

The Saskatoon Public Library Board met on Wednesday, February 13, 2019, in the Meeting Room, Frances Morrison Central Library.

Present: Lisa Erickson, Chair
Councillor Gough
Brett Bradshaw
Carol Cooley, Director of Libraries & CEO
Janice Hiebert, Recorder

Robyn Robertson, Vice Chair
John Thronberg
Nicholas Kaminski

Regrets: Cheryl Starr

Guests: Janna Sampson, Director, Marketing & Communications
Beth Côté, Director, Public Services
Laura Warner, Director, Corporate Services & Facilities
Scott Gregor, Director, Finance
Audrey Sanders, Director, HR

L. Erickson, Chair called the meeting to order at 4:03 p.m.

AGENDA

Moved by J. Thronberg, seconded by Councillor Gough **THAT the Agenda of February 13, 2019, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

Consent Agenda

Moved by J. Thronberg, seconded by N. Kaminski **THAT the Consent Agenda of February 13, 2019 be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by J. Thronberg, seconded by R. Robertson **THAT the Saskatoon Public Library Board minutes of January 16 be adopted as circulated, including any revisions to be made.**

Carried.

No declaration of conflict of interest.

B DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING

None

C NEW BUSINESS

C.1 Committee Appointments

L. Erickson gave new board members N. Kaminski and B. Bradshaw background information regarding the committee and liaison roles.

The Vice-Chair of the Board typically chairs the Governance & Nominations Committee R. Robertson accepts this role. J. Thronberg will remain on the committee, and N. Kaminski will join this committee.

L. Erickson, Councillor Gough, and B. Bradshaw are on the Personnel Committee.

J. Thronberg is the SLTA Liaison. R. Robertson is the Friends of the Library Liaison.

C. Starr will be asked which committee she would like to join at the next meeting.

Moved by J. Thronberg, seconded by R. Robertson **THAT the Saskatoon Public Library Board approve the Governance & Nominations Committee consisting of R. Robertson, J. Thronberg and N. Kaminski. The Personnel Committee consisting of L. Erickson, Councillor Gough and B. Bradshaw. The STLA Liaison is J. Thronberg. The Friends of the Library Liaison is R. Robertson.**

Carried.

C.2 Technology Plan

C. Cooley advised the Technology Plan is updated annually, and there was a surplus from last year's budget. To achieve the plans for 2019 Administration is requesting \$63,564.00 from the IT Reserve.

L. Warner updated the Board on the significant pieces of the plan. The Technology Plan is built from the Strategic Plan and is patron focused. The Technology Plan is created to support service to the public. The current status, printing, copying is almost complete with the exception of faxing which will be re-implementing at all the Branches in 2019. The number of public computers has been gradually increased. There have been additional Chrome boxes purchased, these are smaller computers and give the ability to optimize space. The public has also expressed a need for windows based computers. SPL phone trees are also being updated.

L. Warner stated that the desired state is streamlined customer service for patrons, they will know what to expect when they log onto the SPL website, search the catalogue, or enter a branch. In each of the initiatives include their timeline goals.

H. Gough stated that most of the timelines are in 2019/2020 or ongoing, but that this plan is timeline through 2021. Does this mean that the investments are front-loaded on this plan? C. Cooley responded the plan would be updated next year, the expenditures relate to 2019, potentially into 2020.

J. Thronberg asked if the additional requirement from the Reserve to bring the library technologically up to date. C. Cooley responded SPL has been updating the technology since 2015 by automating processes. J. Thronberg asked if these expenditures would be rolled up into the operating budget at some time in the future. C. Cooley responded some of the expenditures will and some are a one-time expenditure. We have built up to the reserve in order to draw on items such as RFID.

Moved by J. Thronberg, seconded by B. Bradshaw **THAT the Saskatoon Public Library Board receive this report for information and discussion. And that the Board approve an additional expenditure of \$63,564.00 from the IT Reserve as recommended in this report.**

Carried.

C.3 Personal Information Policy

L. Erickson reported that Governance & Nominations Committee asked Administration to have this policy reviewed by a lawyer prior to presenting to the Board. It has now been reviewed, and some suggestions have been incorporated.

C. Cooley confirmed the suggestions from the lawyer had been incorporated and there are two additional documents to draft, an Incident Response Plan and external facing policy.

Councillor Gough asked if this policy is new. C. Cooley confirmed it was.

N. Kaminski wanted qualification of what is the external facing policy. C. Cooley responded SPL collects patron information and SILS has a comprehensive policy governing patron privacy. SPL needs to review the SILS policy and ensure everything is covered. J. Sampson added items such as how we manage “cookies,” and use of the internet is not included in the SILS Policy.

Councillor Gough asked how this is rolled out to the staff. C. Cooley responded this would be shared by making available to all staff and the managers will review the policy with their work units.

Moved by Councillor Gough, seconded by N. Kaminski **THAT the Saskatoon Public Library Board approve the Personal Information Policy.**

Carried

Moved by Councillor Gough, seconded by B. Bradshaw **THAT the Saskatoon Public Library Board delegate Governance and Nominations Committee to draft an Incident Response Plan and external facing policy.**

Carried

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

L. Erickson attended an ICD Session with the Provincial Public Auditor and highly encouraged other members to attend if the session is offered again. L. Erickson will distribute her notes from the session to the members. The presenter focused on risk and due diligence for Boards; SPL’s policies align well with the best practices shared by the presenter. We need to ensure we review these policies on a regular basis.

L. Erickson and C. Cooley attended the Library Directors and Board Chairs annual meeting in Regina on Tuesday, February 12th. There will be a report issued and will be shared with the Board. L. Erickson also noted the focus of the meeting was the engagement report that was a result of the provincial consultations.

L. Erickson also reported that L. Warner from SPL co-chairs the Saskatoon Poverty Reduction Partnership and was the MC for the launch of the Twelve Bold Ideas for Poverty Elimination in Saskatoon, on February 7th. This document will be on Community View Collaborative.

D.2 SLTA Report

None

E. REPORT FROM ADMINISTRATION

E.1 Financial Variance Report

C. Cooley reported that the under-expenditures is due to manager vacancies throughout the course of the year. Collections had an over expenditure due to an increase in spending on the print collection. The IT expense is hardware related.

Councillor Gough likes the new format; it is easy to read and highlights all critical elements. C. Cooley stated the IT line and Contributions to Reserve line were added to the report.

R. Robertson asked for more detail regarding Admin and Support under-expenditure. C. Cooley responded this is due to manager salaries, exemptions from the union were not in place until 2018 meaning we were six months delayed recruiting.

L. Erickson thanked C. Cooley and S. Gregor for the financial report.

N. Kaminski asked what happens with the surplus. C. Cooley responded that in November of 2018 there was a report to the Board to move one portion into the Sustainability Reserve and the other portion into the IT Reserve.

Moved by J. Thronberg, seconded by R. Robertson **THAT the Saskatoon Public Library Board receive this report for information.**

Carried.

F. Business Carried Forward

IN-CAMERA SESSION

Moved by N. Kaminski, seconded by J. Thronberg **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 4:34 p.m.

Board moved into public session at 7:02 p.m.

Moved by Councillor Gough, seconded by N. Kaminski **THAT the Saskatoon Public Library Board ratify the Page Block Adjustments MOA.**

ADJOURNMENT

Moved by R. Robertson, seconded by J. Thronberg **THAT the Saskatoon Public Library Board does now adjourn at 7:02 to meet again March 6th, 2019 at 4:00 p.m., Frances Morrison Central Library, 311-23rd Street East, Saskatoon or at the call of the Chair.**

Carried.
