

MINUTES of the**SASKATOON PUBLIC LIBRARY BOARD**

The Saskatoon Public Library Board met on Wednesday, May 20, 2020, by video conference.

Present: Brett Bradshaw (Chair) Elise Truscott
 Hilary Gough John Thronberg
 Cheryl Starr Markel Chernenkoff
 Elizabeth Kuley Carol Cooley, Director of Libraries & CEO
 Jim Siemens Rachel Landriault (recorder)

Regrets:

Guests: Scott Gregor, Director, Finance & Administrative Service

B. Bradshaw, Chair called the meeting to order at 4:05 pm.

AGENDA

Moved by C. Starr, seconded by J. Thronberg **THAT the Agenda of May 20, 2020, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

Previous Minutes

Moved by E. Truscott, seconded by H. Gough **THAT the Saskatoon Public Library Board Minutes of April 15, 2020, be adopted as circulated, including any revisions to be made.**

Carried.

No declaration of conflict of interest.

DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING

No deputations, presentations or public meetings.

C. NEW BUSINESS**C.1 Holds Lockers - Purchase**

C. Cooley stated that SPL could not wait to order the holds lockers because the shipping and receiving timeframe is lengthy, and they wanted to ensure they are in place for Phase 4 of the provincial reopening plan.

H. Gough asked how the locations of Frances Morrison Central Library (FMCL) and Alice Turner (AT) were determined. C. Cooley indicated that since the Board report was prepared, the decision on proposed locations is under review.

H. Gough appreciated the background provided and stated that she was pleased to hear that SPL is considering locations of services, in general, to ensure various services are offered across the city.

H. Gough asked about the capacity of the holds lockers. C. Cooley responded that each set has 24 lockers. SPL is considering making them available for holds and by appointment. She indicated that the operational plans for these lockers would be shared with the Board when they are finalized.

H. Gough asked if SPL intended to use the holds lockers before Phase 4 of the provincial reopening plan or if they would be utilized earlier. C. Cooley indicated that she obtained legal advice on those options, which was to wait for Phase 4 or until we receive the go ahead from the Province. This service delivery requires employees to access the libraries, which is against the provincial restrictions at this time.

J. Siemens stated that this was an excellent initiative.

Moved by J. Thronberg, seconded by J. Siemens **THAT the Saskatoon Public Library Board ratifies the expenditure of \$66,000.00 from the IT Reserve for the purchase of holds lockers.**

Carried.

C.2 Occupational Health & Safety Policy

C. Cooley reminded the Board that they could choose to make this an interim policy and that significant changes can be made, and reviewed by the Governance Committee later. For operational purposes, SPL needs to have something in place now.

Moved by C. Starr, seconded by J. Thronberg **THAT the Saskatoon Public Library Board approve the Occupational Health & Safety Policy.**

Carried.

C.3 Committee Assignments

B. Bradshaw informed the Board members that the Committee assignments were determined earlier in the year, before E. Truscott and M. Chernenkoff joined the Board. Therefore, the objective of this discussion is to appoint them to either the Personnel & Nominations Committee or the Governance Committee.

E. Truscott indicated her interest in joining the Governance Committee.

M. Chernenkoff indicated an interest in joining either Committee as needed.

B. Bradshaw stated that a yearly calendar of tasks for the Board and Committees would be beneficial to members. C. Cooley indicated that a draft activity calendar was created and can be shared with Board members.

H. Gough stated that she recently completed a course through the Johnson Shoyama Graduate School of Public Policy in their Executive Leadership Program on Public Sector Governance. She has access to great resources that she could share with the Governance Committee or with all Board members.

C. Cooley indicated that she would be pleased to receive any resource she has.

Moved by H. Gough, seconded by E. Kuley **THAT the Saskatoon Public Library Board approves the assignments as outlined in this report and appoints E. Truscott and M. Chernenkoff to the Governance Committee.**

Carried.

C.4 Board Skills Matrix

B. Bradshaw reminded the Board members of the purpose and the process for completing the Board Skills, Strength and Diversity Matrix. She stated that the responsibility of compiling the results and drafting the summary of this exercise falls within the Personnel & Nominations Committee. The results are shared with Board members and with the City Clerk's office.

Each Board members is required to complete the Matrix and forward it to B. Bradshaw and R. Landriault by May 29th. R. Landriault will compile the responses onto one form for the Personnel & Nominations Committee who will prepare the summary.

H. Gough stated that sharing the results with the Board is very valuable because it highlights the skills and strengths of the Board members. It would also provide the Board with an opportunity to flag areas where expertise is lacking, and where extra support is required on a Committee or through contractors.

Moved by E. Kuley, seconded by H. Gough **THAT the Saskatoon Public Library Board receives this report for information, discussion, and direction.**

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

B. Bradshaw thanked C. Cooley and her team for the great work they did for online programming. She stated that the work performed by the group is impressive, and she appreciated the inclusion of stories and anecdotes in this Board package. She was moved by the level of impact SPL is having on the community. They demonstrate the relevance of the Library in our city.

D.2 SLTA Report

J. Thronberg stated that the SLTA meeting is scheduled for tomorrow, May 21, 2020.

E. REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

C. Cooley informed the Board that she is on a Canadian Urban Libraries Council's Task Force. They will have a report on reopening by the end of the week. Many provinces are ahead of us on this, and they reported feeling pressured, as they were not prepared to resume services. Some are delaying their reopening despite having received approval to start with services such as curb side drop-off.

C. Cooley reported that she is also working with the City and other Boards. They met this morning with the CEO's of the Boards (not including Police), P. Goulden-McLeod and L. Lacroix from the City who will provide support and resources needed.

C. Cooley informed the Board that she had submitted her name to the Office of the Provincial Library to help with planning if there is time. She will share our plan with the Regional Libraries and support their work.

C. Cooley reported that the Saskatchewan Information & Library Services Consortium (SILS) is meeting at the end of May. The Executive Director of SILS put forward an initial reopening plan that generated a lot of feedback which has since been revised.

H. Gough stated her continued appreciation of C. Cooley's tendencies towards collaboration and problem solving in this sector, in this city, in addition to her calm and collected focused approach that is evident in all her reports.

C. Cooley thanked H. Gough.

Moved by E. Kuley, seconded by M. Chernenkoff **THAT the Report from Administration be received as information.**

Carried.

E.2 Financial Variance Report – Q1

S. Gregor joined the meeting.

C. Cooley stated that they have been preparing projected year-ends based on a variety of scenarios. They did not get a chance to drill down into the variance report because their focus has been on preparing and working with Auditors on SPL's financial statements.

H. Gough asked S. Gregor what the Board should consider when looking at the report. S. Gregor indicated that the Q1 variance reports are complicated to report on. They include many one-time significant expenses such as insurance premiums, service agreements etc. Having these expenses in the first quarter allows flexibility with other costs throughout the year. Q1 also includes 2019 year-end accruals that had to be reversed, and any changes to financial coding from 2019 to 2020 are required to be done accurately. Some minor editing remains to be done, but when he generated the report, he felt nothing was alarming. When reviewing the report, he paid particular attention to what was overspent in Q1 because they will need to pay attention to that when reporting on the rest of the year.

C. Cooley stated that she is mindful of the fact that SPL will not be able to request a budget increase from City Council in 2021 to cover unanticipated budget issues. She believes SPL will need to cover these additional costs with the current 2021 budget.

H. Gough stated that she is pleased to see that SPL is making those considerations early. She appreciates receiving these reports and the format in which they are presented. She congratulated S. Gregor on doing a great job.

S. Gregor thanked H. Gough for her feedback.

Moved by H. Gough, seconded by J. Siemens **THAT the Saskatoon Public Library Board receives this report for information.**

Carried.

S. Gregor left the meeting.

IN-CAMERA SESSION

Moved by J. Thronberg, seconded by E. Truscott **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 4:59 pm.

Board moved into public session at 5:58 pm.

Moved by H. Gough, seconded by J. Thronberg **THAT the Saskatoon Public Library Board ratifies the Joint Job Evaluation MOA.**

Carried.

Moved by E. Kuley, seconded by C. Starr **THAT the Saskatoon Public Library Board ratifies the Covid-19 Pandemic Workforce Adjustment Measures MOA.**

Carried.

ADJOURNMENT

Moved by J. Thronberg, seconded by H. Gough **THAT the Saskatoon Public Library Board does now adjourn at 6:02 pm to meet again on June 17, 2020, Frances Morrison Central Library, 311-23rd Street East, Saskatoon or at the call of the Chair.**

Carried.
