

MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, November 15, 2023, in the Boardroom, Frances Morrison Central Library.

Present: Cheryl Starr (Vice-Chair) Hilary Gough
Jasmin Carlton Markel Chernenkoff
Elise Truscott Colleen Norris
Heather Kuttai Carol Cooley, Director of Libraries & CEO
Rachel Landriault (recorder)

Regrets: Jim Siemens

Guests: Janna Sampson, Director, Strategy & Communication
Brad Bird, Director, Reconciliation
Scott Gregor, Director, Finance & Administrative Services
Amanda Lepage, Director, Collections & Service Infrastructure
Beth Côté, Director, Public Services
Amanda Kondra, Director, Human Resources
Two members of the public

C. Starr, Vice-Chair, called the meeting to order at 4:02 p.m.

AGENDA

Moved by H. Gough, seconded by H. Kuttai, **THAT the agenda of November 15, 2023, be approved as circulated, including any items removed from, or added to the agenda.**

Carried.

Declaration of Conflict of Interest

No declaration of conflict of interest.

Consent Agenda

Moved by E. Truscott, seconded by H. Gough, **THAT the consent agenda of November 15, 2023, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by H. Kuttai, seconded by H. Gough, **THAT the Saskatoon Public Library Board minutes of October 18, 2023, be adopted as circulated, including any revisions to be made.**

Carried.

DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING

No deputations, presentations or public meeting.

C. NEW BUSINESS

C.1 Strategic Plan Update

C. Cooley noted that strategic plan updates are regularly provided to the Board. The green highlighted sections of the report indicate an update or change in status.

When asked if the Every Child Ready to Read, now replaced with the Parent-Child Mother Goose program, were third-party programs, C. Cooley responded yes.

The Board was happy with SPL's decision to expand Storytime Month throughout the Fall and Winter instead of limiting it to February.

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

Carried.

C.2 Dr. Freda Ahenakew Security

C. Cooley reminded the Board that they received a similar security report on Frances Morrison Central Library (FMCL) in October 2023. She noted that she recently read a newspaper article where the Saskatoon Police reported that many of their calls were related to intoxication. Similarly, many of SPL's incidents are associated with intoxication. In addition, many incidents centre on washrooms and patrons spending extended periods in them. Eventually, when the budget allows, SPL intends to trial using washroom attendants to manage those challenges.

The Board was surprised to read about Community Support Officers (CSOs) responding to incidents at Dr. Freda Ahenakew (DFA) because they thought it was outside their boundaries.

B. Bird said CSOs respond to downtown's FMCL and DFA libraries. However, Alternative Response Officers (AROs) do not extend their services as far as DFA's location.

One Board member said a patron who attended a children's program at DFA for the first time told her they were impressed by the level of engagement between employees and patrons while actively and successfully managing various library access needs during a hectic time of day.

Moved by H. Kuttai, seconded by E. Truscott, **THAT the Saskatoon Public Library Board receives this report for information and discussion.**

Carried.

C.3 Year-End Surplus Motions

C. Cooley said SPL intends to spend significant money from the IT Reserve for the new central library and noted that they don't have a budget transfer to fund that reserve. Instead, in November of every year, she presents a motion to the Board with a recommendation to address any budget surpluses. This year, she anticipates an approximate surplus of \$400,000 and recommends transferring it to the IT Reserve. She acknowledged that funding for the new central library (NCL) was also a concern. However, if the Board approved transferring the surplus to the IT Reserve, if needed, SPL could use some of its funds for the NCL if required.

The Board asked when they would see planned spending for the IT Reserve, to which C. Cooley said the 5-Year IT Plan should come to the Board in February 2024. A report on all reserves is presented to the Board annually in March.

When asked if a \$400,000 surplus was typical, C. Cooley said it has been for several years. She feels comfortable with it sitting between \$200,000 and \$600,000. Anything below \$200,000 is worrisome because there could be unexpected cross-charges from the City.

Moved by H. Gough, seconded by E. Truscott, **THAT the Saskatoon Public Library Board transfer any 2023 budget surplus to the IT Reserve.**

Carried.

C.4 Board Self-Evaluation

The Governance Committee Chair noted that although she received and reviewed the evaluation responses, a written report was unavailable at this time. She committed to preparing one for the January meeting. The Governance Committee could then prepare an action plan based on the findings.

Moved by E. Truscott, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board receives this report for information and discussion.**

Carried.

C.5 SPL Collections Policy

C. Cooley noted that A. Lepage, Director of Collections & Infrastructure, led the review of SPL's Collections Policy. A. Lepage provided an overview of the Policy.

C. Cooley noted that the deselection of materials is as important as selecting materials to ensure the collections remain relevant and well used. SPL does this in a way that still adds value to the community.

A Board member referenced a recent posting about storytimes offered in multiple languages, which piqued their curiosity about SPL's collection and the linguistic diversity of that collection.

C. Cooley said that selecting and cataloguing the material in various languages is not something a single public library could do efficiently. SPL relies heavily on the Province to provide multilingual materials. However, looking at the feasibility of acquiring some collections in other languages is in SPL's Strategic Plan.

A. Lepage noted that SPL has a few bilingual books, such as French, English and Mandarin, on its shelves because of past requests. Publishers are seeing a demand for them, so they are becoming more available to libraries.

B. Côté said that through various partnerships, SPL is aware of new languages becoming more popular in Saskatoon. She said that when SPL requested volunteers for storytime in multiple languages, enough people signed up to book storytimes in many different languages until 2025.

When asked if SPL intended to track storytime participation, B. Côté said yes.

Moved by J. Carlton, seconded by E. Truscott, **THAT the Saskatoon Public Library Board receives this report for information.**

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

No report from the Chair.

E. REPORTS FROM ADMINISTRATION

E.1 Variance with Year-End Surpluses

C. Cooley apologized for the delay in getting the report to the Board, as it is usually compiled with the most recent figures from the City a few days before the meeting. She highlighted that as of October 31, 2023, the operating variance report shows a surplus of \$478,000.

Moved by H. Kuttai, seconded by H. Gough, **THAT the report from Administration be received as information.**

Carried.

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 4:28 p.m.

Board moved into public session at 6:03 p.m.

Moved by M. Chernenkoff, seconded by H. Gough, **THAT the Saskatoon Public Library Board awards the construction management services contract, RFP#23-1002, in the amount of \$17,335,853 to Ledcor Construction Limited, pending the agreement of a contract acceptable to SPL.**

Carried.

Moved by H. Kuttai, seconded by E. Truscott, **THAT the Saskatoon Public Library Board approves the 2024-2025 Budget as discussed.**

Carried.

Moved by H. Kuttai, seconded by J. Carlton, **THAT the Saskatoon Public Library Board proceeds with Board Member recruitment as presented.**

Carried.

ADJOURNMENT

Moved by E. Truscott, seconded by M. Chernenkoff, **THAT the Saskatoon Public Library Board does now adjourn at 6:05 p.m. to meet again January 17, 2024, in the Boardroom, Frances Morrison Central Library, or at the call of the Chair.**

Carried.
