

**REGINA PUBLIC LIBRARY  
BOARD OF DIRECTORS  
June 20, 2016  
Central Library Boardroom**

**MINUTES**

**PRESENT:**

D. Lucke, Chair  
R. Kapoor  
E. Brenner  
C. Kobayashi  
B. March-Burwell  
S. Quinlan

**ALSO IN ATTENDANCE:**

J. Barber	K. Saunderson
J. McKenna	G. Kruger
J. Niedermayer	J. Grant
	W. Blake
	N. MacKenzie
	R. Borges

**REGRETS:**

Councillor S. Bryce  
Mayor M. Fougere  
T. Fraser / T. Playter

**1. Call to Order**

The Board meeting was called to order by D. Lucke at 4:35 p.m.

**2. Adoption of Agenda**

D. Lucke requested that "Fundraising Proposal – George Bothwell Branch" replace "Fundraising Report and Proposal for George Bothwell Branch", added as a Decision Item on the agenda.

E. Brenner moved to approve the agenda, as amended. CARRIED.

**3. Conflict of Interests Declaration**

No conflict of interests were declared.

**4. Approval of Previous Meeting Minutes**

C. Kobayashi moved to approve the minutes of the March 29, 2016 meeting. CARRIED.

R. Kapoor moved to approve the minutes of the May 24, 2016 (private) meeting. CARRIED.

## 5. Delegations and Presentations

### a. Friends of the Regina Public Library (FRPL)

In response to questions raised by the FRPL in the letter submitted to the Board, J. Barber made the following points:

#### *Connaught Branch*

Maintenance to the Connaught Branch is ongoing. Currently the soffits are being replaced. The accessibility issues are known to the Board and Library Administration.

#### *E-Readers*

Rental of e-readers is a possibility for RPL in the future, but is currently not available.

#### *Film Theatre*

Changes made recently to the Film Theatre are in response to the information received through surveys conducted with theatre patrons, including changes made to the Film Guide. In general, so far, attendance at Sunday matinees is greater than Sunday evening screenings. Early feedback has been positive in favour of the Sunday matinees, especially for families with young children. This is a pilot project that will be closely watched and assessed after a reasonable period of time.

#### *Strategic Plan and Service Plan*

The second of three Strategic Planning meetings of the RPL Board will take place in July. The Board should have a plan prepared in Fall 2016.

### b. Library Reports

#### i. Information Technology Update

Robert Borges, Manager, Information Technology, provided a brief overview of the present state and future plans for Library technology.

#### *Comments and Discussion*

- RPL's existing IT equipment has growth capacity to keep up with changes in the industry and with potential changes to the Library in the future.
- Administration is paying attention to libraries in Canada and how they are embracing new advancements in cataloguing and processing technology.
- IT is currently testing the virtual desktop on department computers, with a potential plan to roll out to public computers in the future. This will be a cost-saving measure, as well as a security feature.

- An emergency back-up system and plan have been implemented. The system applies to all locations, with the replicating server housed in the Glen Elm Branch.
- RPL will be changing to Office 365 before the end of 2016. While a learning curve is expected, IT will put a plan in place to minimize disruptions.

ii. Community Engagement & Programming

Nancy MacKenzie, Manager, Community Engagement & Programming, provided a brief presentation and overview of the Library's successful efforts in engagement and programming offered to the public across the city.

*Comments and Discussion*

- To date, our Literacy Unit has not experienced a high number of Syrian refugees seeking literacy assistance. RPL has a close working relationship with the Open Door Society, which is the first point of contact for most refugees after arriving in Regina.
- The United Way Regina offers "Summer Success", a city-wide reading program for children. A possible partnership with RPL could benefit both organizations. Both Nancy and Cindy will look into approaching the United Way.
- Measuring outcomes, rather than, or in addition to outputs, from RPL programming and for public library work, in general, is a significant challenge. RPL is open to exploring new ideas and solutions.
- RPL has acquired the license for TEDx in Regina. While this will likely not generate high revenue, there are other benefits to the Library.
- Programming to engage Teens will be a priority in the future.
- The Board requested a paper copy of Nancy's presentation be sent out to the Directors.

R. Kapoor thanked Nancy and Robert for their presentations.

**6. Information Items**

a. Conference Reports

The Directors discussed setting the number of Directors who might attend the same conference, especially those held outside of Regina, in an effort to reduce travel expenses. A Director attending a conference or training event is expected to provide a

comprehensive written overview or presentation to the rest of the Board at the next scheduled public meeting. The Governance Committee has already been in discussion about a policy in this regard.

b. Saskatchewan Library Association (SLA) Conference 2018

Library Administration has proposed that Regina be the Conference host in 2018. The SLA executive will reach a decision in the weeks to come.

c. Provincial Budget 2016-17

A change in the 2016-17 Provincial Budget has potential implications to the adult literacy funding that has been moved from the Ministry of Education to the Ministry of the Economy. Library Administration is in discussion with grant officials to learn about any changes to reporting requirements.

d. Budget Process Overview

The City has indicated that the Library will submit its mill rate request at the beginning of October. The Audit and Finance Committee has created a tentative timeline and a schedule of meetings to accommodate the City's budget process.

e. Board Member Nomination

For the first time, the City provided the Board with the applications they received from a public call for nominations to fill the vacancy on the RPL Board. The Governance Committee met in early June to assess the applications, and a recommendation was made to the Office of the City Clerk before the June 17<sup>th</sup> deadline. It is expected that in the weeks to come, City Council will appoint a new Director to the RPL Board and fill the existing vacancy.

f. CEO Succession Plan

The Human Resources Committee has put in place a CEO Succession Plan, for future reference.

g. George Bothwell Branch Update

A temporary space in the Southland Mall is open for business. Construction on the newly designed and expanded space is progressing ahead of schedule, with a completion date approximated to late Fall of 2016.

h. Employee Engagement Survey

Library Administration is addressing issues raised in the results of the survey, and a formal plan will be developed in the coming months. Input from the Board about its vision for the Library will assist Administration with its strategic direction for the future of the Library.

B. March-Burwell moved to receive and file the Information Items. CARRIED.

**7. Information Items**

a. Fundraising Proposal

The Board discussed the direction of fundraising efforts for the George Bothwell expansion and renovation now that the project is underway and the completion date has been moved ahead to October 2016.

*Discussion*

*Is there a fundraising plan in place?*

A draft broad plan has been written and the Communications piece will be completed in the weeks to come.

*What is the goal?*

On the recommendation of KCI Consulting, the goal was tentatively set at \$350,000. KCI's recommendation for the goal includes the designation of the anonymous gift toward the project. The donor has agreed that that is an appropriate use of their gift.

C. Kobayashi moved that the Library undertake a \$350,000 fundraising project for the Bothwell renewal, that the \$150,000 anonymous donation is allocated to the fundraising project for the Bothwell renewal, and that undesignated gifts received in 2016-17 are allocated to the fundraising project for the Bothwell renewal. CARRIED.

b. Committee Business

i. Audit and Finance

1. Public Accounts

In March, the Board approved the use of the City's format for RPL's statement of public accounts, starting with the statement from 2015. Immediately following the Board meeting, the City requested the Library's statement for integration into the City's statement. While the statement originally had not been required until later in the year, they were available to the City as draft statements. As such, the statement became public before the Board was able to ratify the final version.

E. Brenner moved that, on recommendation of the Audit and Finance Committee, the Board ratify RPL's 2015 Statement of Public Accounts. CARRIED.

E. Brenner moved that, on the recommendation of the Audit and Finance Committee, the motion each year to approve the audited financial statements always also include direction to Library Administration to prepare the Public Accounts, submit them to the City, and bring them to the Board's next meeting for ratification. CARRIED.

## 2. 2015 Audited Financial Statements

Soon after the Board's approval of the 2015 audited financial statements, the auditor contacted the Library about two rounding errors that were missed in the audit. The pages were corrected and the corrected pages were included in the final document submitted to the City and posted on the Library's website.

E. Brenner moved that, on the recommendation of the Audit and Finance Committee, the Board ratify the corrected 2015 Audited Financial Statements. CARRIED.

## ii. Governance

### 1. Policy Review

#### A. Policy on Service Fees

The Governance Committee discussed recommending that the policy on Service Fees be rescinded because it is out-of-date and, even if service fees were again contemplated by RPL, the fees outlined in this policy are no longer relevant.

C. Kobayashi moved that, on the recommendation of the Governance Committee, the Board rescind the policy on Service Fees. CARRIED.

## iii. Human Resources

### 1. Policy Review

#### A. Conflict of Interests Policy

The Conflict of Interests policy applies to staff. The policy's intent is to ensure that there is clarity of expectations for all staff in this area.

## B. Confidentiality Policy

The Confidentiality Policy includes both staff and volunteers. Through its review of the policy, the Human Resources Committee decided to take a very strict and firm approach to confidentiality. In addition to the standard application of the *Local Authorities Freedom of Information and Protection of Privacy Act, The Public Libraries Act, 1996* takes an even more careful approach to the confidentiality of patron information.

R. Kapoor moved that, on the recommendation of the Human Resources Committee, the Board adopt the Conflict of Interests policy and the Confidentiality policy. CARRIED.

## 8. Other Business

The Chair included in the Board package two pieces of correspondence, sent to the Board and Library Administration by patrons, and forwarded to the Directors upon receipt. Both letters provided feedback on recent operational changes to RPL Film Theatre.

For future meetings, the format of the agenda will be amended to include updates from the Committees as well as any decision items recommended by the Committees.

## 9. Calendar of Events

The Board had no changes to the Calendar of Events.

## 10. Next Meeting

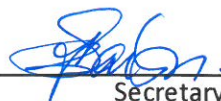
The next meeting will take place on September 27, 2016 at a location to be selected at a later time.

## 11. Adjournment

C. Kobayashi moved to adjourn the Board meeting. CARRIED.



Board Chair



Secretary to the Board