



AGENDA: The Saskatoon Public Library Board Meeting

MEETING DATE: April 15, 2020

MEETING TIME: 4:00 p.m.

LOCATION: Conference Call

PREPARED BY: Carol Cooley, Director of Libraries & CEO

A. Call to Order

We are meeting on Treaty 6 territory and the homeland of the Métis and that as a Library Board we affirm our relationship with First Nations Peoples and Métis Peoples of this land.

A.1 Approval of Agenda

Recommended (Move, second)

THAT the Agenda of April 15, 2020, be approved as circulated, including any items added to the Agenda.

A.2 Previous Minutes

Recommended (Move, second)

THAT the Saskatoon Public Library Board minutes of March 18, 2020, be adopted as circulated, including any revisions to be made;

A.3 Declaration of Conflict of Interest

B. Deputations / Presentations / Public Meeting

In accordance with Saskatchewan's *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIPP), The Saskatoon Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Saskatoon Public Library's website and/or made available to the public upon request.

C. New Business

C.1 COVID-19 update

D. Reports from the Board

D.1 Chairperson Update

D.1 SLTA Report

E. Report from Administration

E.1 Director of Libraries & CEO Report

Recommended (Move, second)

THAT the Reports from Administration be received as information.

F. In-Camera Session

Recommended (move, second)

THAT the meeting move in-camera for the purpose of addressing matters pertaining to Labour/Personnel under Sections 16(1)(c) of LAFOIPP and addressing matters pertaining to Economic/Financial-Land (Section 17(1)(d) and (e) of LAFOIPP.

Board moved in camera at:

Board moved into public session at:

G. Adjournment

Recommended (Move, second)

THAT the Saskatoon Public Library Board does now adjourn at (time) p.m. to meet again May 20, 2020 at 4:00 p.m., Frances Morrison Central Library, 311 23rd Street East, Saskatoon or at the call of the Chair.



MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, March 18, 2020, by conference call.

Present: Brett Bradshaw (Chair) Nicholas Kaminski
 Hilary Gough John Thronberg
 Jim Siemens Carol Cooley, Director of Libraries & CEO
 Elizabeth Kuley Rachel Landriault (note taker)

Regrets: Cheryl Starr

Guests:

B. Bradshaw, Chair called the meeting to order at 4:00 p.m.

AGENDA

Moved by J. Thronberg, seconded by J. Siemens **THAT the Agenda of March 18, 2020, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

Previous Minutes

Moved by E. Kuley, seconded by J. Thronberg **THAT the Saskatoon Public Library Board minutes of February 19, 2020, be adopted as circulated, including any revisions to be made.**

Carried.

Declaration of conflict of interest

E. Kuley declared a conflict of interest with an item on the In-Camera agenda and will recuse herself from the discussion.

DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING

No deputations, presentations or public meeting.

C. NEW BUSINESS

C.1 Alice Turner Award

B. Bradshaw announced that E. Kuley agreed to be the Board representative on the Alice Turner Award Committee.

Moved by N. Kaminski, seconded by E. Kuley **THAT the Saskatoon Public Library Board appoint E. Kuley to the Alice Turner Award Committee.**

Carried.

C.2 J.S. Wood Sound Mitigation

N. Kaminski asked C. Cooley if SPL has had similar renovations to an SPL branch with this issue. C. Cooley responded, yes. The issues existed before the upgrades were made, most likely due to the year it was built. FMCL has the same problem in the original offices of the Administrative area.

N. Kaminski asked if there any other SPL Branch experiencing similar issues that SPL needs to address. C. Cooley responded, no.

H. Gough asked if the issue was in the employee and public-facing areas. C. Cooley responded that it was within the public space. Patrons are complaining about the sound bouncing around in that space.

H. Gough asked for confirmation that the issue is more the quality of sound in the space, i.e. sound absorption, and less about soundproofing. C. Cooley responded, yes.

Moved by N. Kaminsky, seconded by J. Thronberg **THAT the Saskatoon Public Library Board approve the expenditure of \$9,086.00 from the J.S. Wood Maintenance Reserve for sound mitigation.**

C.3 ICD's Conflict of Interest Session

B. Bradshaw stated that H. Gough, J. Thronberg and she attended the session.

J. Thronberg stated that the session was relatively simple in terms of presentation. They highlighted the importance of people declaring a conflict if they believe there might be one and that they should declare this often. Much of the session consisted of various scenarios that attendees had to break down and go through necessary steps based on particular situations. The examples varied on whether the conflict could be resolved by simple declaration, not being present for the discussion or having to step down.

H. Gough stated that in addition to this session, she'd had conversations about conflict of interest in other spaces that are relevant to SPL and the New Central Library project. Notably, the need to be hyper-diligent around conflict of interest during periods of significant procurement. Some of that mitigation can happen directly within the procurement process, which is in the best interest of anyone who mid submit a bid.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

Nothing to report

D.2 SLTA Report

J. Thronberg stated that the SLTA AGM was attached to the Saskatchewan Libraries Conference in May, which has been cancelled. Since this is the AGM, they will need to determine how it will proceed, considering it is typically open to the public.

E. REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

C. Cooley informed the Board members of the following:

- SPL received its Provincial Grant for \$674k, which is a small increase from last year's \$667k.
- In terms of the Saskatchewan Integrated Library System, holds have been turned off, so there won't be materials moving around the Province. Holds have been extended for 45 days with the option to extend further if required. This means that the materials that are currently on hold will be available to the Patron when SPL re-opens.
- SPL is signing-up residents of Saskatoon for virtual cards when requested. SPL can't authenticate these cards at this time, so it has contacted their vendors to see if they agree with verbal authentication. Once SPL re-opens, the virtual cards will be deactivated until they are authenticated. The authentication process is necessary because many of the products are licensed for residents of Saskatoon only.
- McMillan Publishing House has lifted the barriers to access their materials for libraries so that people can access their contents.

J. Thronberg asked if this was temporary. Carol responded that she believes it is.

C. Cooley stated they SPL will be looking at increasing the money that it is investing in digital resources.

H. Gough added that the community brought this issue to the Federation of Canadian Municipalities (FCM) meeting in early March. There was overwhelming support for action on this from municipal leaders that were present. FCM has resolved to stand with the resolutions behind the campaign from CULC and others to call for better access and the Federal Government to address the issue. It's good for people to understand what this means. There were discussions about this being an issue of access to information and the need for everybody to address it. She believed the discussion was excellent and was keen to see lots of communities seeing this as a priority and wanting to see the Federal Government take leadership.

C. Cooley reported that SPL librarians and managers were working from home. SPL has designed a system whereby the Neighbourhood Librarians are answering emails and phone calls from the public.

B. Bradshaw asked if there were many calls and emails. Carol responded that this only began today, so more information will be forthcoming at a check-in meeting the next day.

B. Bradshaw asked how working from home was going. C. Cooley responded, good so far for the people who are set-up to work from home. It happened quite quickly, and she was very grateful for all the work IT staff did to make sure it could happen. Most people were already utilizing laptops, so it was really about making sure that payroll and accounts payable had access to the systems that they needed to work remotely.

B. Bradshaw stated that she heard SPL staff were very pleased and positive about the decisions taken so far by the executive team.

Moved by J. Thronberg, seconded by J. Siemens **THAT the Report from Administration be received as information.**

Carried.

IN-CAMERA SESSION

Moved by J. Siemens, seconded by N. Kaminski **THAT the meeting move in-camera for the purpose of addressing matters pertaining to Economic/Financial – Land as permitted under Sections 17(1)(d) and (e) of LAFOIPP and matters pertaining to Labour/Personnel under Sections 16(1)(c) of LAFOIPP.**

Carried.

Board moved in-camera at 4:36 p.m.

Board moved into public session at 7:17 p.m.

Moved by J. Thronberg, seconded by J. Siemens **THAT the Saskatoon Public Library Board approve the Owner's Representative Scope of Work with revisions and issuance of an addendum as discussed.**

Carried.

Moved by H. Gough, seconded by N. Kaminski **THAT the Saskatoon Public Library Board proceed with pandemic planning as discussed.**

Carried.

ADJOURNMENT

Moved by N. Kaminski, seconded by E. Kuley **THAT the Saskatoon Public Library Board does now adjourn at 7:23 p.m. to meet again on April 15, 2020, Frances Morrison Central Library, 311-23rd Street East, Saskatoon or at the call of the Chair.**

Carried.



REPORT TO: Saskatoon Public Library Board
MEETING DATE: April 15, 2020
SUBJECT: COVID-19 Updates
PREPARED BY: C. Cooley

A. Recommendations

THAT the Saskatoon Public Library Board receives this report for information.

B. Background

COVID-19 Updates:

Employees:

1. All employees are working from home. Employees who have to enter Branches to pick up items or conduct work are following safety protocols.
2. Working from Home Guidelines have been developed. The guidelines cover availability, cybersecurity, ergonomics, equipment, resources and communication.
3. We developed a three-part training plan for all employees.
 - Phase 1: SAIT Courses, WHIMIS, 4 Seasons Reconciliation, Homelessness in the Library (Niche Academy), First Aid Training.
 - Phase 2: Digital Library Resources, Social Media Platforms, SPL Tutorials. All of these are from Niche Academy.
 - Phase 3: Curated list of training using Lynda.com; under construction is a curated list of webinars for library service.
4. We signed the new Collective Agreement!

Support Work Units:

1. Marketing, HR, Payroll and Accounting continue to function to support the organization.
2. We cancelled all room rentals, and are issuing refunds.
3. Finance is leading our work on the FUSION Project with the City.

Reconciliation

1. The Director, Reconciliation is working with the 4 Seasons vendor to develop an on-line Indigenous education resource for patrons. Once it is up and running, it can be used by individuals or organizations, much like Lynda.com.
2. The Director, Reconciliation is on the SCAA Allocations Team to ensure there is an equitable distribution of funds supplied by the United Way and the Saskatoon Community Foundation.
3. The Director is also on the SCAA Elders and Survivors Team, connecting Elders and Survivors to library resources and providing support with technology.
4. Finally, the Director of Reconciliation is working on a Residential School Picture and On-line Storytelling project.

Information Technology Services

1. Preparing technology for deployment to employees working from home.
2. Contributing to “work from home guidelines,” advising on Cyber Security awareness while working remotely.
3. Updating technology while the library is closed, such as switches, connectivity at Branches, cables & cable management.
4. Monitoring network and systems.
5. Responding to tickets and providing IT support to those working from home
6. Implementing Office 365.

Facilities

1. Redeploying contracts (i.e. SPL driver and Security) to Safe Community Action Alliance needs.
2. Collection of mail at Branches.
3. Coordinating deep cleans and preventative maintenance projects (single-worker only).
4. Monitoring security of buildings.
5. Developing furniture and fixed asset database.
6. Slide deck and training materials for security guard training upon reopening.
7. Updating security guard binders.

Collections Services

1. Supporting public services on reference and other on-line service delivery.
2. Monitoring and purchasing e-resources. Specifically, monitoring holds lists and ensuring reasonable wait times.
3. Working with vendors to increase e-resources access.
4. Working with SILS, IT and other Public Services to deliver temporary library cards to Saskatoon residents.
5. Managing upcoming physical book orders to make sure best-sellers are delivered for when we reopen.
6. Processing and monitoring invoices.
7. Participating in the province-wide catalogue clean up.
8. Supporting Special Collections in scanning, digitizing and cataloguing our local history photograph collection.
9. Preparation of Indigenous Collections work, which involves reviewing items labelled Indigenous and determining if the labelling is correct.

Public Services

1. Public service hours reduced to Monday-Saturday, 10 am - 6 pm for phone and on-line service through AskUs. Planning in Central Access for better tools for remote reference services and chat reference. Employees in Public Services who are working remotely are scheduled to work the AskUs email and each of the Branch lines for phone and email reference.
2. Programming Librarians and Programmers are working from home and planning for on-line program offerings. On-line programs were launched on March 30th.
3. Called all large and small buildings to suspend services of block loans for the time being.
4. Called all partners and organizations we work with to let them know we are available for community needs, let them know what the library is doing and connect.
5. Senior Manager, Welcoming Initiatives is working with the Vulnerable Sector Strategy working group for Communication and Messaging.

6. Planning in Community, Education and Partnerships for moving summer reading and other summer literacy programs on-line.
7. Planning in Programming and Creative Spaces for collection of digital items and current history of the COVID-19 experience for the local history collection.
8. Director, Public Services and Senior Manager, Welcoming Initiatives are members of the Youth working group of the Vulnerable Sector strategy.

C. The Saskatoon Public Library Strategic Plan

Goal 4: Preparing for the Future

D. Budget Impact

E. Attached

Respectfully submitted,

Carol Cooley, CEO
