

**REGINA PUBLIC LIBRARY  
BOARD MEETING  
Central Library Boardroom  
April 28, 2015**

**MINUTES**

**PRESENT:**

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

**Also in attendance:**

J. Barber  
K. Saunderson  
T. Fraser  
J. Niedermayer

**REGRETS:**

Mayor M. Fougere  
J. Weekes

**1. Call to Order:**

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

**2. Adoption of Agenda:**

Councillor S. Bryce moved to adopt the agenda. CARRIED.

**3. Conflicts of Interest Declaration:**

No conflicts of interest were declared.

**4. Minutes of Past Meetings:**

4(a) Adopt Meeting Minutes:

- 4(a)(i) Councillor S. Bryce moved to adopt the minutes of the March 24, 2015 Regular Board Meeting. CARRIED.
- 4(a)(ii) Councillor S. Bryce moved to adopt the minutes of the April 14, 2015 Committee of the Whole Meeting. CARRIED.

## 5. Information Items:

### a) Pension Plan Update

In mid-April, confirmation was received from the Deputy Superintendent of Pensions that the proposed changes to the Plan and the Regulations are sufficient to ensure that the Plan will not be cancelled. The Superintendent is satisfied that the Plan will be able to continue under the terms of the proposed reorganization. Further to the reorganization, a number of agreements have been drafted and are under review by the various partners in the Regina Civic Employees' Superannuation and Benefit Plan. In an effort to secure an independent but cost-effective legal review, RPL worked with the Regina Public Schools for a joint opinion from an external law firm. Once all of the organizational input is in and the final agreements are ready, the documents will come to the Board for review and decision.

### b) Film Theatre Projector

In 2014, the Library's old film projectors were decommissioned as the new digital system was installed. The Library's investigation into the value of the projectors showed that they would most likely be sold for scrap metal if a home could not be found. The University of Regina expressed interest in them, verbally, but was not able, at that time, to commit the resources needed to house the projectors for use in their film studies program. The projectors have been stored since that time, awaiting word from the University that would allow the projectors to continue their useful lives. The University was able to secure the space and resources necessary to accept the projectors and they have been installed at the University for use in that program.

### c) MediaBank Pilot Project

The 2015 budget plan noted that the Library is exploring ways to provide vending options outside of Library spaces. A pilot project for this service is being set up and will be launched in partnership with the City of Regina. The MediaBank DVD/CD vending machine from the Prince of Wales Branch has been relocated to the Sportplex on Elphinstone Street. The nature of access to the MediaBank and the collection requirements of the branch location proved challenging for a vending machine. The pilot project re-deploys the equipment and focuses the collection on popular DVD materials for a high-traffic and more open location. Evaluation results from the pilot project will be used to guide future decisions for materials vending. The DVD/CD collection at the Prince of Wales Branch has reverted to a rack browsing system inside the Branch.

d) 2014 Audited Financial Statements

At its regular meeting in March, the Board approved the 2014 Audited Financial Statements, pending the adjustment to notes 9 and 10 related to up-to-date actuarial estimates of net assets available for the Pension Plan and the Long Term Disability Plan. These numbers are supplied by the City of Regina Civic Employees' Superannuation and Benefit Plan, of which the Library is a member. The actuarial numbers were received today, but have not been finalized or accepted by the Library's auditor. Once that step is completed, the statements will be signed, distributed, and posted to the Library's website.

e) Saskatchewan Literacy Awards of Merit

This year, RPL nominated Dr. Helen Christiansen for the *Volunteer Service Award* and Lei (Mark) Wang for the *Cameco Literacy Learner Award*. The Library's nomination for Dr. Christiansen was successful and the Award was presented by Lieutenant Governor Vaughn Solomon Schofield at the Government House ceremony on April 22, 2015.

f) Correspondence

Correspondence from the Ministry of Education to the Board was presented to the Board.

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

**6. Decision Items:**

a) AFP Conference Items

C. Kobayashi, B. March-Burwell, and R. Kapoor attended the Association of Fundraising Professionals (AFP) conference in March, held in Baltimore. C. Kobayashi provided a written report about the conference, and Ms. March-Burwell and Ms. Kapoor provided oral comments.

Councillor S. Bryce moved to receive and file the report on this year's AFP Conference.

b) Board Meeting Minutes

The Board discussed providing more information in Board meeting minutes. It was suggested that future minutes include a summary that briefly outlines key points in discussions as background to the motion(s) normally noted in the minutes.

E. Brenner moved to direct Administration to try the new format of switching from motions only to the inclusion of summary information in Board meeting minutes. CARRIED.

c) Board Communication Principles and Procedures

The Board's new governance policies reference an annual strategy for communications. T. Fraser, communications advisor to the Board, presented a Principles and Procedures document in fulfillment of this requirement and for consideration by the Board.

C. Kobayashi moved to adopt the Principles and Procedures. CARRIED.

d) George Bothwell Branch

At the direction of the Board, Administration renewed the lease for the George Bothwell Branch in the Southland Mall for a 10 year period that commenced on January 1, 2015. As part of this lease renewal, in an effort to support RPL's commitment to branch renewal, Administration negotiated preferred terms for a possible expansion of the branch into two currently vacant retail spaces in the mall immediately adjacent to the Branch space, where such option to expand must be exercised during the first eighteen months of the new lease term and provided the expansion space is vacant and available for possession.

The landlord's leasing agent (Smart Centres) has provided Library Administration with notice that another party has provided an acceptable proposal to lease one of the two designated expansion spaces. This notice has triggered a need for RPL to decide whether or not to exercise its option to expand into this space. A report, with recommendations, was included with the Board package.

C. Kobayashi moved to exercise its option to expand into this space and prepare priced options for the Board's consideration. CARRIED.

e) Staff Development Day

Annually for at least a decade, RPL has conducted an internal staff conference in the fall. To ensure that all staff are able to attend and benefit from the development and training opportunity, the Board has agreed to close the libraries for that day.

C. Kobayashi moved to approve closure of the all location of RPL on November 20th for the 2015 Staff Development Day. CARRIED.

**7. Calendar of Events:**

A list of upcoming events for the Board was provided.

**8. Adjournment:**

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