

**REGINA PUBLIC LIBRARY
BOARD OF DIRECTORS
September 27, 2016
Central Library Boardroom**

MINUTES

PRESENT:

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

ALSO IN ATTENDANCE:

J. Barber	K. Saunderson
J. McKenna	G. Kruger
J. Niedermayer	W. Blake
T. Fraser	B. Klenk
	K. MacDonald

REGRETS:

Mayor M. Fougere

1. Call to Order

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

2. Adoption of Agenda

S. Bryce moved to approve the agenda. 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 June 20, 2016 meeting. CARRIED.

5. Delegations and Reports

a. Library Reports

i. Central Adult – Outreach Services

Kim MacDonald, Public Service Manager, provided the Board with a brief overview of the Outreach services provided to patrons who are homebound and/or those with a visual impairment or a print disability.

Discussion

- At present, only 7% of all published materials available is also available to the clientele of Outreach Services. This statistic is from CNIB.
- Does Outreach receive referrals from other organizations (e.g., Alzheimer's Society, CNIB)? We do have a relationship with CNIB and hope to partner with Alzheimer's Society in the near future. We have not had much consultation with other groups.
- Is there an overlap of services with other organizations? Is there any duplication of service or efforts? RPL has a formalized community engagement plan, and one of the goals is to look at reducing duplication in the community.
- Is there potential for partnership with other organizations? Yes.
- How does RPL promote this service? Are you trying to increase the numbers of patrons served by Outreach. We go into the community and connect with care homes and make efforts to provide individual and/or institutional services.
- How do you promote services to those homebound and not in a facility? Is the public at-large aware of the programs you provide? We have our program featured in *@ the Library* multiple times per year, the staff work closely with the community and know people who move into a different stage in their life where assistance is required. Some electronic services require that patrons are registered with Outreach. We have a flyer that has been very effective.
- Where does this flyer go to reach people? We have a presence at senior's fairs and events, programs at Branches. We have been on CTV morning and we tag on to other promotional events in the community. The brochure is in medical offices, and nurses are a good source of referrals.

ii. Finance and Administration

Gail Kruger, Head, Finance and Administration, provided the Board with a brief overview of the services provided by the Business Office staff.

Discussion

- In its search for a new financial services provider, the RPL will make inquiries with the City for a potential opportunity to “piggyback” with their provider as a cost-saving measure. RPL will be putting the request out to tender in the near future.
- Business Office is looking for a staff member to assume a larger role in the internal controls aspect of RPL’s financial operations.
- The Business Office processes approximately 8,400 invoices per year, and is customer focused.
- Is there any reason why RPL does not keep to its budget schedule, regardless of the changes to City Council and their timeline? For the most part, RPL does keep to its regular budget cycles schedule that, this year, carries on to February.
- With RPL’s outdated accounting system, is there any way to piggy-back with the City’s accounting system in an effort to save money? RPL is looking into a mid-range system, and the City’s system is much larger. This is a conversation worth having with the City.
- An RFP will be posted as RPL searches for a banking institution.
- Regarding RPL’s internal controls, RPL’s Manager of Budget is being encouraged to move into this area of accounting for the Library. Some work is being done.
- In regards to Cyber Insurance, RPL does not hold a large volume of confidential client information, although the Board is aware that the major cost of a cyber attack against the organization will be the expense of restoring customer confidence and the ensuing public relations campaign.

R. Kapoor moved to receive and file the reports presented on behalf of the RPL’s Central Adult – Outreach Services, and Finance and Administration. CARRIED.

6. Information Items

a. Saskatchewan Library Trustees Association (SLTA) Report

E. Brenner, RPL's Board representative provided a brief update on the SLTA's meeting in September.

- The sessions were very information.
- There will likely be very little impact on the RPL Board from the discussions held at this meeting.
- While the larger libraries in the province may not feel the effects of decision made at this SLTA meeting, smaller libraries in the province may have questions, and may look to the RPL and SPL for advice in bolstering their position in regard to their standing with the Ministry. This can be accomplished through our support of SILS, as one voice speaks for all libraries to the Province. With a reasonable "ask", all of the province's libraries could benefit from funding from the provincial government.

b. American Libraries Association (ALA) Report

- D. Lucke and S. Bryce will provide, in the months to come, a report on the ALA conference they attended this past July.
- The sessions were very informative about libraries reaching out to diverse niches of their respective communities and cultures.

c. Financial Statements and Variance Report

- The financial statements as presented are in-line with what has been discussed this year, to date.
- Due to the Municipal election, the annual Budget luncheon with City Councillors will take place in early December, if possible.
- The newly appointed City Council will be sworn in on November 7, 2016.
- The narrative of the financial report, as presented, was presented very clearly.

d. Central Library Granite Issues and Update

- RPL has completed the required information for its immediate needs to meet the insurance requirements.

- RPL has done what is necessary to mitigate risk for the next year or two and give the Board time to make a decision about future considerations of Central.

e. Central Library Book Drop Fire

- From the preliminary investigation of the recent fire event at Central, it has been determined, so far, that a big issue from the fire is the smoke damage to the immediate area around the source of the fire.
- Due to Building Code issues, all of the electrical fixtures in the immediate vicinity of the fire zone must be replaced in case there is any smoke contamination to the wiring.
- An assessment is being conducted on the security camera issues, although it does not seem to be an issue in this case. There are no fire sensors in that particular part of the building, only heat detectors.

f. Fund Development Progress Report

- Four corporate contacts – W. Blake briefed the Board on the information she has gleaned from her discussions with outside corporate contacts (RBC, ISM, Mosaic, CIBC).
- Discussions with SaskTel are forthcoming; discussions with Mosaic are underway.
- CIBC has not yet been contacted.
- RPL's messaging is currently quite passive and should be a bit more aggressive.
- Donations from the Board and staff are encouraged.
- The information submitted in the newsletter is beneficial.

g. Marrakesh Treaty

- Global efforts to improve access to library services for the print disabled are underway.

h. City of Prince Albert Library Boundary Change

- Prince Albert has expressed an interest in leaving its regional system and becoming a municipal library within the province, along with the cities of Regina and Saskatoon.
- At this point, there is no significant impact on RPL.

- Library boundaries are stipulated in legislation (*Public Libraries Act, 1966*). Prince Albert is applying for a re-drawing of provincial library boundaries.
- It is expected that there are more significant impacts for regional libraries, and in the northern library system. The region that currently includes Prince Albert may lose a portion of financial contributions they typically receive.
- Currently, it is unclear whether Prince Albert has the critical mass that Regina and Saskatoon have as municipal libraries (resource sharing). A decision by the Province is likely several months away.
- Prince Albert comprises 3.4% of the population of the province.
- This may be a decision item for the RPL Board in the future. Should Prince Albert be successful in their request to change the boundaries, this may mean a considerable change to the SILS system, which could be a substantial cost to the city of Prince Albert.

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

S. Bryce left the meeting.

7. Decision Items

a. SaskPower Line Relocation and Future Development

- The timing of the line relocation is unfortunate, but necessary. SaskPower wants to move the existing lines in 2018, which requires an easement on the southwest corner and Smith Street sides of the Library property. They would not move the lines for two years.
- RPL's preference is to withhold an answer at this point, however, if necessary, we will agree to their request.
- The likelihood is that if we have to move the line and retain it on RPL property, the easement would also be changed significantly.

S. Quinlin moved to approve the recommendation of Library Administration as presented in the briefing note. CARRIED.

b. Date of 2017 RPL Annual General Meeting

R. Kapoor moved that the Board approve the proposed date of January 24, 2017 for next year's Annual General Meeting of the Regina Public Library. CARRIED.

c. Provincial Resource Sharing Grant Agreement

C. Kobayashi moved to that the Library accept the terms of the Provincial Services Agreement and authorize the Board Chair to sign on its behalf. CARRIED.

d. Committee Business

1. Governance

a. Board Nominee Submission to City Clerk

The Governance Committee discussed a perceived conflict of interest in that all of the existing Board members terms are up for renewal. The Committee recognized this conflict and acknowledged that the Regina City Council has the final decision on appointments to the RPL Board.

C. Kobayashi moved that the Board authorize the Governance Committee to nominate a slate of candidates for appointment to the Board and submit the list of nominees for consideration by City Council. CARRIED.

The Governance Committee is currently working with a specialist to separate the governance policies from the operating policies, and recommends that the Human Resources Committee also consider separating its policies.

Governance Committee is also reviewing the role of the Vice-Chair of the Board in the future and Board Member Orientation process, which will be reported to the Board at the November 22nd meeting. As well, the Committee is building a skills matrix for future Committee members of the Board to determine gaps in skill on Committees and make recommendations to the Board.

2. Human Resources

a. CEO Performance Review

R. Kapoor moved that the Board approve the CEO Performance Review process as recommended by the Human Resources Committee. CARRIED.

The Committee is still looking at an Exit Interview process, as well as the results from the Employee Engagement Survey, and will bring updates forward.

b. Policy Review

a. Discipline

D. Lucke moved to approve the Discipline Policy. CARRIED.

b. Employment of Relatives

B. March-Burwell moved to approve the Employment of Relatives Policy. CARRIED.

c. Moving and Relocation Expenses Policy.

D. Lucke moved to approve the Moving & Relocation Expenses Policy. CARRIED.

3. Audit and Finance

a. Budget Timeline

E. Brenner moved to approve the Budget timeline, as presented. CARRIED.

8. Calendar of Events

9. Next Meeting – November 22, 2016

10. Adjournment

R. Kapoor moved to adjourn. CARRIED.

 Board Chair	 Secretary to the Board
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