AGENDA: The Saskatoon Public Library Board Meeting

MEETING DATE:	**April 21, 2021**
MEETING TIME:	**4:00 p.m.**
LOCATION:	**Frances Morrison Central Library**
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 21, 2021, 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 17, 2021, 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 Q1 Variance Report

Recommended (Move, second)

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

C.2 Partnership Policy

Recommended (Move, second)

THAT the Saskatoon Public Library Board receives this report for information; And that the Saskatoon Public Library Board approves the Partnership Policy as presented.

C.3 Skills, Strength & Diversity Matrix

Recommended (Move, second)

THAT the Saskatoon Public Library Board receives this report for information, discussion, and direction.

D. Reports from the Board

D.1 Chairperson Update

D.2 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 Wednesday, May 26, 2021, 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 17, 2021, by video conference.

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

Regrets:

Guests: Janna Sampson, Director, Strategy & Communications
Jessica Scott, NCL Project Lead

J. Thronberg, Vice-Chair, called the meeting to order at 4:06 p.m.

AGENDA

Moved by H. Kuttai, seconded by J. Siemens, **THAT the Agenda of March 17, 2021, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

Previous Minutes

Moved by H. Gough, seconded by J. Thronberg, **THAT the Saskatoon Public Library Board Minutes of February 17, 2021, 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

No new business.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

B. Bradshaw informed the Board that C. Cooley and J. Sampson have been helpful and supportive in preparing communications for her to send to residents who sent questions directly to the Board instead of through the public engagement process.

D.2 SLTA Report

No reports from SLTA.

E. REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

New Central Library (NCL) Update

C. Cooley reminded the Board that Colliers had recommended having two costs consultants engaged in the NCL project, one reporting to SPL and the second reporting to the Design Team, to ensure all parties agree on fees and remain on budget. SPL awarded their cost consultant contract for $100,000 (excl. taxes) to Altus Group Ltd. The budget for this contract was set to $200,000.

Friends of the Library

C. Cooley reported that the Friends of Library have not been active for most of 2020 and 2021 due to restrictions imposed by COVID-19, which prevented them from opening their store. However, they were able to donate $9,000 to the NCL. Their donation is substantial, and SPL greatly appreciates the gift.

NCL Collection

C. Cooley informed the Board that per accounting rules, the collection falls within a capital budget. She intends to increase the collection budget to prepare for the NCL opening in 2026 by withholding $75,000 in the capital program every year until 2025. They never planned to have the anticipated 100,000 volume increase on opening day, but we will spend the funds in 2025 in time for opening.

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

Carried.

F. BUSINESS CARRIED FORWARD

No business carried forward.

DRAFT

IN-CAMERA SESSION

Moved by E. Truscott, seconded by H. Kuttai, **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 5:49 p.m.

Moved by J. Thronberg, seconded by E. Truscott, **THAT the Saskatoon Public Library Board approves the NCL Project Plan as revised.**

Carried.

ADJOURNMENT

Moved by C. Starr, seconded by J. Thronberg, **THAT the Saskatoon Public Library Board does now adjourn at 5:50 p.m. to meet again April 21, 2021, by video conference or at the call of the Chair.**

Carried.

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DRAFT

REPORT TO:	**Saskatoon Public Library Board**
MEETING DATE:	**April 21, 2021**
SUBJECT:	**Partnership Policy**
PREPARED BY:	**C. Cooley**

A. Recommendations

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

And that the Saskatoon Public Library Board approves the Partnership Policy as presented.

B. Background

The Governance Committee reviewed the Partnership Policy at their meeting on March 9, 2021. The Committee recommends that the Board approves the Policy as presented.

The Guidelines do not require Board approval. They are included to provide additional context to the Policy.

C. The Saskatoon Public Library Strategic Plan

Goal 4: Preparing for the Future

Objective: We are reaching, engaging & connecting with our community.

D. Budget Impact

E. Attached

1. Partnership Policy

Respectfully submitted,

Governance Committee

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SASKATOON PUBLIC LIBRARY

Partnership
POLICY

☒ **Operational** (Approved by SPL Board)
☐ **Administrative** (Approved by SPL CEO)

Date Effective: Click or tap to enter a date.
Date Last Reviewed or Revised: 2021-02-04
Review Cycle: Every five years by Director, Public Services

Purpose

Saskatoon Public Library's *Partnership Policy* aims to ensure the Library's partnerships are community inspired and align with SPL's Strategic Plan.

Policy Statement

Partnerships may be ongoing or short term, sought out by SPL or offered to the Library. They should adhere to the best practices listed below.

The partnership:

1) Must align with SPL's mandate and Strategic Plan.

2) Allows the Library to expand its patron base, reach underserved areas of the community, build stronger relationships with individuals and groups, strengthen SPL's reputation in the community and/or enhance the Library's programs or services.

3) Does not seek fees or payment for performances or services. However, partners may share the costs of running a program or collaboratively seek a funding partner.

4) Is feasible and is aligned with SPL policies and all relevant legislation.

5) Does not duplicate an SPL program or service if the Library is already successfully meeting the demand for that program or service.

SPL employees are responsible for following the best practices when seeking, accepting, maintaining and terminating partnerships.

Roles & Responsibilities

Board

1) Approves the Policy, ensuring that it is consistent with current legislation.

2) Provides funding for training and education.

CEO, Directors & Senior Managers

1) Approve partnerships as outlined in the Guidelines.

Librarians

1) Learn and apply the Policy and Guidelines.

2) Initiate, maintain, evaluate and terminate partnerships.

3) Respond to partnership requests.

Personnel

1) Understand the Policy and Guidelines.

2) Support partnerships in alignment with the Policy and Guidelines.

Definitions

1) **"Board"**: Saskatoon Public Library Board.

2) **"CEO"**: Saskatoon Public Library Director of Libraries & CEO.

3) **"Community Inspired"**: A service model that is inspired by and in which service and programming decisions are made in response to community needs.

4) **"Guidelines"**: *Partnership Guidelines*.

5) **"Partner"**: An institution, organization, business or individual who engages in a collective effort with SPL to accomplish common goals.

6) **"Partnership"**: A collective effort between SPL and other institutions, organizations, businesses or individuals to accomplish common goals with a shared sense of purpose and responsibility for the outcome.

7) **"Personnel"**: SPL's term, part-time and full-time employees, Circulation Associates, casuals, security guards, contractors, consultants, Board, and volunteers (Friends of the Saskatoon Public Library).

8) **"Policy"**: *Partnership Policy*.

9) **"SPL"**: Saskatoon Public Library.

10) **"Strategic Plan"**: SPL's current Strategic Plan.

REPORT TO:	**Saskatoon Public Library Board**
MEETING DATE:	**April 21, 2021**
SUBJECT:	**Board Skills, Strengths & Diversity**
PREPARED BY:	**C. Cooley**

A. Recommendations

THAT the Saskatoon Public Library Board receives this report for information, discussion, and direction.

B. Background

As part of the Board recruitment process, members complete the Skills, Strength and Diversity matrix every spring. The results are compiled and sent to the City Clerk's office and are included in the new board members' advertisement. The results also guide the Board in seeking out community members, encouraging them to apply and inform the interview process.

The Personnel & Nominations Committee prepares a report based on outcomes and sends it to the City Clerk's office on behalf of the Board.

C. The Saskatoon Public Library Strategic Plan

Goal #4: Preparing for the future.

D. Budget Impact

E. Attached

1. Skills, Strength & Diversity Matrix

Respectfully submitted,

Personnel & Nominations Committee

How to complete the matrix

Board members should complete their column of the skills matrix at the time they join the Board. In completing the matrix, a scale of 0-3 should be used:

For the competencies:

3	Professional expertise, would be comfortable advising on this area.
2	Basic working knowledge, understand the area sufficiently to contribute effectively.
1	Rudimentary or minimal understanding
0	No knowledge or experience in this area.

For the connections:

3	Working in this sector or community.
2	Strong connections to this sector or community.
1	Some connections to this sector or community
0	No connections to this sector or community

BOARD SKILLS, STRENGTHS AND DIVERSITY MATRIX

The Board as a whole should comprise a broad cross-section of the indicated competencies, should include connections with key communities, and should reflect the diversity of the library's broader community.

BOARD MEMBER	A	B	C	D	E	F	G	H	I	
Competencies (skills, experience, professional expertise and/or recognized qualifications)										
Accounting /Financial Management										0
Legal										0
Human Resources Management										0
Governance (profit or non-profit)										0
Strategic Planning, Research										0
Intercultural Competency										0
Marketing/communications										0
Technology /Business Systems										0
Capital Projects										0
Public Policy/Government Relations										0
Fundraising										0
Community Development/Planning										0
Literacy Advocacy										0
Connections										
Indigenous Community										0
Early Years										0
K-12 sector; youth										0
Post-Secondary Sector, Adult Education										0
Non-Profit Sector										0
Saskatoon business community										0
Government (municipal, provincial, federal)										0
Philanthropy										0
Arts and Literary Community										0
Cultural Communities										0
Representation and diversity										
Gender (specify)										
Indigenous person (Y/N)										
Member of a Visible or Linguistic Minority (Y/N)										
Person Differently Able (Y/N)										
Other (specify)										

*In addition, <u>every</u> person seeking membership on the SPL Board should bring certain **qualities**:*

- A reputation for personal integrity;
- A willingness to listen carefully and understand others' views;
- An ability to think independently and conceptually and to analyze effectively;
- An openness to learn and to adapt to change;
- A commitment to holding themselves and others accountable;
- An ability to contribute to helping the Board develop trust and consensus;
- An ability to 'take the long view' in providing oversight and direction and in anticipating future threats and opportunities;
- A willingness to advise and mentor new members and to build partnerships;
- A passion for building a better community and a commitment to the values and vision of the Library.