

**REGINA PUBLIC LIBRARY
BOARD OF DIRECTORS
January 28, 2020, 4:30 p.m.
Central Library Boardroom**

Present:

S. Quinlan, Chair
Councillor S. Bryce
M. Gavigan
S. Grebinski
C. Kobayashi
P. Lerat
J. Oni (via telephone)

Also in Attendance:

J. Barber
J. Niedermayer

Regrets:

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

MINUTES

1. Call to Order

The Chair called the Board meeting to order at 4:45 pm.

2. Adoption of Agenda

P. Lerat moved to adopt the agenda. CARRIED.

3. Conflict of Interests

No conflict of interests were declared.

4. Approval of Previous Minutes

M. Gavigan noted one change to previous minutes of November 26, 2019. C. Kobayashi moved to approve the minutes of the November 26, 2019 Board meeting, as amended. CARRIED.

5. Manager Presentation

G. Kruger presented an update on the activities of RPL's Finance and Administration Unit.

Discussion:

- Budget planning for more than one year at a time has been a topic of discussions, prompted a couple of years ago when the City was considering moving to a multi-year budget process. The City did not pursue this, because approving a multi-year budget can create barriers for future City Councils. The planning for RPL will always look ahead, while budget process will line-up with the City's requirements.

- RPL will implement a new point-of-sale system within the next three or four months, but it will not be totally integrated into the existing accounting system. The goal is for a fully integrated model to be in place in the next five or six years but at the moment it isn't possible.
- Security of sensitive data – how does RPL receive, share, store, retrieve, and back-up sensitive information? RPL uses Cloud services for storing and backing-up collected and sensitive data. The Library does have cyber-security insurance, which covers recovery from cyber attacks. Currently, our Cloud-based back-up system is robust enough to protect RPL's data, and IT is keeping an eye out for new products and solutions to address future storage and back-up requirements.
- Work on enterprise risk management is close to being completed and will be ready for the Board at the March 2020 meeting. The information contained in the report will be updated continuously.

6. Information Items

6.1 Carry-Forward Funding Report

At its September 2019 meeting, the Board of Directors approved the Carry Forward Funding policy which allows for a portion of the budget for incomplete projects to be carried forward from the year the project expense was budgeted to the following year to fund the completion of the project using its original budget allocation.

In 2019, two projects were initiated but were not complete at the end of the fiscal year. Work is expected to be completed in 2020 on the following:

- Sunrise branch roof replacement. Due to the age of the building, which is co-owned by the City of Regina and RPL, work was undertaken to replace the roof and skylights on the building. RPL is responsible for 37% of the total cost.
- Glen Elm branch washroom and entrance renovation. The Library initiated a project to update the washrooms to improve aesthetics, improve usability and address accessibility concerns. The project also includes repair and replacement of entrance doors, and the installation of an additional secure door to separate the washroom lobby from the main branch space. The separation is needed to enable after-hours use and rental of the branch's program rooms.

6.2 RPL Mobile App

E-Services has been working on a number of improvements to RPL's website that will primarily focus on website performance, mobile and website user experience (UX), website search improvements, and SILS feature parity. The SILS app continues to be available and is a convenient way to access frequently used functions in the catalogue. RPL's new mobile website is intended to provide customers with access to RPL's many programs and services, including the catalogue. It will provide an enhanced mobile experience with an updated design using quick launch menu items and more streamlined navigation. The release is targeted for deployment on Wednesday, January 29, 2020.

6.3 Public Holidays 2020

The data in 2019 for circulation, computer use, and number of library visits had improved over 2018 and, for the most part, indicated that the expectation of the library being open could be making a difference. Similarly, it seemed clear that the library being open on Saskatchewan day (August) was not attracting many library customers. Traffic seemed to indicate that the school year (and cooler months) would prove a valuable test for the next phase of this initiative.

With this data and approach in mind, public holiday openings in 2020 will be:

- Family Day
- Easter Monday
- Victoria Day
- Canada Day (programs in the park only)
- Labour Day
- Thanksgiving
- Remembrance Day (starting at noon)
- Boxing Day (George Bothwell Branch only)

Initial discussion of public holiday openings led Library Administration to generally stay away from the religious and moveable (those not always on Monday) public holidays. Nonetheless, it was difficult not to notice how many people were at the Southland Mall on Boxing Day. As our only branch location at an indoor shopping centre, and clear indication that Reginaans are present, it makes sense to try this day at that branch.

6.4 OIPC Report

In May 2018, a staff member leaked two incident reports to the Leader Post. Last fall, staff from the OIPC met with Library Administration and conducted a number of interviews, reviewed documents, and requested information about how the Library's incident reporting systems work. From a legislative point of view, when the OIPC issues a report, it is incumbent upon the Library to provide a response to the Commissioner's recommendations.

RPL worked through most of the issues raised long before the OIPC decided to investigate the issue. There are outstanding challenges that are technological in nature and that do not have an immediate viable solution, but RPL continues to work on the OIPC recommendation.

Discussion:

- At this time RPL requires, as a condition of employment, that new employees sign a Confidentiality Agreement.
- RPL is in the process of adjusting permissions for those employees who share a computer (e.g. customer service front line staff). IT is looking at log-in systems that use FOBS for systems that more than one person uses but can differentiate between the employees. The Board requested that the Governance Committee review the Computer Use Policy that provides information for employees.

6.5 Referred Communications - No discussion.

6.6 Action Items Updates

The one outstanding item for Library Administration is to wind-down the Albert Community Library Committee (ACLC) agreement. It should be completed prior to the March 24th Board meeting.

6.7 Chair's Report – No discussion.

7. Discussion and Decision Items

7.1 Art Acquisitions for Permanent Collection

There are two categories of pieces recommended for addition to the permanent collection in this proposal – re-accessioning former pieces as well as adding a few new pieces that were purchased recently. Based on available documentation, it appears RPL was considering the sale or trade of the works several years ago. It is unclear due to the lack of documentation exactly why these works were deaccessioned. The works are appropriate for the permanent collection.

Discussion:

- The Board discussed the option of selling pieces from RPL's permanent collection as a means of raising funds.
- The Board was interested in learning the valuation process for pieces of art coming into RPL's permanent collection. The value of each piece is set through valuations by an art appraiser and/or an analysis of recent art market sales by that particular artist. The Board would like to hear from the Curator/Manager of the Dunlop Art Gallery about RPL's permanent art collection.
- Most pieces in the permanent collection are rotated through Central and the branches for public viewing.

C. Kobayashi moved to approve re-accessioning the works, as listed below, to RPL's Permanent Art Collection:

1. Abraham Anghik, *Warrior's Lament* 1979
2. Frederick Marlett Bell-Smith, *Spring Pasture* nd
3. Albert Dumouchel, *Stele pour le roi Menes* 1990
4. Reg Holmes, *Torn Edges of Illusion* 1966
5. Jacques Hurtubise, *Eulalie* 1969
6. Guido Molinari, *Parallele Rouge et Noir* 1967
7. Christopher Pratt, *Two Houses in Spring* 1968
8. James Ellemers, *GPV* 1965
9. Helen Piddington, *Kaigen* 1965
10. Beverly Lambert-Kelly, *untitled* 1966
11. Louise Walters, *untitled* 1966
12. Winston Leathers, *Companion of the Tempestuous Wind* 1964
13. Jerry Saintberg, *Red and Blue* 1967

14. Jerry Saintberg, *Pink and Red* 1967
15. Jerry Saintberg, *Green and Yellow* 1967
16. Jerry Saintberg, *Purple and Green* 1967
17. Graham Cantieni, *Sorcieres 1* 1975
18. Graham Cantieni, *Sorcieres 2* 1975
19. Graham Cantieni, *Sorcieres 3* 1975
20. Graham Cantieni, *Sorcieres 4* 1975
21. Graham Cantieni, *Sorcieres 5* 1975
22. Graham Cantieni, *Sorcieres 6* 1975
23. Brigitte Coudrain, *Figues* 1968
24. Kenojuak Ashevak, *Dream* 1963
25. Lukta Kiakshuk, *Strange Scene* 1964
26. Lizzie Saggiak, *Big Dog* 1963
27. Paunichea Munamee, *Animal Spirit* 1964
28. Parr, *Walrus Hunt* 1964
29. Pitseolak Ashoona, *Woman with Doll* 1964
30. Pudlo Pudlat, *Spirit Watching Game* 1964

CARRIED.

7.2 P. Lerat moved to approve the addition to RPL's Permanent Art Collection the collection of the works, as listed below:

- Zachari Logan, *Green Carnation with Rose Stem, for Oscar Wilde (from Wildflower Series)*, 2019, Value: \$1,200, Media: vitrified ceramic, hand painted (acrylic).
- Leesa Streifler, *In Extremis: Elegy for the Immobilized*, 1992, Value: \$8,000.00, Dimensions: 79 x 53 inches, Media: prisma color and acrylic on dyed gelatin silverprint.
- Leesa Streifler, *In Extremis*, 1992, Value: \$8000.00 (to be appraised), Dimensions: 79 x 53 inches, Media: prisma color and acrylic on dyed gelatin silverprint.
- Leesa Streifler, *In Extremis: Taxonomy*, 1992, Value: \$8000.00, Dimensions: 79 x 53 inches, Media: prisma color and acrylic on dyed gelatin silverprint.
- Leesa Streifler, *In Extremis: Repository*, 1992, Value: \$8000.00, Dimensions: 79 x 53 inches, Media: prisma color and acrylic on dyed gelatin silverprint.
- Keith Bird, *The Altar 1, The Altar 2* (left to right), 2016, Value: \$1,500 each (one purchase, one donation), Dimensions: 91.5 cm each, Media: oil on Canvas.
- Jessica Eaton, *IOC 052*, 2018, Value: \$3,200, Dimensions: 45.5 x 38 cm (18 x 15"), Edition of 5, Media: archival pigment print.
- Laura St. Pierre, *Boreal 3 (Fruits and Flowers of the Spectral Garden)*, 2018, Value: \$3,000, Dimensions: 55 x 44 inches, Media: archival inkjet print on photo rag.

- Leah Marie Dorion, *Title TBD*, 2019, Value: \$3,000, Dimensions: TBD (but previous work in collection is 30" x 48"), Media: Acrylic on canvas, commissioned by RPL on behalf of the Albert Community Library Committee. The drawing presented to the Board is a concept sketch; the final work will be a painting.

CARRIED.

7.3 Audit Committee Year End Motions

At the end of each year, the Board considers any motions that require transfers of funds into or out of reserves. At this point, the surplus for the year is not known as many year-end transactions need to be completed before the final amount can be ascertained. However, the Finance Unit is certain that a surplus above the budgeted surplus of \$67K will be realized.

New in 2019 is the Board's Carry Forward Policy will carry forward an amount of \$437,717 to cover the remaining expenses of the Sunrise roof project (\$219,080) and the Glen Elm washroom and entrance renovations (\$218,637). The funds to cover the completion of these projects will remain in unappropriated surplus.

P. Lerat moved that any surplus in excess of the budgeted surplus and the carry forward funds required to complete the Sunrise roof project and the Glen Elm renovations be transferred to the capital project reserve. CARRIED.

7.4 Strategic Planning Committee – Owner's Representative Update

At its meeting on December 18, 2019, the result of the RFP for an Owner's Representative on the Central Library Project was presented to the Strategic Planning Committee for decision and action. The following motion was made, and carried, by the Committee to move the project forward, and to bring to the next Board meeting for ratification:

That the Library establish a master agreement with Colliers using the general form of contract provided in the RFP, including a ceiling amount of up to \$100K for cost overruns; and direct Library Administration to negotiate with Colliers to establish a Statement of Work to address the scope of work required and to establish a timeline for Phase 1.

Following the meeting, Library Administration met with Colliers Project Leaders and KPMG to review the scope of work and clarify understanding on the work to be done. A master agreement has been signed, and a statement of work prepared (to be signed in the next few days). From the original proposal, after discussion with Colliers, the Library added another stakeholder engagement opportunity, an analysis of the economic impact of the project, and a refinement of the options analysis (more thorough than originally planned). The result of the negotiation process and total cost of the statement of work is currently well below the Committee's approved ceiling and is at \$85,000. The Phase I business case timeline reflects delivery of a draft at the end of February or first week of March.

C. Kobayashi moved that the Board ratify the motion of the Strategic Planning Committee to establish a master agreement with Colliers using the general form of contract provided in the RFP, include a ceiling amount of up to \$100K for cost overruns, and direct Library

Administration to negotiate with Colliers to establish a Statement of Work to address the scope of work required and to establish a timeline for Phase 1. CARRIED.

Also, at the Strategic Planning Committee of December 18th, the Committee took the step to form a sub-committee to represent the Board through the process. The sub-committee has met and a number of other meetings will be scheduled over the next six weeks to ensure completion of the Phase I business case.

C. Kobayashi moved that the Board ratify the motion of the Strategic Planning Committee to establish an Infrastructure Sub-Committee (Steering Committee) made up of the Chair, Vice Chair, and J. Oni to receive updates and reports from the Library Director & CEO and the Owner's Representative, with respect to the Central Library Development. The Sub-Committee will report on a regular basis to the Strategic Planning Committee and eventually to the Board of Directors. CARRIED.

8. Calendar of Events

Dates for the 2020 ALA conference will be added to the next calendar of events.

9. In-Camera Session

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

10. Adjournment

P. Lerat moved to adjourn the meeting. CARRIED.

Board Chair

Secretary to the Board