

MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, October 19, 2022, by video conference.

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

Regrets: Elise Truscott

Guests: Beth Côté, Director, Public Services
 Amanda Lepage, Director, Collections & Service Infrastructure
 Janna Sampson, Director, Strategy & Communication

B. Bradshaw, Chair, called the meeting to order at 4:00 pm.

AGENDA

Moved by C. Starr, seconded by J. Siemens, **THAT the agenda of October 19, 2022, be approved as circulated, including any items removed from, or added to the agenda.**

Carried.

Consent Agenda

Moved by J. Siemens, seconded by H. Gough, **THAT the consent agenda of October 19, 2022, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by H. Kuttai, seconded by C. Starr, **THAT the Saskatoon Public Library Board minutes of September 21, 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 Community Partnerships

C. Cooley noted that the Board had previously expressed interest in gaining more understanding of the library's many partnerships with community organizations. The report and partnership list demonstrate the breadth of SPL's integration into the community through various organizations.

The Board was curious about the purpose of Institution Library Cards.

C. Cooley clarified that institutional cards were common in Canada. SPL offers them to partners so they don't have to use someone's personal card to borrow library materials for their programs. She assured the Board that SPL had parameters for defining what constitutes an institution.

Per the Board's request, C. Cooley agreed to email the total number of partnerships to the Board after the meeting.

C.2 Mayfair Library Office Renovation

C. Cooley stated that they never renovated the Mayfair Library and that it was undersized. She believes it requires direct oversight, so they intend to add a permanent Manager on-site. They want to create a small office for the Manager to have confidential discussions and give employees a renovated space that will function more efficiently. She assured the Board that the renovations would not affect the overall public footprint.

When asked if the additional management position was being filled with an existing full-time employee position, C. Cooley responded yes.

Moved by H. Gough, seconded by C. Starr, **THAT the Saskatoon Public Library Board approves the expenditure of up to \$15,000.00 from the Mayfair Maintenance Reserve.**

Carried.

C.3 ITS 5-Year Spending Plan 2023-2027

C. Cooley noted that although SPL has a replacement schedule, and the report assumes everything will be replaced, the process includes assessments to determine if replacement is necessary. For example, if the Board approves the spending for 2023 and some equipment is in good working condition and is not at imminent end of life, the scheduled replacement for that unit would be deferred and reassessed the following year. In this case, SPL would not spend the entire allowance set aside for 2023. The Board will receive yearly update reports, providing details for the upcoming year. She reminded the Board that they don't fund the IT reserve through the operating budget. She currently has a method of tracking budgetary pain points and items such as FTEs for 2024 to 2029, including the need to have an IT contribution through the operating budget after opening the new central library.

The Board asked if the reserve's current balance would be sufficient until 2026 without contributions.

C. Cooley responded that it depends on year-end surpluses, which currently contribute to the reserve. The report states a current reserve balance of \$2,029,188 and yearly expenses of \$250,000, so she believes it

will be sufficient until 2026. However, there are potential impacts from the new central library project on this reserve, which she intends to bring to the Board in November 2022. In the meantime, she will be monitoring the reserve balance closely.

Moved by C. Starr, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board approves the expenditure of up to \$251,000.00 from the IT Reserve.**

Carried.

C.4 Public Art Procurement Process - NCL

C. Cooley noted that SPL researched the City's public art program and developed the proposed process. She highlighted an error on page 4 of the report, where artwork #1 and #2's allocation should read "up to \$250,000."

The Board wondered if there could be potential cost savings if SPL consulted with Remai Modern's curators specializing in art representing reconciliation.

C. Cooley agreed to consider the option because Remai Modern could provide guidance on such artwork. However, in this instance, the consultant's role is to coordinate with the design team and committee.

The Board asked if the advisory committee was stand-alone and who would do the recruitment.

C. Cooley responded that it was a stand-alone committee, and the NCL project team would recruit for and populate it.

J. Sampson added that they would follow a similar process to how they recruited for the resident advisory committees, which was very successful.

The Board asked if there would be indigenous representation on the advisory committee.

J. Sampson noted that the report was high-level, and that indigenous representation was implied.

The Board asked if giving the advisory committee honorariums was standard practice.

C. Cooley noted that they provided various honorariums to participants on NCL advisory committees and the Knowledge Keepers, but not of this magnitude. They based this committee's honorarium on the extent of work they would perform. She clarified that only members of the public who sit on the advisory committee would receive honorariums.

J. Sampson added that they would pay an honorarium per meeting to advisory groups because they would attend meetings, take time to evaluate proposals and prepare recommendations, which will require a lot of involvement.

Based on the information provided, the Board agreed the honorarium was warranted.

The Board wondered if they planned on having specific elder representation on this committee.

C. Cooley responded that their Knowledge Keeper Committee remains in place, so they intend to reach out to them as needed because they are their guides on all aspects of the NCL project.

Moved by H. Gough, seconded by J. Siemens, **THAT the Saskatoon Public Library Board approves the procurement process as revised.**

Carried.

C.5 SPL Policies – Board Oversight

C. Cooley informed the Board that the Governance Committee met on September 27, 2022, to discuss SPL's policies that require Board oversight, and provided them with the list as presented in the Board's package. If SPL revises any policies, they will come to the Board through the Governance Committee, but occasionally they would go directly to the Board to expedite the process. The table in the report provides the date the policy was last approved or revised, its review cycle and when they are due for revision next.

The Committee agreed that this information should be shared with the Board annually in January.

The Board suggested, and C. Cooley agreed to save a copy of the policy list in the Board's Dropbox.

C.6 Board Bylaw - Revisions

The Governance Committee Chair informed the Board that they started developing a plan to structure the work, beginning with a review of the Governance Documents Review Timetable. They discovered that there were policies or segments of Bylaws that were no longer relevant or didn't exist. When the Bylaws were adopted, they included titles for future documentation development in the Review Timetable.

C. Cooley added that she had recommended bringing budget and financial information directly to this Board instead of going through a Budget & Finance Committee because, in her experience with various Boards, whenever she presented documents to a Committee first, the Board always requested to see the original information given to that Committee.

The Board recalled discussing the Buildings & Grounds Committee and their work on naming libraries before and asked what that looked like.

C. Cooley said they worked with the Knowledge Keepers to name DFA and Round Prairie, so they would likely use the same process for the NCL and bring a recommendation to the Board.

The Governance Committee Chair summarized that the Committee's recommendations were house-keeping amendments, so the Governance Committee does not get distracted by things that don't exist in the Bylaws and can focus on what exists and identify gaps.

The Board wondered if they identified missing committees or groups.

The Committee Chair said they didn't have an extensive discussion on that, but they could address it later in the process. They prioritize reviewing what they have and eliminating things they don't need. If the Board wants to provide feedback on work they feel should or could happen at a committee level and want to put that question to the Governance Committee, they could discuss it in the future.

Moved by C. Starr, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board approves the Governance Committee's recommended amendments to the Board Governance Documents Review Timetable.**

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

No reports for the Chair.

E. REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

NCL Public Information Sessions

C. Cooley informed the Board that they started the new central library design public information sessions. Also, they met with the Advisory Committee. Those who couldn't attend the meeting were encouraged to participate in the public session on October 20, 2022. Advisory Committee members were impressed and encouraged by SPL's community engagement process and encouraged them to continue with this approach for the project's duration. They felt heard and listened to, and everyone loved the design.

Year-End Projections

C. Cooley had emailed the Board the variance and year-end projections report, which shows a minimal surplus. If necessary, they could use funds from the Sustainability Reserve. S. Gregor and she reviewed the budget multiple times to implement expenditure reductions, and the Directors have been working diligently to ensure they stay in place. Without those reductions, they would be in a deficit. Part of the problem is the revenue from property assessments, which the City of Saskatoon provides. They run into trouble when the City's actuals don't align with their projections to year-end.

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

Carried.

IN-CAMERA SESSION

Moved by H. Kuttai, seconded by M. Chernenkoff, **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 4:52 pm.

Board moved into public session at 6:41 pm.

Moved by M. Chernenkoff, seconded by H. Gough, **THAT the Saskatoon Public Library Board approves the changes to the 2023 budget as presented.**

Carried.

ADJOURNMENT

Moved by H. Gough, seconded by M. Chernenkoff, **THAT the Saskatoon Public Library Board does now adjourn at 6:45 pm to meet again November 16, 2022, by video conference or at the call of the Chair.**

Carried.
