

**MINUTES of the****SASKATOON PUBLIC LIBRARY BOARD**

The Saskatoon Public Library Board met on Wednesday, October 21, 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:

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B. Bradshaw, Chair, called the meeting to order at 4:03 p.m.

**AGENDA**

Moved by J. Thronberg, seconded by E. Kuley **THAT the Agenda of October 21, 2020, be approved as circulated, including any items removed from or added to the Agenda.**

Carried.

**Previous Minutes**

Moved by E. Truscott, seconded by C. Starr **THAT the Saskatoon Public Library Board Minutes of September 16, 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 meeting.

**C. NEW BUSINESS****C.1 Frances Morrison Centre Library Repairs**

C. Cooley informed the Board that repairs have begun.

B. Bradshaw opened the floor for questions.

Moved by E. Kuley, seconded by J. Thronberg **THAT the Saskatoon Public Library Board ratifies the expenditure of \$53,000.00 from the Frances Morrison Central Maintenance Reserve for the repairs as outlined in the report.**

Carried.

## **C.2 Minister's Brief**

J. Thronberg stated that SLTA would be preparing its submission over the next few months to prepare the Minister's Brief early in 2021. He believes it would be presented in June of 2021.

B. Bradshaw indicated that, per the report, this would be an opportunity for SPL to put forward our NCL project.

J. Thronberg agreed and added that C. Cooley highlighted other items the SPL Board might suggest highlighting, as this applies to all libraries in the Province. Upgrading rural library technology to collaborate more easily with other libraries and funding that would allow all libraries to go fines-free are good suggestions to add to the submission.

J. Thronberg stated that it would be good to have Provincial allowances for infrastructure and capital projects.

H. Gough asked if anyone knew the proportion of libraries represented by SLTA who owns buildings or are responsible for the capital of the facilities they are in vs leasing property.

C. Cooley responded no.

J. Thronberg responded he did not know but could ask the question at the next SLTA meeting.

C. Cooley suggested it might be best that she ask the Library Directors.

H. Gough said it was not necessary as she was asking purely out of curiosity.

Moved by E. Truscott, seconded by H. Gough **THAT the Saskatoon Public Library Board receives this report for information and makes a submission to the SLTA.**

Carried.

## **D. REPORTS FROM THE BOARD**

### **D.1 Chairperson Updates**

B. Bradshaw thanked the members of the Governance Committee for their recent work. She also thanked C. Starr, J. Siemens, J. Thronberg, C. Cooley and her team for their time and work related to the Prime Design Selection Committee.

### **D.2 SLTA Report**

J. Thronberg stated that if the SPL Board members have further suggestions for the Minister's Brief, the deadline to submit is the end of November.

## **E. REPORT FROM ADMINISTRATION**

### **E.1 Director of Libraries & CEO Updates**

#### Conflict of Interest Policy

C. Cooley informed the Board that the Governance Committee met to review their Conflict of Interest Policy. They determined that Schedule 2 of the City's Code of Conduct for Statutory Boards applies to the SPL Board. The Schedule outlines a process for investigating and determining if there is a conflict of interest, so it was added directly to the Board's Policy, among other edits. She forwarded the revised Policy to C. Bogad, City Solicitor, for review before it comes to the Board.

#### Reopening

C. Cooley stated that the reopening of SPL Libraries is going well.

- There has been an increase in self-checkout and holds.
- The most significant difficulty they face is the patrons' compliance with wearing masks.
- The Libraries are managing well with providing services during the current operating hours while respecting the established work bubbles applicable to all employees, including casuals and part-time employees.
- She believes they cannot resume regular pre-COVID hours due to the restrictions imposed by the work bubbles.

B. Bradshaw asked if the Libraries provided masks to patrons who don't have one.

C. Cooley responded, yes. They were handing out masks to patrons during the first two weeks of opening. After that, patrons were asked to bring their personal masks; however, they continue to provide masks to patrons who do not have one.

C. Cooley informed the Board that SPL had instituted regular safety moments for their employees to remind them of the importance of remaining compliant with mask-wearing, social distancing and frequent handwashing.

B. Bradshaw stated that she has been receiving positive feedback about SPL going fines free.

C. Cooley stated that although the SPL Board intends to ask SLTA to get funding and support libraries who can't go fines free for financial reasons, some libraries believe in fines. There would be a mix of fines free libraries and some that will continue with fines in Saskatchewan. Currently, Price Albert and Wapity have reported that they will continue with fines.

#### Other

C. Cooley informed the Board that SPL was able to confirm, in print, that Halifax's New Library budget of \$57M only included the cost of construction.

B. Bradshaw asked if they had a total cost.

C. Cooley responded, no.

Moved by H. Gough, seconded by J. Thronberg **THAT the Reports from Administration be received as information.**

Carried.

## **F. BUSINESS CARRIED FORWARD**

### **F.1 Board Self-Evaluation**

J. Thronberg stated that he would speak with B. Bradshaw about the Chair's evaluation part of the Self-Evaluation. He noted that the self-evaluation reflected that COVID-19 had a significant impact on the Board and Committee activities this year. Some of the highlights of the evaluation were:

- The need for an annual review of the strategic plan to reinforce commitment.
- A need for the Board to have regular risk mitigation and identification discussions.

B. Bradshaw asked how the Governance Committee wishes to address those items, i.e. have a separate meeting or make a more concerted effort within our meetings to touch on those subjects.

J. Thronberg responded that in terms of the Strategic Plan, the Board should try to connect multiple times throughout the year to ensure they remain on track. Risk mitigation might require a special session. He attended an online session through ICD on risk mitigation and identification, which focused on insurance. He reminded Board members that there is training available through ICD and that the Board had some budget allocated to training.

J. Thronberg stated that the Board could benefit from cross-cultural training on First Nations history and current First Nations and Metis issues, especially as they move forward with building a new central library focused on Reconciliation.

B. Bradshaw stated that, as a starting point, the Board has access to some training offered by SPL. Also, scheduling a group training session might be beneficial.

R. Landriault confirmed that SPL has online training that the Board can access - 4 Seasons of Reconciliation. Board members are invited to contact her to register.

E. Truscott thanked J. Thronberg for compiling the responses. She asked how the Board would begin to take action on the recommendations provided in the report.

J. Thronberg responded that a Governance Committee meeting could be scheduled in December to identify options on how to move forward with those action items.

B. Bradshaw suggested January would be a good time for the Board to consider the Committee's proposed options and decide how to proceed.

C. Cooley stated that the networking strategy with other library Boards might be challenging because all the Board Associations are Provincial. However, if the Ontario Library Association (OLA) Conference is held virtually in 2021, there might be opportunities for SPL Board members to attend some of the board sessions. She noted that they tend to focus on Ontario legislation, issues in Ontario and that smaller boards primarily attend the conference. She will pay close attention to their program and identify any potential opportunities for members of the SPL Board.

J. Thronberg stated that the SLTA meetings are virtual and that Board members can contact him if they wish to attend. However, he noted that SPL issues are very different from those of rural libraries.

H. Gough noted that the action on developing a more formalized approach to risk discussion is of particular interest to her. She asked if there was anyone on the Board that has experience in that area who might have some reference material, risk registers or anything of that nature that they could bring forward to the Governance Committee. She could ask the City to provide what they have, which might be extensive. She noted that SPL had some risk documentation included in the NCL Business Case, which could also be brought to the Committee.

E. Truscott indicated that she has had some formal training in risk management and has worked in enterprise risk management. She has examples of risk registers. She liked the proposed approach of looking at the Business Case and the Charter, where many risks are identified. These could be a good starting point. She noted that conversations around risk are inherently held often, but it would be nice to ensure that certain things in front of mind.

H. Gough stated that it might be worth thinking of what that structure would look like on an ongoing basis. The Board could wait for that structure to be in place, or it could add a section in Board agendas where there is an opportunity to identify any risks that should be considered in specific reports. However, the Board could have more formalized spaces for those considerations.

C. Cooley added that she would reach out to the Canadian Urban Library Council in advance of the Governance Committee meeting to see if anyone has anything they can share.

Moved by H. Gough, seconded by C. Starr **THAT the Saskatoon Public Library Board receives this report for information and will forward it to the Governance Committee for recommended action as discussed.**

Carried.

#### **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 4:36 p.m.

Board moved into public session at 6:15 p.m.

Moved by J. Thronberg, seconded by E. Truscott **THAT the Saskatoon Public Library Board reviewed and approved the Project Charter as revised.**

Carried.

Moved by C. Starr, seconded by J. Thronberg **THAT the Saskatoon Public Library Board reviewed and revised the 2021 budget and reaffirmed its approval as presented.**

Carried.

Moved by E. Truscott, seconded by C. Starr **THAT the Saskatoon Public Library Board ratifies the Memorandum of Agreements as discussed.**

Carried.

#### **ADJOURNMENT**

Moved by J. Thronberg, seconded by J. Siemens **THAT the Saskatoon Public Library Board does now adjourn at 6:20 p.m. to meet again November 18, 2020, by video conference or at the call of the Chair.**

Carried.

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