

MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, June 15, 2022, by video conference.

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

Regrets:

Guests: Scott Gregor, Director, Finance & Administrative Services
 J. Sampson, Director, Strategy & Communications
 Matt Hladun, Deloitte
 Christine Beaubier, Deloitte
 Sherry Tarasoff, member of the Public

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

AGENDA

Moved by E. Truscott, seconded by H. Kuttai, **THAT the agenda of June 15, 2022, be approved as circulated, including any items removed from, or added to the agenda.**

Carried.

Consent Agenda

Moved by H. Gough, seconded by H. Kuttai, **THAT the consent agenda of June 15, 2022, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by H. Gough, seconded by J. Siemens, **THAT the Saskatoon Public Library Board minutes of May 18, 2022, 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 Report on Reserves

C. Cooley noted that the report provides reserve balances, purpose, funding source, restrictions and applications.

When asked if any reserve was underfunded or if there was anything the Board should be aware of, C. Cooley responded no. However, she noted that SPL was not making regular contributions to the Information Technology Reserve at this time, but the reserve's balance has been sufficient to date. At some point, they might consider annual contributions through the operating budget.

The Board wondered why there was a significant drop in the Equipment Replacement Reserve.

S. Gregor responded that SPL approves spending a portion of the reserve every year, but due to changes in project timelines, they don't necessarily spend it as planned. Therefore, the difference between the \$2.6 M and the \$712,361 is the accumulation of spending approvals over several years.

Board members asked if the FMCL Reserve would transfer to the New Central Library (NCL) Reserve in the future and if the \$11 M encumbered Capital Expansion Funds were earmarked for the NCL.

C. Cooley responded yes to both questions.

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

Carried.

C.2 Strategic Plan Update

C. Cooley stated that the first update on the new Strategic Plan reports on what has happened in 2022 to date. Once they begin using the new strategic planning software, Envisio, the reports will look different.

The Board appreciated the report and asked if the assistive listening devices would be tethered to locations.

C. Cooley noted that patrons would not be able to check out the devices because they are currently piloting them at the Cliff Wright library for programming and service delivery only. If the pilot is successful, they intend to have them in all SPL locations and the New Central Library's theatre, auditorium and children's theatre. SPL will also be looking at other assistive tools for sight and sound.

The Board asked if they would receive strategic plan updates quarterly.

C. Cooley responded that the updates are scheduled for June and November. However, depending on Envisio's reporting capabilities, they could consider reporting more frequently.

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

Carried.

C.3 Tangible Capital Asset Policy

E. Truscott informed the Board that the Governance Committee reviewed the Tangible Capital Asset Policy on June 7, 2022. The accompanying guidelines and procedures were provided as supporting documents. The Governance Committee recommends the Board approve the policy.

S. Gregor stated that the proposed policy was based on the Civic Policy and new to SPL. A Tangible Capital Asset Policy forms part of a governance piece for all municipalities, where reporting became mandatory. He highlighted Appendix A of the policy, which speaks to different asset categories, useful life and thresholds. The Province gave recommendations for categories, useful life and thresholds, but nobody is bound to follow them. The difference lies in varying library sizes, where a smaller library would have a lower threshold. SPL has been following what is in the proposed policy for the last five years. The auditors had an opportunity to review the policy as part of this year's audit and raised no questions or concerns.

C. Cooley noted that SPL generally aligns their financial policies and practices with the municipality because it provides a significant portion of the library's funding.

Moved by E. Truscott, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board approve the Tangible Capital Asset Policy as presented**

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

No reports from the Chair.

E. REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

No reports from Administration.

S. Tarasoff left the meeting.

IN-CAMERA SESSION

Moved by E. Truscott, seconded by J. Siemens, **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 4:26 p.m.

Board moved into public session at 6:48 p.m.

Moved by J. Siemens, seconded by H. Gough, **THAT the Saskatoon Public Library Board receive the cost escalation report for information.**

Carried.

Moved by H. Kuttai, seconded by E. Truscott, **THAT the Saskatoon Public Library Board award the Alice Turner McFarland Award of \$2,600 to the qualified candidate.**

Carried.

Moved by H. Kuttai, seconded by E. Truscott, **THAT the Saskatoon Public Library Board approve the changes to the 2023 budget as presented.**

Carried.

Moved by J. Siemens, Seconded by H. Gough, **THAT the Saskatoon Public Library Board approve the 2021 Audited Financial Statements.**

Moved by H. Kuttai, seconded by C. Starr, **THAT the Saskatoon Public Library Board approve the CEO evaluation as presented.**

ADJOURNMENT

Moved by J. Siemens, seconded by M. Chernenkoff, **THAT the Saskatoon Public Library Board does now adjourn at 6:55 p.m. to meet again on September 21, 2022, at the Frances Morrison Central Library, 311 – 23rd Street E. or at the call of the Chair.**

Carried.
