REGINA PUBLIC LIBRARY
BOARD OF DIRECTORS
June 26, 2018
Central Boardroom

MINUTES

Present:
S. Quinlan, Chair
B. March-Burwell, Vice Chair
Councillor S. Bryce
Mayor M. Fougere
M. Gavigan
S. Grebinski
E. Kivisto
C. Kobayashi (via telephone)
P. Lerat

Also in Attendance:
J. Barber, Secretary to the Board
J. McKenna
J. Niedermayer
T. Playter

1. Call to Order

The Board Chair, S. Quinlan, called the meeting to order at 4:30 p.m.

2. Board Meeting Protocols

The Board Chair, S. Quinlan, reiterated the protocols of public RPL Board meetings.

3. Adoption of the Agenda

The Board Chair, S. Quinlan, added one item to the Information Items – Sale of Former Albert Branch Building. S. Bryce moved to adopt the agenda, as amended. CARRIED.

4. Conflict of Interests Declaration

No conflict of interests were declared from the Board.

5. Approval of Previous Meeting Minutes

E. Kivisto moved to approve the minutes from the May 29, 2018 Board meeting. CARRIED.

6. Manager Presentations

J. McKenna, RPL's Deputy Library Director, presented the Board with an overview of the framework of the new Service Plan and its projected roll-out to management, staff, and the public.

Discussion:

- The consultations in July with the public will take place at Central and George Bothwell, as evidence shows them to be the branches with the highest customer activity.
- The feedback from customers and the general public gathered over the last two years was an accurate reflection of the City's population. The information gleaned was very informative and had an impact on the design of the renovated G. Bothwell Branch.
- RPL now has three Community Librarians that have been reporting back about various community expectations of RPL.
- The Service Plan will be ready to be presented to the Board in November.

7. Information Items:

a. Urban Libraries Council (ULC) Leadership Brief

The Board was provided with a Leadership Brief from the Urban Libraries Council. Other reports and information can be found on the resources link on the ULC website.

b. Civic Pension Plan Update

The Board was provided with an update on the Civic Pension Plan including a letter from Mobius outlining significant changes to the plan text.

- In the spring of 2016, Mobius Benefit Administrators Inc. requested that members from each of the Administrative and Sponsor Boards form a committee to do a re-write of the plan text. Revised text was finalized in 2017 and was scheduled to come before the Sponsor Board for approval in early 2018. However, due to a meeting cancellation and other issues arising from the employee representatives of the Sponsor Board, the plan text has not yet been approved. Approval is scheduled for late June 2018.

c. Level Up 2018

The Board was provided with an overview on the Level Up program for 2018. The program focuses on engaging children over the summer in a way that goes beyond the usual summer reading program to more intentionally address the summer slide.

d. Public Holiday Opening

The Board was provided with a briefing note outlining the impacts, including costs, of opening the library on Public Holidays.

Discussion:

- While there is nothing in either legislation or the CBA that stops the library from opening some or all of our branches on a public holiday, being open on the Sundays before a public holiday that falls on a Monday is not possible under our current union agreement.
- All in-scope staff working a public holiday would receive the premium rate of 1.5 times salary on top of their regular pay.
- Past experience with opening on public holidays had mixed results. All branches opened Canada Day in 2012.
- If this were to be pursued, Administration recommends that the library open on some public holidays as a test and try to establish a habit for people to know we would now be open.
- The Board indicated support for opening on a trial basis to see the results.
- The Board noted that the fall would be a good time to begin to try the openings, Labour Day and Thanksgiving may be possible to open.
- Other issues to consider are the impacts to staff and not having two days off, impact to the smaller branches, and what the expectations are of this proposal.

S. Bryce moved to open all branches on the Thanksgiving Day and Remembrance Day public holidays to give an indication of public uptake. Library Administration will report to the Board for decision on whether to move forward with the trial of public holiday openings. CARRIED.

e. Chair's Report

f. Sale of Former Albert Branch Building

The Board was updated on the sale of the former Albert Branch building. It was reported that the keys were turned over to the new owners yesterday (June 25th).

8. Referred Communications

a. FRPL Submission

Discussion:

- A submission from FRPL was received last week, J. Barber spoke to the Chair of the Board to indicate the item does not refer to an agenda item or Board-related item.
- It was agreed that it be referred to Library Administration and the Governance Committee, as the letter speaks to issues that would be addressed by these two groups.

9. Discussion and Decision Items

a. Financial Statements to May 31, 2018

The Board reviewed the Financial Statements to May 31, 2018.

Discussion:

- The Board noted that the variance report is quite thorough.
- Where do the funds received from the sale of Albert Branch go?
    - This will go to a general fund but at the end of the year it can be designated to a reserve fund, as decided by the Board.

B. March-Burwell moved to accept the May financial statements. CARRIED.

b. Library Service Agreement 2018-19

The 2018-19 Library Service agreement was presented to the Board. Each year, 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 agreement requires that RPL participate in the province-wide public library system through interlibrary loans, reciprocal borrowing, and the union catalogue. The agreement also requires that RPL provide documentation to the Minister, on request, and, specifically, a report on use of funds targeted to support library services for Aboriginal people.

E. Kivisto moved to accept the Library Service Agreement 2018-19 and authorize the Board Chair to sign on its behalf. CARRIED.

c. Official Marks

The Board requested that Administration research the costs of registering Official Marks to protect the library's name. The costing was presented.

Discussion:

- The cost of a single official mark registration is $1,900 plus costs.
- The cost of a group of three registrations is $1,400 each plus costs.
- A portion of the above fees is the $500 federal charge for a registration.
- The process takes about 6 months. To protect multiple names that are specific to RPL to protect so they would not be used by others. They would be owned by the Board.

M. Fougere moved to proceed with registering official marks for the following names:

- Regina Public Library
- The Dunlop Art Gallery
- RPL Film Theatre
- RPL Central Library

CARRIED.

10. Calendar of Events

11. Adjournment

S. Bryce moved to adjourn the meeting. CARRIED.

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Board Chair Secretary to the Board