board Committees

i) Human Resources Committee

A) Out-of-scope Compensation

The collective agreement for CUPE negotiates an inflationary adjustment (or, base wage increase) from the outset of each contract. The out-of-scope group is often set on a year-by-year basis (although it was last set for two years in the fall of 2017 because of a timing issue). The HR Committee discussed the structure of the out-of-scope compensation system and may review it at a future date.

For 2020, the HR Committee proposes remaining with the current approach of providing the out-of-scope group a base wage increase at the same rate as the in-scope group.

M. Gavigan moved that, based on the recommendation of the HR Committee, the Board approve a 1.5% base wage increase for out-of-scope staff to begin on January 1, 2020. CARRIED.

B) Consulting Services

At an earlier Committee meeting, there was a brief discussion of the CEO evaluation process for 2019. The HR Committee has been acting on the general agreement reached at that meeting. Further to that discussion, the HR Committee has tentatively engaged Tanka Research to administer for 2019, the evaluation tool developed for 2018. The cost of the services will be less than \$5,000 and securing these services is in line with RPL's procurement policy.

Ken Waschuk, of Tanka Research, will develop the online evaluation tool, implement it for Board member comment, gather results, and provide reports to the HR Committee (and the Board).

M. Gavigan moved that, based on the recommendation of the HR Committee, the Board approve the engagement of Tanka Research to conduct this work for the 2019 fiscal year and approve the expenditure of up to \$5,000 for the work. CARRIED.

C) Public Holiday Opening Update

Dates for the first half of 2020 have been set. The dates for the second half of 2020 will be decided in the near future and reported to the Board.

Visits:

Overall, on Remembrance Day 2019, there were 18% more visits than usual for a Monday. Every open location, except for Prince of Wales, experienced an increase in the number of visits over 2018, and five of eight locations had more visits than a usual Monday.

Overall, for Thanksgiving 2019, there were 20% fewer visits than usual for a Monday. Only Central Children's, George Bothwell, and Sunrise experienced a higher than usual number of visits on Thanksgiving 2019. All locations had more, or as many, visits as they did on Thanksgiving 2018.

Circulation:

Overall, on Remembrance Day 2019, there were 67% more circulation transactions than usual for a Monday. Every open location, except for Prince

of Wales, experienced a higher than usual number of circulation transactions on Remembrance Day 2019. All open locations had (many) more circulation transactions than was the case on Remembrance Day 2018.

Overall, for Thanksgiving 2019, there were 22% more circulation transactions than on a usual Monday. Every open location, except for Albert, Central Adult, and Prince of Wales experienced a higher than usual number of circulation transactions on Thanksgiving 2019. All open locations had (many) more circulation transactions than was the case on Thanksgiving 2018.

Computer Sessions:

Overall, on Remembrance Day 2019, there were 11% more computer sessions than usual for a Monday. Every open location, except for Central Library, experienced a higher than usual number of computer sessions.

Overall, on Thanksgiving 2019, there were 19% fewer computer sessions than usual for a Monday. Only George Bothwell and Sunrise experienced a higher than usual number of computer sessions. Every location except Central Children's experienced an increase in computer sessions over Thanksgiving 2018.

ii) Governance Committee

A) Customers with Court Ordered Restrictions Policy

The Customers with Court Ordered Restrictions policy is not particularly old but following its adoption, a few special situations arose that led to questions posed of the Library's legal counsel. Legal counsel has suggested, and it has been incorporated into the policy, that it is always preferred if the person under the order confirms their status with the Library. It does not preclude the Library's own ability to investigate, in the interests of safety and security of our customers, but it is a step that was not a part of our initial policy.

iii) Audit Committee

A) Financial Statements to October 31, 2019

J. Oni moved to approve the financial statements to October 31, 2019.
CARRIED.

B) Pension Administration Board Nomination

RPL is a member of the Regina Civic Employees' Superannuation and Benefit Plan (the Plan). The Plan has a Board of Trustees and RPL Board member Barbara March-Burwell has been RPL's representative on that Board since the implementation of the change in governance of the Civic Employees' Superannuation and Benefit Plan. Barb has resigned recently and the Library Board must select a new representative. The Participating Employers' Agreement requires RPL to select an employer representative for appointment to the Administration Board of the Plan.

M. Gavigan moved to nominate J. Oni to represent RPL on the Pension Administration Board. CARRIED.

C) 2020 Draft Board & Committee Meeting Schedule

A draft schedule for Board and Committee meeting dates was put forward for Board consideration. The schedule was constructed for discussion and is based on the following principles:

- Keeping the fourth Tuesday as the Board meeting day in those months with a regular, public Board meeting.
- Through the year – the AGM in January, plus March, June, September, and November. These months also align with significant committee business – audit, budget, CEO evaluation, year-end.
- Each committee has three regularly scheduled meetings. Note that each committee also has unscheduled meetings through the year based on their particular tasks. The tentative dates for committee meetings are intended to align with and create some of the content for the scheduled board meetings.
- The schedule includes no pre-scheduled meetings for the Strategic Planning Committee and those meetings will need to be slotted, as needed.

9. Calendar of Events

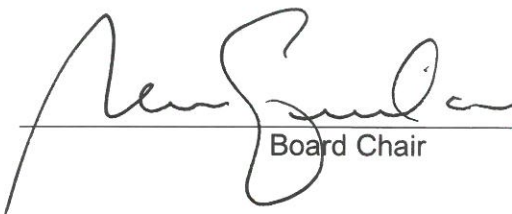
10. In Camera Session


C. Kobayashi moved that the Board move into In Camera session. CARRIED.

11. Adjournment

S. Grebinski moved to adjourn the Board meeting. CARRIED.

Approved:


Board Chair


Secretary to the Board