

MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, January 17, 2024, in the Boardroom, Frances Morrison Central Library.

Present: Jim Siemens (Chair) Hilary Gough
 Markel Chernenkoff Colleen Norris
 Heather Kuttai Lindsay Brumwell
 Jasmin Carlton Carol Cooley, Director of Libraries & CEO
 Stacey Sirois Rachel Landriault (recorder)

Regrets:

Guests: Brad Bird, Director, Reconciliations
 Scott Gregor, Director, Finance & Administrative Services
 Amanda Lepage, Director, Collections & Service Infrastructure
 Janna Sampson, Director, Strategy & Communication
 Amanda Kondra, Director, Human Resources
 One member of the public

J. Siemens, Chair, called the meeting to order at 4:12 p.m.

AGENDA

Moved by H. Gough, seconded by J. Carlton, **THAT the agenda of January 17, 2024, 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.

Previous Minutes

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board minutes of November 15, 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 Land Acknowledgement

SPL has a practice of using a short statement to acknowledge that a meeting or event is taking place on land that Indigenous people traditionally inhabited. C. Cooley informed the Board that they recently

reviewed and updated their statement following consultations with the community and knowledge keepers.

B. Bird said he spoke with colleagues in the community and knowledge keepers about land acknowledgements and their role within reconciliation. Per his conversations, it is not necessarily an act of reconciliation. It acknowledges those who first inhabited the land where a meeting or gathering occurs. The guidelines serve to standardize acknowledgement throughout the organization and provide an opportunity to give some background information. It is an integral part of SPL's acknowledgement of the work it needs to do within reconciliation continuously. The document also guides the appropriate usage of land acknowledgements.

Regarding the Board's use of the statement, B. Bird felt it applicable at Board meetings. When public members attend meetings, it's an opportunity for them to hear it and acknowledge that they and the Board are on territory that Indigenous people traditionally inhabited and that SPL is committed to reconciliation.

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board receives this report for information.**

C.2 Board & Committee Activity Schedule 2024

C. Cooley noted that the activity scheduled is based on the work the Board and Committees have done in previous years. It shows when specific work or discussions take place throughout the year. She highlighted that Committee assignments will take place in February, so there probably wouldn't be any work in January.

When asked about the committee's scheduled work, C. Cooley said the committee schedules meetings as needed. However, they could choose to develop their meeting schedule for the year if they wish to do so.

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board receives this report for information.**

C.3 Board Meeting Schedule 2024

C. Cooley explained that the tentative meetings, highlighted yellow, are scheduled for the Board to address urgent matters and could be cancelled if they are not required.

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board approves the 2024 meeting dates as presented.**

C.4 SPL Policies

C. Cooley noted that the report and list of SPL policies with Board oversight were created per the Board's request. The list identifies each policy's last approval and revision dates and their next review cycle. The Governance Committee has been very active in recent years, so many policies are on the same cycle. However, SPL may update policies outside their review cycle when required, such as when there are legislation changes.

The Board noted eight policies were up for review in 2025. She wondered if they could ask the Governance Committee to choose a couple of policies from the 2025 review cycle and prematurely review them in 2024 to distribute the work more evenly in the future.

C. Cooley agreed and suggested asking the Governance Committee to review the Violence-Free Workplace, Respectful Workplace and Harassment-Free Environment policies in 2024.

Moved by H. Gough, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board receives this report for information.**

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

No reports from the Chair.

E. REPORTS FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

Security

C. Cooley reported that the Canadian Urban Library Council (CULC) finished their work on the security toolkit, so that Committee was disbanded. However, a different ongoing Committee, which B. Bird, SPL's Director of Reconciliation, is part of, will ensure the toolkit remains updated and that best practices are shared.

Period Products – Soroptimist International of Saskatoon

Soroptimist Western Canada International members created a menstrual equity program called "No Barriers. Period." to deal with period poverty. A representative of Soroptimist attended a meeting of the Executive Directors across Saskatoon to provide background information on the intent of their initiative. To date, SPL is the only organization participating in this pilot project by distributing menstrual hygiene products for free in its libraries. Since October 2023, SPL has distributed approximately 7,300 items, which accounts for nearly \$730 of the \$10,000 Soroptimist was able to raise to fund this project. However, the entire \$10,000 was expensed within six months. By providing better distribution statistics, SPL hopes Soroptimist can obtain more funding.

New Central Library (NCL) Construction Management Services Contract Award

SPL announced the NCL Construction Management Services Contract award to Ledcor this week. SPL, the design team and Ledcor held a two-day workshop on January 8 – 9, 2024, and met again today via Zoom. They scheduled three regular weekly meetings with different groups consisting of the same participants from the January workshop.

Accessible Saskatchewan Act

The Board requested more information about the accessibility plan to understand it better. They asked if it was an external-facing plan regarding the accessibility of SPL's services to the public and if SPL could advise the Board how it would be consulting around that.

C. Cooley said the accessibility framework will be internal and public-facing. SPL's HR and Facilities departments must look at measures. They are starting to work on a framework but haven't gotten to the point of deciding who they will consult with. She believes that for the built environment, they could turn to the NCL's Advisory Committee and the broader public.

Oral Storytelling Project

B. Bird noted that E. Arcand, W. Awasis and M. Gardypie each prepared a video, which captured the story of their lives before they were taken to residential school, what they experienced during those years at the school, and how it affected their lives and their families. It was an opportunity to share their story with future generations of children who might never be able to hear directly from a residential school survivor. It was challenging for them to share their experiences, but they were grateful to do it because they respect and trust SPL.

E. Arcand is known nationally for his advocacy work for other residential school survivors and for sharing his story.

The Board congratulated the team for successfully executing this work. The content of these initiatives makes a lot of sense for both the value it will bring to people who can access it later and SPL's specific role in being a place of knowledge and stories for the community.

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

Carried.

E.2 Variance Report – Period Ending December 2023

S. Gregor provided highlights of the non-audited projections to year-end. The numbers in this report were obtained on January 15, 2024. He expects to receive more information that will impact the final variance, which will be presented to the Board in February.

The projections to year-end as of October 31, 2023, showed a surplus of approximately \$470,000. As of December 31, 2023, that surplus increased to \$913,000. When investigating the new projections, S. Gregor discovered the following:

- The payroll cost estimates for CPP and EI, which cease sometime mid-year for many people, were calculated for the entire year. This accounts for \$191,000 of the additional surplus. They will adjust for the CPP and EI accordingly for future calculations.
- The projected tools and general equipment line item for Facilities of \$120,000 was not spent.
- SPL has no control over and doesn't receive information on the levy, supplemental tax, municipal service agreement, and tax abatements until the end of the year - \$76,000.
- Three other categories were underspent, totalling \$131,000.
 - There was a reduction in vacation accruals equalling \$70,000 because SPL has improved their management of employee vacation banks.
 - Marketing & Communications underspent its advertising budget by \$35,000.
 - Labour relations were underspent by \$27,000.

C. Cooley reminded the Board that, at their November 15, 2023, meeting, they approved a motion to transfer any 2023 surplus to the IT Reserve, understanding that a portion of this reserve would be used for the NCL.

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

Carried.

IN-CAMERA SESSION

Moved by H. Gough, seconded by L. Brumwell, **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 4:44 p.m.

Board moved into public session 7:03 p.m.

ADJOURNMENT

Moved by L. Brumwell, **THAT the Saskatoon Public Library Board does now adjourn at 7:05 p.m. to meet again on February 21, 2024, in the Boardroom, Frances Morrison Central Library, or at the call of the Chair.**

Carried.
