

**REGINA PUBLIC LIBRARY
BOARD MEETING
Central Library Boardroom
November 24, 2015**

MINUTES

PRESENT:

D. Lucke, Chair
R. Kapoor, Deputy Chair
E. Brenner
B. March-Burwell
S. Quinlan
J. Weekes

Also in attendance:

J. Barber
J. Niedermayer
G. Kruger
K. Saunderson

REGRETS:

Councillor S. Bryce
Mayor M. Fougere
C. Kobayashi

1. Call to Order:

The Board meeting was called to order by the Chair at 4:35 p.m.

2. Adoption of Agenda:

R. Kapoor moved to adopt the agenda. CARRIED.

3. Conflict of Interests Declaration:

No conflict of interests were declared.

4. Minutes of Past Meetings:

- (a) E. Brenner moved to adopt the minutes of the September 22, 2015 Regular meeting. CARRIED.
- (b) R. Kapoor moved to adopt the minutes of the October 13, 2015 Committee of the Whole meeting. CARRIED.

5. Committee Meeting Minutes

R. Kapoor moved to receive and file the minutes of the Board Committee meetings of Audit and Finance (July 30, 2015), Human Resources Committee (October 1, 2015), and Governance Committee (October 9, 2015). CARRIED.

6. Delegations

a) Friends of the Regina Public Library (FRPL):

J. Havelock presented to the Board an update on the activities of the FRPL.

J. Weekes moved to receive and file the presentation. CARRIED.

7. Information Items

a) Branch Renewal Updates

The Glen Elm Branch has been in the process of being redesigned since last year. Half of the Branch was remodeled and some new furniture acquired. The second half of the redesign will take place this coming December, when the shelving will be replaced and restocked.

The new self-check machines should be in place by the end of the year at the Sunrise Branch, with no interruption to Branch hours. Much of the current volume of check-in will be handled on a re-designed workroom counter, better designed for high volume and reduced physical strain.

b) Central Library Parking Guidelines

The Central Revenue Agency (CRA) guidelines will govern RPL's new parking assignment, and payments will begin on 1 January 2016. The primary reason for the change is the need to meet CRA rules. CRA requires that the local market value be used to establish rates. Where the market value varies from the dollar amount charged, the individual must be charged the difference through a taxable benefit. The procedure for reduction of taxable benefit based on volume of work-related travel is taken from the CRA's guidelines.

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

8. Decision Items

a) George Bothwell Renovations – Group 2 Designs

Troy Smith of Group2 Architecture Interior Design Ltd. (Group 2 Designs) presented the Board with an update on the George Bothwell Renovations. Library Administration has been working with Group 2 Designs to move the design process forward using the concept design for the full renewal of the Branch, including redesigning the current space in conjunction with the expanded space. Feedback from patrons on the planned design was solicited during three open house events in October and two meetings with the public and all staff members of the Branch. The feedback gained from these events was considered and changes incorporated in Group 2 Designs' latest version of the schematic design.

Discussion:

- Have the suggested changes to delivery sites been incorporated in the designs?
- The janitor room located in a high-traffic area.
- Window finishes.
- Interior esthetics as seen from the exterior.

S. Quinlan moved that the Board approve and authorize Library Administration to:

1. Complete the detailed design development phase and prepare construction documents;
2. Carry out the demolition and construction work to renovate and expand the George Bothwell branch to create a branch that reflects the presented schematic design within the approved budget, including soft costs, of \$3,000,000; and,
3. Take steps to maintain an appropriate level of library services throughout the construction process in or near the current branch location.

CARRIED.

b) Human Resources Committee Recommendations

i) Human Resources Committee Mandate

S. Quinlan moved to adopt the Human Resources Committee Mandate.

CARRIED.

ii) Letter of Understanding with CUPE 1594

R. Kapoor moved to ratify the Letter of Understanding with CUPE 1594. CARRIED.

iii) Contract Amendment – CEO Parking

RPL's new Parking Guidelines have been written to accommodate Canada Revenue Agency (CRA) requirements, however, the contract between the Library Board and the Library Director & CEO is very specific about parking in a way that creates some conflict with meeting CRA rules.

B. March-Burwell moved that the Board undertake with the Library Director & CEO to amend the latter's employment contract so that paragraph 5 (a) (vii) be changed from: *"The director shall be entitled to receive a parking space at the Central Library at a cost of \$60 per month"* to *"The director is entitled to receive a parking space at the Central Library at a net cost of approximately \$60 per month"*. CARRIED.

B. March-Burwell moved to approve Option #2, Parking Guidelines for CEO, as an approach that would then meet the Library Director's contract and the expectations of CRA: *"Set the parking spot cost for the CEO to be fully managed through taxable benefit so that there is no payroll deduction but, through taxation of the benefit, the CEO would end up paying somewhat less than \$60/month for the parking spot"*. CARRIED.

d) Governance Committee Recommendations

i. Parliamentary Procedure

E. Brenner moved to adopt a blend of rules from Sturgis (4th ed.) with specific context for practice on the RPL Board. CARRIED.

ii. Committee of the Whole

J. Weekes moved the Board discontinue the Committee of the Whole beginning in 2016.

iii. Delegations to the Board

The following procedure is recommended for delegations wishing to present to the Board:

- File a written brief to the Director's Office.
 - The brief **may** include any requests being made.
 - The delegation will be invited to present a verbal summary to the Board at the meeting.
 - Maximum time for the summary presentation is 5 minutes.
- Submit the request and the full brief to the Director's Office at Central Library NO LATER THAN 12:00 noon on the Wednesday PRIOR to the scheduled meeting.
- The written brief will be posted to the Library's website the Friday before the Board meeting at which it will be presented.
- Copies of the brief will be available for the public at the Board meeting.

S. Quinlan moved to approve the amended procedures for delegations presenting to the RPL Board. CARRIED.

d) Audit and Finance Committee Recommendations

i. Engagement Letter for 2015 Audit

The Engagement Letter officially hires Deloitte to do the work of the 2015 audit of financial statements. J. Weekes moved to approve the Engagement Letter and authorize the Board Chair, Darryl Lucke, to sign on the Board's behalf. CARRIED.

ii. Reserve Funds

The Library's reserves and bank accounts have been examined for consolidation as a preliminary step to tendering for banking services. The Library's current financial institution, Concentra, is withdrawing from the direct customer services market in favour of supporting their credit union network. S. Quinlan moved to approve the recommendations by the Audit and Finance Committee on Library Reserve Funds. CARRIED.

iii. Financial Statements – October 2015

J. Weekes moved to receive and file the Financial Statements as of October 2015. CARRIED.

9. Calendar of Events

a) Annual General Meeting

R. Kapoor moved that the 2016 RPL Annual General Meeting take place on January 26, 2016. CARRIED.

10. Adjournment

J. Weekes moved to adjourn the meeting. CARRIED.