

**REGINA PUBLIC LIBRARY  
BOARD OF DIRECTORS  
January 26, 2016  
Central Library Boardroom**

**MINUTES**

**PRESENT:**

D. Lucke, Chair  
R. Kapoor, Deputy Chair  
E. Brenner  
Councillor S. Bryce  
Mayor M. Fougere  
C. Kobayashi  
B. March-Burwell  
S. Quinlan  
J. Weekes

**Also in attendance:**

J. Barber  
M. McCormick  
T. Fraser  
K. Saunderson  
T. Smith, Group 2  
G. Kruger

**REGRETS:**

**1. Call to Order**

The Board meeting was called to order by D. Lucke at 4:54 p.m.

**2. Adoption of Agenda**

S. Bryce moved to adopt the agenda. CARRIED.

**3. Conflict of Interests Declaration**

No conflict of interests were declared.

**4. Approval of Previous Meeting Minutes:**

**a. Board Meeting of November 24, 2015**

R. Kapoor moved to approve the minutes of the November 24, 2015 meeting. CARRIED.

## 5. Information Items:

### a. George Bothwell Branch Design Update

Input from external stakeholders and staff, together with public library expertise, has been incorporated in the development plans for the re-design of the George Bothwell Branch. The plans have gone through a preliminary budget analysis, and the Library will take possession of the new space on February 1<sup>st</sup>. The lead architect for the project, Troy Smith, and Kevin Saunderson, RPL's Senior Manager, Corporate Services, provided a brief report to Board members.

#### Discussion

- The points of clarification provided to the landlord of the Southland Mall included the following:
  - there will be no issue in including an entrance to serve both Staff and the public;
  - there will be further discussions about the use of the adjacent parking spots; and
  - regarding the café, the landlord is in agreement about RPL serving food or drink.
- Process:
  - the building permit will be submitted to the City this week; and
  - this will be a single phase project due to the lower costs and time commitment.
- Space Requirements:
  - the ongoing challenge will be to find temporary space within the mall;
  - the open space vacated by the CIBC is an option, but the tenant improvements are still in place and potentially a month's worth of work to make the space work for us; and
  - although there are currently vacancies in the Mall, the landlord is not interested in providing them as options.

### b. Vacation - Library Director & CEO

J. Barber will be away on vacation from February 1 to 29, and in his absence, Julie McKenna will be the Acting Library Director.

### c. Meeting Updates

#### i. Railway Renewal Project

Board Chair, Darryl Lucke, and the Library Director & CEO met with James Youck of P3 Architecture, a local partner in the process to develop a master plan for the Railway Renewal Project. The Board may want to consider speaking to this group in the future if it decides to advance the discussion about the Central Library.

ii. Regina Civic Museum (RCM)

Board Chair, Darryl Lucke and the Library Director & CEO met with Rob Deglau, President of the RCM. Mr. Deglau provided an overview of the work of the Museum, as well as a summary of their current challenges and interests. In response to the RCM's interest in a partnership with the Library, the Board requested a proposal and discussion document to be brought forward to a Board meeting in the Spring.

d. Long-Term Disability Committee

Following an actuarial valuation of the Regina Civic Employees Long-Term Disability Plan it was revealed that there are a number of areas in the Plan that have not been modernized and the Plan is over-funded. The Pensions & Disability Administration has recommended the creation of a working group to begin early in 2016 and Library Administration has designated HR Manager, Jeff Grant, as a delegate to this committee.

e. Proposed Dissolution of Canadian Library Association (CLA)

The CLA has been working over the past couple of years to develop a plan to move forward. The first step is to dissolve the CLA as a not-for-profit, charitable corporation to clear the way to establish a not-for-profit (but not charitable) corporation for the federation. The dissolution is needed so the organization can be reformed as a federation of other associations. The vote of the membership to dissolve CLA will take place on Wednesday (the day after the Board meeting) at the Ontario Library Association (OLA) conference, and the Library Director & CEO will attend the discussion and vote.

f. Aboriginal Library Services Grant

Each year, the Province's resource sharing grant for public libraries includes a designated amount for initiatives to support library services to Aboriginal peoples. For RPL, this amount is just under \$30,000. This year, a part of the grant is being used to provide system-wide Aboriginal Awareness Training. A number of seminars will be run to enable all RPL staff and Board members to attend.

J. Weekes moved to receive and file the Information Items. CARRIED.

6. Decision Items:

a. George Bothwell Branch Lease

Library Administration is working with Group2, their engineering team, and Westridge to complete the final design to support permit applications and allow Westridge to prepare tender packages for each aspect of the project. An update on the negotiations with the landlord of the Southland Mall was provided by J. Barber.

- a number of items not covered in our current lease have been identified including additional provisions for RPL, as well as code issues associated with adjacent space,
- Library Administration has discussed the option to further extend RPL's lease for an additional ten (10) years to 2034; and
- a common message was proposed to describe RPL's intentions for use by the Board and RPL staff.

### Discussion

- inclusion of parking spot allocations in the ongoing negotiations with the landlord
- risks associated with moving the Branch are low, even if the Board decides to make the lease span 20 years
- regarding the efficacy of the current location of a library in South Regina, it was agreed that the Southland Mall was the best location
- If the expansion is based on growth, there are no mechanisms in place to accommodate additional growth in the south area and the branch would be locked in to the lease
- given the length of the lease to 2034, the Mall receives a serious commitment from the RPL, which should provide RPL with leverage in the negotiations
- Board requested an analysis of the costs and benefits as well as the value to RPL in return for its investment
- decision to invest in the expanded space was made before the scope of expansion and renovation was known
- intention to secure additional space for the construction, the right of first refusal for additional space, and the parking question must be in the lease
- lease will be used as leverage in the negotiations, such as additional landlord work (e.g. landlord contributing to the renovations of the CIBC space)
- It was suggested that the work on the Branch continue and the discussion of the lease extension be set aside
- RPL should be clear about its expectations with the renovations and with the temporary space
- RPL should ask for a 10 year extension from the landlord early in the project

- landlord would charge back any additional funds provided for tenant improvements so there is no need to pursue that option
- timing on the permit application could be hindered if the discussion about the space as “temporary” continues and RPL’s leverage would be diminished
- new book drop in the Mall, the parking spots, and the first right of refusal are not options in our current lease
- because the Mall is a small part of a larger company, it is not likely to be interested in offering discounts

M. Fougere recommended that a revised proposal with amended benefits that reflect an extended lease length be returned to the Board for approval before the meeting in March. There were no objections to this recommendation.

b. Art Acquisition

E. Brenner moved to adopt the recommendation that the following piece be acquired by the RPL Permanent Collection.

Leah Marie Dorion, *Dancing Teepee Women*, 2013 (acrylic on canvas)

Purchase price: \$2,500

Dimensions: 30” x 48”

CARRIED.

c. Committee Submissions:

i. Audit and Finance

*Allocations to Reserves for Year-end 2015*

For 2015, based on the November month-end, RPL is projecting an unbudgeted surplus of approximately \$1,800,000 (excluding the budgeted surplus from operations of \$432,000). Revenue generated by the mill rate was approximately \$345,000 higher than budgeted, and an unanticipated donation of \$150,000 was received. On the expenditure side, there was a significant full-time salary variance due to unfilled positions that resulted in wages, benefits, and honoraria being under budget by \$550,000.

### Discussion

- Co-Chair of the Audit and Finance Committee, E. Brenner, provided an update on the unbudgeted surplus and reserve transfer recommendations.
- Typically, an annual surplus is approximately \$1,000,000. The surplus at the end of 2015 is unusually high.
- The question was raised if the surplus could be held onto in lieu of requesting a mill rate increase in the following year.
- A summary of the discussion by the Committee about the 2015 surplus was relayed to the Board.

J. Weekes left the meeting at 5:57 p.m.

As recommended by the Audit and Finance Committee, E. Brenner moved that for the 2015 year-end \$380,000 be transferred to the North Central Shared Facility (Mâdawêyatitân Centre) Reserve, and that donations not designated for operations be transferred to the Capital Project Reserve. CARRIED.

As recommended by the Audit and Finance Committee, E. Brenner moved that for the 2015 year-end any remaining surplus funds after allocations to the North Central Shared Facility Reserve and transfer of donation funds, be transferred to the Capital Project Reserve. CARRIED.

### *Annual Work Plan*

As reported by the Committee Chair, the work plan of the Audit and Finance Committee will be driven by annual financial deadlines, existing needs, and City Council's budget process. The 2016 Work Plan for the Committee will be set as the year progresses.

### ii. Governance

#### *CLA Statement on Intellectual Freedom*

In 2015, the CLA undertook a review of their *Statement on Intellectual Freedom* and, later in the Fall, confirmed revisions to that statement. The fundamental message has not changed and is slightly longer, with the extra text dedicated primarily to further clarification and strengthening of the language.

On recommendation of the Governance Committee, C. Kobayashi moved that the Board adopt the revised version of the CLA Statement on Intellectual Freedom. CARRIED.

### *Strategic Planning Committee/Central Library Development*

Early in 2015, the Strategic Planning Committee was struck by the Board. At its initial appointment, the Committee included seven members, and this was recognized later to create challenges. In discussions at and since that time, the scope of the Committee has been questioned and the Governance Committee began to discuss it from the point of view of recommending a change to the Board. At its meeting on December 21, 2015, the Governance Committee carried a motion to recommend to the Board that the Strategic Planning Committee be dissolved and a new Central Library Development Committee be struck.

### Discussion

- a number of important issues require strategic planning and direction, in addition to Central Library Development (CLD)
- number of committees struck by the Board has increased the time demands on the Directors
- specialists can be brought in to support the Directors on Committee work
- CLD Committee should be small in number and singularly focused
- Strategic Plan is effective until 2020 and may be reviewed by the Board at their convenience
- the intention of the Governance Committee is appreciated, but there is justification in maintaining the Strategic Planning Committee and, for the time being, the Committee would focus solely on CLD.
- Library Administration should be consulted for the key areas requiring the focus of the Board and the Strategic Planning Committee
- J. Barber met with a project manager from the City of Regina to discuss the best way to prepare for the Central Library Development project
- Two Committees could cover Central Library Development and all other issues that fall under the Strategic Planning umbrella
- question was raised about holding a Board retreat
- recommendations noted in the Praxis Report have not yet been reviewed by the ad hoc committee

- Praxis Report is to be circulated once again to the Board for discussion at the next meeting

S. Bryce left the meeting at 6:07 p.m.

C. Kobayashi moved that the Strategic Planning Committee stand, with a reduced number of members, and a primary focus on the CLD. CARRIED.

iii. Human Resources

*Staff Development Day Closure*

Staff Development Day is an annual event focused on delivering key learning and messages to all staff on themes that are relevant to the on-going work and goals of the Library. To provide adequate planning time to confirm speakers and secure a venue, the Human Resources Committee recommends that the Board approve closure of the library for one day in the Fall of 2016 to accommodate the training day for staff.

R. Kapoor moved that the Board approve the closure of the library for one day in the Fall of 2016 to accommodate the training day for staff. CARRIED.

*Social Fund Policy*

The Human Resources Committee has reviewed the proposed Policy and recommends it for adoption by the Board. M. Fougere requested that information about the percentage of staff participating in the Fund be circulated to the Board.

R. Kapoor moved that the Board adopt the Social Fund Policy, as recommended by the Human Resources Committee. CARRIED.

*Annual Work Plan*

R. Kapoor provided a verbal report on the work plan for the HR Committee.



d. Committee Appointments

The mandate for the membership size of each committee is three to five people, including the Chair.

i. Audit and Finance

M. Fougere moved that the Board approve the membership of the Audit and Finance Committee for 2016 to include E. Brenner (Chair), Councillor S. Bryce, B. March-Burwell, and D. Lucke. CARRIED.

ii. Human Resources

C. Kobayashi moved that the Board approve the membership of the Human Resources Committee for 2016 to include: R. Kapoor (Chair), E. Brenner, S. Quinlan, and D. Lucke. CARRIED.

iii. Governance

E. Brenner moved that the Board approve the membership of the Governance Committee for 2016 to include: C. Kobayashi (Chair), S. Quinlan, J. Weekes, and D. Lucke. CARRIED.

iv. Strategic Planning

C. Kobayashi moved that the Board approved the membership of the Strategic Planning Committee for 2016 to include: D. Lucke (Chair), R. Kapoor, S. Quinlan, and J. Weekes. CARRIED.

**7. Board Annual Work Plan**

At its meeting in December 2015, the Governance Committee began discussing the RPL Board's Governance Policy. One of the provisions of the Policy notes that the Board will establish an Annual Plan in the first two months of each year.

This item was tabled to March 29<sup>th</sup> Board meeting.

**8. Calendar of Events**

The calendar of events for 2016 was presented for information purposes.

**9. Adjournment**

R. Kapoor moved to adjourn the meeting. CARRIED.

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Board Chair

A blue ink signature in cursive script, written above a horizontal line.

Secretary to the Board