

## MINUTES of the

### SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, October 20, 2021, by video conference.

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

Regrets:        Markel Chernenkoff

Guests:        Janna Sampson, Director, Marketing & Communications  
                 Scott Gregor, Director, Finance & Administration  
                 Sherry Tarasoff, Member of the Public

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

#### **AGENDA**

Moved by J. Siemens, seconded by J. Thronberg, **THAT the Agenda of October 20, 2021, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

#### **Consent Agenda**

Moved by J. Siemens, seconded by E. Truscott, **THAT the Consent Agenda of October 20, 2021, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

#### **Previous Minutes**

Moved by J. Thronberg, seconded by J. Siemens **THAT the Saskatoon Public Library Board Minutes of September 15, 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**

### **C.1 Finance & Fiscal Responsibility Policy**

H. Gough stated that per her review, the edits that the Governance Committee requested were made. She thinks it is clear and is good progress in formalizing SPL's good practices and making sure everyone's roles and responsibilities are outlined in a Policy.

Moved by J. Thronberg, seconded by J. Siemens, **THAT the Saskatoon Public Library Board approve the Finance & Fiscal Responsibility Policy.**

Carried.

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

J. Thronberg stated that SLTA solicits discussion topics from each region for the annual Minister's brief every year. He supports submitting the topics as recommended in the cover report.

C. Cooley said that she is concerned about the Saskatchewan Integrated Library Systems because Regina and Saskatoon can keep systems updated and employ technologies like RFID, but some regions are falling behind. She believes there will be a time when the gap will be too significant. Her recommendation to include support for technology as a topic in the brief is not necessarily for SPL. It is more for the regions so everyone can sustain their systems and employ best practices. For instance, SPL uses RFID, but they also have to tag books from other regions that don't use RFID. There is also a need to encourage the Minister to recognize libraries as essential services permanently, so there are no delays in determining libraries' responsibilities when things like Health Orders are implemented. If the Board agrees with her two recommendations, SPL administration can prepare a draft document for consideration.

H. Gough stated that they have been talking about technology for some time, and it makes a lot of sense from an advocacy perspective. She asked if the recommendation to recognize libraries as essential services arose because of the Covid response.

Carol responded yes.

H. Gough highlighted that the meaning of the word "essential" is used inconsistently, so SPL may want to research this more before including it in a letter to Ministers because they wouldn't want their intentions misunderstood. She suggested enquiring with someone who is exceptionally versed in the various Emergencies Acts, such as EMO, to ensure SPL fully understands the language and can contextualize it appropriately.

Moved by H. Kuttai, seconded by H. Gough, **THAT the Saskatoon Public Library Board approve submitting the recommended discussion topics for SLTA's brief to Ministers.**

Carried.

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

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

B. Bradshaw provided an update on fundraising activities.

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

J. Thronberg reported that they spoke about the Ministers' brief during his attendance and had further discussions about essential services and the potential for libraries requiring proof of vaccination to enter their facilities, which they thought would come into place. As it turns out, the Health Order did not include libraries. The regional libraries were divided over whether or not their services were essential. Many wanted to protect their employees and ask for proof of vaccination to enter their facilities. Others considered their services essential and wanted to allow people to access their libraries without asking for passports.

## **E. REPORT FROM ADMINISTRATION**

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

C. Cooley informed the Board that all the topics in her report are, in some way, in preparation for the new central library (NCL). When the Board reviews the strategic plan, it will be evident that SPL's focus for the next five years will be on preparations for operating the NCL. However, these initiatives will benefit the entire system. They decided to move forward with these implementations immediately because they didn't want to introduce the new security strategy and automation when initially operating in a new building. She stated that SPL would have implemented these initiatives regardless of the NCL.

#### **Security Strategy**

C. Cooley stated that SPL looked at Edmonton Public Library and Calgary Public Library's best practices. They also looked at Saskatoon's community support officers. The Downtown BID was very helpful in making connections.

B. Bradshaw asked when they intended to start the pilot.

C. Cooley said she didn't have a specific date yet. The pilot will start once they hire the Manager, Security. They expect to finalize the job description by the end of the week, post it and start the recruitment process.

B. Bradshaw asked if the pilot would go through to 2023.

C. Cooley responded that the pilot would run through all of 2022 and improve their security strategy. They will evaluate the pilot in 2022 and might make adjustments. However, if the pilot is successful, they expect to expand it to FMCL, Mayfair and Carlyle King.

## NCL Specialty Consultants

C. Cooley stated the information provided in her report was straightforward. It includes a list of specialty contractors that have been awarded contracts, those they intend to award, and a list of specialty consultants under consideration.

## Service Enhancements - Automation

H. Gough stated that she was excited about these service enhancements. Knowing that they are designed to integrate into our current systems, they are relatively small incremental upgrades, but cumulatively, they will considerably impact people's ability to completely access services remotely. However, as SPL increases automation and digitization to access services, they mustn't compromise the ability to access services in a non-digitized or in-person fashion. She understands that this is not the intent, but sometimes people can interpret it when organizations invest in automation and digitization. She is excited about what this will mean for people who prefer to access services online

C. Cooley agreed and confirmed that maintaining in-person services for patrons who prefer accessing them in this fashion remains SPL's priority. In addition, patrons at the library will be able to use an SPL computer to access these online services. For example, if someone wants to book a room a week in advance, they can use an SPL computer while at the library or do this in person. She informed Board members that they would also be reviewing their room booking system.

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

Carried.

S. Tarasoff left the meeting.

## IN-CAMERA SESSION

Moved by H. Gough, 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 4:30 p.m.

Board moved into public session at 5:56 p.m.

Moved by J. Thronberg, seconded by C. Starr, **THAT the Saskatoon Public Library Board approve the 2020 Audited Financial Statements as presented.**

Carried.

Moved by E. Truscott, seconded by J. Thronberg, **THAT the Saskatoon Public Library Board approve the New Central Library Risk Register.**

Carried.

Moved by H. Kuttai, seconded by E. Truscott, **THAT the Saskatoon Public Library Board approve the Case for Support as presented with consideration of revisions.**

Carried.

**ADJOURNMENT**

Moved by E. Truscott, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board does now adjourn at 6:59 p.m. to meet again November 17, 2021, by video conference or at the call of the Chair.**

Carried.

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