

MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, November 17, 2021, by video conference.

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

Regrets: John Thronberg, Cheryl Starr

Guests: Scott Gregor, Director, Finance & Administrative Services
 Sherry Tarasoff, member of the public

B. Bradshaw, Chair, called the meeting to order at 4:04 p.m.

AGENDA

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

Carried.

- Added October Operating Variance Report & Year-End Projections - E.2

Previous Minutes

Moved by E. Truscott, seconded by H. Gough, **THAT the Saskatoon Public Library Board Minutes of September 29, 2021, be adopted as circulated, including any revisions to be made.**

Carried.

Moved by J. Siemens, seconded by H. Gough, **THAT the Saskatoon Public Library Board Minutes of October 20, 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 Year-End Transfers

C. Cooley informed the Board that the Board approves the transfer of any year-end surplus to reserves yearly in November. Administration recommended the surplus be divided equally between the IT and Capital Expansion Reserves. The transfer to the IT reserve ensures that SPL can continue to improve and automate processes not covered by the operating budget. The Capital Expansion Reserve funds new branches and covers the cost of existing branch renovations. The Board previously approved the renovation of Cliff Wright Library in the future. After opening the new central library, SPL will be looking at expansion options into new city areas. An additional \$11M in the Capital Expansion Reserve was earmarked for the new central library.

Moved by E. Truscott, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board approve the year-end surplus be divided equally between the IT Reserve and the Capital Expansion Reserve.**

Carried.

C.2 SPL Board Meetings 2022

C. Cooley stated that the Board is asked to approve the tentative meetings and noted that the two June meetings are for reviewing and approving the new central library schematic design.

Moved by H. Kuttai, seconded by E. Truscott, **THAT the Saskatoon Public Library Board approve the 2022 meeting dates as outlined.**

Carried.

C.3 SPL Board & Committee Activity Schedule 2022

C. Cooley stated that the activity schedule provides an overview of known items. The new central library risk register was recently added per the Board's request.

E. Truscott noted that the strategic plan updates were scheduled in June and November and asked if there would be an opportunity to review sometime between January and June.

C. Cooley responded that the activity schedule represents the Board's regular activity schedule. Due to the workload related to the Fusion project, new central library and budget, SPL was not prepared to present it to the Board at this meeting. However, she expects to include it in the January Board agenda. In addition, the Board could expect to see activities related to the strategic plan throughout the year.

H. Gough noted that the Governance Committee only has one risk discussion scheduled in January. She believes more meetings will be required throughout the year.

C. Cooley indicated that activities or meetings could be added as needed.

Moved by E. Truscott, seconded by H. Gough, **THAT the Saskatoon Public Library Board receive this report for information.**

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

No report from the Chair.

D.2 SLTA Report

No report from SLTA.

E. REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

C. Cooley stated that SPL is preparing an announcement about reopening plans for the new year.

S. Tarasoff left the meeting.

October Operating Variance Report & Year-End Projections

C. Cooley stated that the report was not included in the Board package because SPL and the City needed to upload information into Fusion and ensure accurate reporting, which caused delays. SPL assumed the spending patterns would remain consistent to the end of the year.

S. Gregor informed the Board that Managers could now review their spending patterns and get better exposure to the system and their data. The Senior Manager of Finance did an expenditure review to ensure consistent financial coding. According to accounting rules, they pulled and reallocated prepaid expenses to next year's budget. Finance is also drafting new policies and procedures related to the new system. The summary categories remain as prior years and are also used for budgeting. They would typically look at each cost centre's expenditures to ensure projections to year-end are more accurate. Due to time constraints this year, they calculated the variance assuming that the first 10-month spending pattern would continue into November and December. However, the tenant management line item shows only nine months of expenditures, and the lease revenue includes eight months. These are due to the time it takes for Colliers to do their accounting work and send the information to SPL for input into Fusion.

Delays in shipped materials

C. Cooley stated that due to severe weather events in British Columbia and their impact on road conditions and rail lines, SPL is expecting delays in receiving shipments of books because their book jobber is located in Vancouver.

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

Carried.

S. Gregor left the meeting.

IN-CAMERA SESSION

Moved by H. Gough, 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 4:22 p.m.

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

Moved by H. Gough, seconded by M. Chernenkoff, **THAT the Saskatoon Public Library Board approve the recommended course of action as discussed with respect to fundraising.**

Carried.

Moved by M. Chernenkoff, seconded by H. Gough, **THAT the Saskatoon Public Library Board approve SPL Administration proceed with the legal issue as discussed.**

Carried.

ADJOURNMENT

Moved by H. Gough, seconded by M. Chernenkoff, **THAT the Saskatoon Public Library Board does now adjourn at 6:21 p.m. to meet again January 19, 2022, at 4:00 p.m., by video conference or at the call of the Chair.**

Carried.
