

**REGINA PUBLIC LIBRARY  
BOARD MEETING  
Central Library Boardroom  
September 22, 2015**

**MINUTES**

**PRESENT:**

R. Kapoor, Deputy Chair  
E. Brenner  
Mayor M. Fougere  
C. Kobayashi  
B. March-Burwell  
S. Quinlan  
J. Weekes  
Councillor S. Bryce (via telephone)

**Also in attendance:**

J. Barber  
J. McKenna  
T. Playter  
J. Niedermayer

**REGRETS:**

D. Lucke, Chair

**1. Call to Order:**

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

**2. Adoption of Agenda:**

E. Brenner moved to adopt the agenda. CARRIED.

**3. Conflicts of Interest Declaration:**

No conflicts of interest were declared.

**4. Minutes of Past Meetings:**

- (a) C. Kobayashi moved to adopt the minutes of the June 23, 2015 Regular meeting. CARRIED.
- (b) B. March-Burwell moved to adopt the minutes of the September 8, 2015 Committee of the Whole meeting. CARRIED.

**5. Committee Meeting Minutes:**

S. Bryce moved to receive and file the minutes of the Board Committee meetings of Audit and Finance (July 7, 2015 and July 20, 2015), Human Resources Committee (July 21, 2015), and Strategic Planning Committee (April 23, 2015). CARRIED.

The question of whether or not Committee minutes should come to the Board was discussed. The procedure is currently in the Committee Guidelines but could be changed, if desired.

**6. Information Items:**

a) Polaris Migration

On September 17<sup>th</sup>, all Saskatchewan public libraries began the migration to a new Integrated Library System (ILS) – Polaris. Polaris software drives the library catalogue, circulation transactions, the patron database, and other services connected to library collections. The migration and indexing of data will take approximately one week, and services related to the catalogue and patron database will be back to full function on September 24<sup>th</sup>.

b) George Bothwell Branch

J. McKenna presented a brief summary on the George Bothwell community workshop held on August 25<sup>th</sup> and September 15<sup>th</sup>. Participation from the public and staff was both informative and enthusiastic and the feedback was enlightening. The Board was represented at both workshops by E. Brenner and R. Kapoor.

C. Kobayashi moved to receive and file the Information Items. CARRIED.

**7. Decision Items:**

a) 2016 Budget

On behalf of the Audit and Finance Committee, E. Brenner presented the Board with a brief overview of the budget process in which they participated with Library Administration and recommended that the Board approve the 2016 Budget and a 2% mill rate increase, as presented.

B. March-Burwell moved to approve the Library's 2016 Budget, including a request to City Council for a 2% mill rate increase. CARRIED.

b) Pension Plan

J. Grant, RPL's Human Resources Manager, provided an overview of the proposed changes to the City of Regina Pension Plan as well as an outline of the process undertaken to ensure sustainability of the Plan. R. Kapoor thanked Library Administration for their time and effort on the Committees that worked to bring forward the proposals to save the municipal pension plan.

R. Kapoor moved to adopt the recommendations, as presented. CARRIED.

E. Brenner moved that the Board meet before October 7<sup>th</sup> to select a non-RPL individual to represent RPL on the pension plan's Administrative Board and Library Administration was asked to provide further information to Board members on the requirements of the role. CARRIED.

c) Crisis Communication Plan

Board advisor, T. Playter of Fraser Strategy Inc. and C. Hawkesford, RPL's Manager, Marketing and Communications, presented RPL's Crisis Communication Plan to the Board.

The Board discussed the following points:

- The relationship between RPL's Crisis plan and the City's (and other organizations) Crisis plans.
- Adequate messaging for staff during a crisis.
- Preparation of a list of appropriate contacts in related organizations.
- Does RPL have a Disaster Plan, and if not, can one be created?
- Does staff know what to do in a crisis?
- Is there a need for a Lockdown Procedure?
- Are there procedures in place for a hostage-taking incident?
- How often are our procedures reviewed?

C. Kobayashi moved to receive and file the Crisis Communication Plan.

d) Public Internet Procedures

Library Administration provided the Board with documentation about the procedures used to support the Board's Internet Access Policy.

The Board discussed the following points:

- Are youth adequately monitored at RPL online workstations?
- Is it possible to have more control over website permissions?
- The existing policy is good but may be improved with built-in safeguards.

M. Fougere moved to refer the Public Internet Procedures to the Governance Committee to ensure the procedures are in line with the Policy. CARRIED.

e) Monitoring Report

- i. *Meeting Community Needs* – A report on this document was created to update the Board about the activities overseen by Administration over the past eighteen (18) months.

The Board discussed the following points:

- Can we change the wording of “cultural awareness” to “inter-cultural awareness” to address multi-dimensional cultures?
  - Is RPL, as a whole, sensitive enough?
  - Does RPL partner with other organizations who work exclusively with integrating new cultures into our society?
  - Does RPL have a diverse culture complement?
  - Does RPL offer cross-cultural training to our staff?
  - Is funding targeted for cultural programming?
  - Does RPL have a diversity program to attract paid or volunteer staff to serve our patrons?
  - How can we make RPL more welcoming and inviting to individuals that speak another language?
- ii. Fundraising – A report on this document was created by Wanda Blake, RPL’s Development Manager, to update the Board about work done on a fundraising plan and a Feasibility Study for the George Bothwell Branch.

The Board discussed the following points:

- Do we have a formal arrangement with KCI to work with RPL?
- Are we looking into offering incentives to potential large donors?
- Can we identify community donors?
- Do we have a process to keep in touch with our donors?

M. Fougere moved to receive and file the Monitoring Reports. CARRIED.

f) Provincial Public Library Service Agreement

Under section 21.5(2) of *The Public Libraries Regulations, 1996*, the Government of Saskatchewan provides a resource sharing grant to municipal libraries (Regina and Saskatoon) based on the terms of a library service agreement. The total grant for 2015-16 is \$597,446 and includes a targeted amount of \$29,299 to fund activities in support of

library services for Aboriginal people. The agreement requires the signature of the Board Chair and the Library Director & CEO.

M. Fougere moved to approve of the Provincial Public Library Service Agreement for 2015-16 and authorize the Board Chair to sign on its behalf. CARRIED.

#### **8. Calendar of Events**

It was suggested that the Governance Committee address the question of the role of the Committee of the Whole and that a recommendation be brought to the Board.

#### **9. Adjournment**

R. Kapoor moved to adjourn the Board meeting. CARRIED.