

**RPL BOARD MEETING
November 22, 2016
Central Library Boardroom**

In Attendance:

D. Lucke
R. Kapoor
S. Bryce (via telephone)
B. March-Burwell
S. Quinlan
S. Grebinski
J. Barber
J. Niedermayer
T. Fraser

Missing:

C. Kobayashi
M. Fougere
E. Brenner

1. Call to Order

D. Lucke called the meeting called to order at 4:35 pm.

2. Adoption of the Agenda

B. March-Burwell moved to adopt the agenda. CARRIED.

3. Conflict of Interests

There were no conflict of interests.

4. Approval of Previous Meeting Minutes

R. Kapoor moved to approve the minutes of the September 27, 2016 Board meeting. CARRIED.

5. Delegation

Florence Stratton and Al Fricker presented a brief related to the RPL Film Theatre. B. March-Burwell moved to receive and file the Delegation's presentation. CARRIED.

6. Library Reports

a. Collections Unit

Andrea Newland made a presentation to the Board about RPL's Collections Unit.

Discussion:

- Is the usage greater for paper books or e-books?
Physical books represent 80% of the Collection, and e-Books represent 20%.
- How is the cost impacted between physical books and e-books?
Hard cover and e-books are usually much higher in cost, although there are some reasonable e-book prices. The most popular books are not reasonably priced, and different publishers offer different methods of purchasing and pricing.
- Do topical titles with varying shelf-life have different purchasing criteria?
No. We purchase titles regardless of the shelf-life.

b. E-Services Unit

Jeff Demitor made a presentation to the Board about RPL's E-Services Unit.

No questions or discussion.

R. Kapoor moved to receive and file the Library reports. CARRIED.

7. Information Items

a. George Bothwell Branch Update

The renovations to the George Bothwell Branch are close to being complete, and the Grand Opening will take place on November 30th, as planned.

b. WIFI Radiofrequency Safety

The Library recently received an inquiry from a member of the public regarding the safety of RPL's Wi-Fi networks. The issue was also raised in Parliament some months ago, and at that time Library Administration began an investigation into the dynamics of public Wi-Fi. D. Lucke noted that he is reviewing legal rulings on this subject. At this point, Library Administration has determined that Health Canada's Safety Code 6 is the standard to be met and that our services easily meet this standard.

R. Kapoor moved to receive and file the Information Items. CARRIED.

8. Decision Items

a. Albert Branch Building

In the summer of 2017, the Albert Branch Library will relocate from its current location at 1401 Robinson Street to the new Mâmwêyatitân Centre. A decision from the Board is required about the future of the building on Robinson Street.

B. March Burwell moved to adopt the recommendations from the report directing that:

Library Administration prepare the necessary documents to offer for sale the Albert Branch property, noting that price is only one consideration; and

That the Board authorize Library Administration to:

- a. Accept the highest reasonable offer if all responses are commercial in nature; or
- b. Prepare a recommendation for Board consideration if the responses include multiple community-based organizations or a mix of commercial and community-based organizations.

CARRIED.

b. Art Acquisition

Per the interest of one of RPL's key funders, Canada Council for the Arts, the Library is required to present the purchase of items for the permanent collection to the Board for decision. A Board motion indicates the Board's understanding that RPL is accountable for the growth of its art collections and is aware of the legal status of art works being collected.

Discussion:

Where is RPL's art collection located? Many pieces of the RPL art collection are on display in all locations of the Library, in addition to the Dunlop Art Gallery. The art vault is located in the basement of Central Library.

The recommendation to the Board is for the purchase of the following pieces for inclusion in RPL's art collection:

1. *Longing #2, #28, #31* by Sonny Assu - \$2,100 (Albert/Indigenous Study Collection).
2. *Untitled* by Christi Belcourt - \$4,500 ((Albert/Indigenous Permanent Collection).

3. March 1 (*Peanuts*) (ed. 1/3), April 10 (*Salt and Pepper Shakers*) (ed. 1/3), and April 19 (*Pencils*) by Lucien Durey and Katie Kozak. - \$3,000 (Permanent Collection).
4. *The Time Traveler* by Shaun Beyale - \$300 (Art Rental Collection).

S. Quinlan moved that the Board approve the purchase of the art works noted above and the addition of these works to RPL's art collection. CARRIED.

c. Mission Vision Values

Over the past several months, the Board has been working to re-imagine the Library, and to ensure that it is moving forward with a framework that supports their vision for public library service in Regina. The Board agreed to revise and renew RPL's Mission, Vision, and Values statements. The following is the result of the Board's discussions:

Our Hope for our Community

An inclusive community of discovery and learning.

Our Vision for the RPL

We are a dynamic hub of literacy, learning, curiosity and new ideas, integral to the social and economic vibrancy of Regina. We inspire individuality, connection and diversity.

Mission

The Regina Public Library is a board governed, integrated cultural organization that exists to provide opportunities for discovery and learning in an inclusive, customer-centred, and safe environment.

Specifically, the RPL offers:

- Free and open access to resources
- Community space where people and ideas meet
- Programs and services that support reading, curiosity and discovery
- Community opportunities that complement and strengthen the public library offering

Values

Inspiration - We cultivate and support the joy of reading, lifelong learning and growth.

Inclusion - We support physical, intellectual and cultural access for all in a welcoming environment.

Service – We seek to understand, anticipate and serve the needs of our customers.

Leadership - We are committed to the future of Regina and strengthening our diverse community.

Intellectual Freedom - We support intellectual freedom and endorse the Canadian Library Association *Statement on Intellectual Freedom (2015)*.

Accountability and Sustainability - We are accountable to the Regina community.

S. Quinlan moved to adopt the new Mission, Vision, and Values statements.
CARRIED.

d. Committee Business

a. Audit and Finance

i. 2017 Budget Submission

B. March-Burwell moved that the Board accept the recommendation of the Audit and Finance Committee and that a mill rate increase of 2.9% be submitted to City Council for consideration and decision. CARRIED.

ii. George Bothwell Project Funding

B. March-Burwell moved that the Board accept the recommendation of the Audit and Finance Committee that:

- the funds necessary to complete the George Bothwell Branch project in 2016 be drawn down from the Library's capital reserve;
- future fundraising revenue received for the George Bothwell Branch project be transferred to the capital reserve; and
- in preparation for the 2016 year-end audit, any unbudgeted surplus at year-end 2016 be transferred to the capital reserve.

CARRIED.

iii. 2016 Financial Statements

B. March-Burwell moved the Board receive and file the financial statements for October 31, 2016. CARRIED.

iv. 2016 Audit

Discussion:

- The risks identified are almost identical to the previous year. The Committee is satisfied that risks are being identified satisfactorily by the auditor.
- The donation of \$150,000 has been identified in the risk assessment. Is there documentation that the donor has agreed to this being used for the Bothwell project and should it have been deferred to 2016? Will the auditor require documentation to this effect?
- RPL received a donation of \$150,000 in 2015 and it was recognized in the 2015 financial statements. It was within the Board's purview to use the money on the Bothwell project. It is not considered to be deferred revenue.

B. March-Burwell moved that, based on the recommendation by the Audit and Finance Committee, the Board approve the engagement letter and authorize Board Chair, Darryl Lucke, to sign on the Board's behalf. CARRIED.

v. Policy Review – Investment Policy

In November 2002, the Board approved an Investment Policy. This policy has been updated to reflect current investment practices applicable to the Library and should be updated and in place as the Library prepares to go to the market for financial services.

B. March-Burwell moved that, based on the recommendation of the Audit and Finance Committee, the Board approve the Investment Policy for the Library. CARRIED.

b. Human Resources

i. CEO Review 2014-16

The Human Resources Committee has begun the CEO Review process for 2014-16, and anticipates it will be completed by the end of 2016.

ii. Board Member Exit Interview

The Human Resources Committee will review third-party exit interview options before the end of the year. A recommendation will go forward to the Board in 2017.

S. Quinlan moved to receive and file the reports submitted by the Human Resources Committee. CARRIED.

c. Governance

i. Vice-Chair

R. Kapoor resigned her position as Vice-Chair of the RPL Board of Directors effective immediately. Nominations were invited for a Vice-Chair until the Annual General Meeting on January 24th. S. Quinlan was nominated by R. Kapoor, accepted the nomination, and was acclaimed as Vice-Chair of the RPL Board of Directors. CARRIED.

ii. Policy Review

A. Administrative

I. Charitable Gift

II. Posters and Publicity

S. Quinlan moved to receive and file the administrative policies. CARRIED.

B. Board

I. Internet Policy & Appendices

II. Delegation of Responsibility Under LAFOIPP

S. Quinlan moved to approve the Internet Policy and Appendices and the Delegation of Responsibility Under LAFOIPP Policy. CARRIED.

9. Calendar of Events

R. Kapoor moved to receive and file the Calendar of Events. CARRIED.

10. Adjournment

S. Bryce moved to adjourn the meeting. CARRIED.