

MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, February 21, 2024, in the Boardroom, Frances Morrison Central Library.

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

Regrets: Markel Chernenkoff

Guests: Amanda Lepage, Director, Collections & Service Infrastructure
 Scott Gregor, Director, Finance & Administrative Services
 Janna Sampson, Director, Strategy & Communication
 Stephanie Kurmey, Interim Director, Public Services
 Public members

J. Siemens, Chair, called the meeting to order at 4:04 p.m.

The Chair introduced and welcomed B. Côté, who accepted the Interim Director of Libraries & CEO position while the Board searches for a new Director of Libraries and CEO. Her permanent position at SPL is Director of Public Services.

B. Côté introduced and welcomed S. Kurmey, Interim Director of Public Services. Her permanent role at SPL is Senior Manager of Borrower and Information Services at SPL.

AGENDA

Moved by J. Carlton, seconded by S. Sirois, **THAT the agenda of February 21, 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.

Consent Agenda

Moved by S. Sirois, seconded by J. Carlton, **THAT the consent agenda of February 21, 2024, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by C. Norris, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board minutes of January 17, 2024, 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 Oath of Confidentiality & Disclosure of External Commitments

Board members are expected to maintain information confidentiality and sign the Oath of Confidentiality annually. Also, no less than annually, an opportunity is provided for Board members to update their declaration of external commitments with any new relevant information.

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

Carried.

C.2 SPL Board Committee Assignments

The Board reviews committee assignments each year and adjusts its membership as required. It is customary for the Board Chair to chair the Personnel & Nominations Committee and the Vice-Chair to chair the Governance Committee. However, it is not mandated.

H. Kuttai, Board Vice-Chair, requested to remain on the Personnel & Nominations Committee. Therefore, the Governance Committee will elect a Chair at a future meeting.

Moved by J. Carlton, seconded by H. Gough, **THAT the Saskatoon Public Library Board approves the appointments of H. Gough, M. Chernenkoff, J. Carlton and S. Sirois to the Governance Committee, and H. Kuttai, L. Brumwell, C. Norris and J. Siemens to the Personnel & Nominations Committee, with J. Siemens as Chair.**

Carried.

C.3 FMCL Front Door Mechanism Replacement - Ratification

B. Côté informed the Board that they recently discovered that the door lock and safety mechanism of FMCL's front doors are worn and require immediate replacement to ensure continued safety and security. SPL has been securing the doors with a chain and padlock from the inside to prevent unauthorized entry. As a result, they had to create an alternate route for egress for fire safety, which is not a long-term solution. As door locks are a critical security measure and would take several weeks to be delivered, new lock and safety mechanisms were immediately ordered.

Moved by H. Kuttai, seconded by H. Gough, **THAT the Saskatoon Public Library Board approves the expenditure of up to \$9,000 from the FMCL Maintenance Reserve to replace the front door locking and safety mechanisms.**

Carried.

C.4 ITS Multi-Year Spending Plan 2023-2027

As part of the ongoing 2023-2027 Information Technology Services Multi-Year Spending Plan, this request for approval covers spending for the planned upgrades to existing equipment as detailed in the report.

When asked what digital displays were, A. Lepage noted that there were TV screens at all SPL libraries that displayed marketing and announcements of programs and services. They were all purchased in 2017 and are slated for replacement through an evergreening approach to balance spending over several years.

Moved by J. Carlton, seconded by C. Norris, **THAT the Saskatoon Public Library Board approves an allocation of \$207,000 in 2024 from the SPL IT Reserve to purchase technology to support SPL public service and operations.**

Carried.

C.5 Collections Spending Plan - 2024

B. Côté reminded the Board that in November 2023, they approved the 2024 Collections Spending Plan. However, SPL recommends adjustments to the plan to respond to changes in the use of the collections around print, holds, and electronic materials and to respond to community requests for the reinstatement of video games. The adjustments would not affect the bottom line of the spending plan approved by the Board in 2023.

The Board wondered where other language books fall in the collection and if there were changes in the demand for them.

Aside from French and Indigenous languages, most of SPL's collection materials in other languages come from the Provincial library, which is shared among all libraries. SPL's strategic plan includes evaluating if they could effectively provide SPL-owned collections in different languages, which would require a significant investment. Libraries don't own their materials due to the prohibitive cost of managing that collection. A library would need to have someone who can speak, understand, read, and catalogue in each of the languages and be able to maintain the collection.

The items are also in the shared Saskatchewan Integrated Library System (SILS) catalogue, which patrons can view and request through SPL's catalogue. However, the search capability is challenging because it must search various layers for all the different languages.

Moved by J. Carlton, seconded by H. Kuttai, **THAT the Saskatoon Public Library Board approves the allocation adjustment to the 2024 Collections Spending Plan as approved in November 2023.**

Carried.

C.6 SPL Service to Saskatoon

B. Côté noted that SPL wants to share more information about how SPL operates and what the operations look like. These reports are primarily for information purposes to provide context around their services to the community.

When asked to clarify the difference between a visit and a patron interaction, SPL said a visit is when someone walks through the door of an SPL library for a holds pickup and then leaves without interacting with an employee. A service interaction is when someone directly interacts with an employee by asking questions or getting a library card. These interactions are manually entered into a database by employees.

When reviewing the accessibility services on page 40, SPL agreed some information may be inaccurate or require additional explanation. SPL committed to including additional information in future reports.

Regarding Library Renovations, Cliff Wright opened in 1989 and Mayfair in 1991 and had small construction/update projects, such as painting, but no actual refreshes. They did some fixes and replaced some furnishings, such as tables and chairs, but they did not undergo a refresh, which would include flooring and lighting, etc. Cliff Wright is overdue for a refresh, but COVID and the NCL impacted the project timeline.

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

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

J. Siemens noted that the CEO resigned in January 2023, and they have since then embarked on a search. They are in the process of developing a Request for Proposal (RFP) for a search consultant to be engaged to perform a national search. In the meantime, B. Côté has accepted the position on an interim basis.

E. REPORTS FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

Ontario Library Association (OLA)

B. Côté noted that six SPL employees attended the OLA Super Conference, the most prominent national conference in Canada for libraries and draw people from across the country. Twenty-five employees attended virtually. It is an exciting learning opportunity, and employees can share their learning experiences through SPL's TEAMS platform. The investment for sending employees in person was worth it because they could tour some of the newly renovated libraries in that area and attend in-person sessions. A portion of the conference is offered virtually, and the information is available for several months following the conference, allowing employees to attend when convenient.

Board Meetings in Different Locations

B. Côté noted that they intend to host some Board meetings at other SPL Libraries across the city to give Board members a tour and a sense of how they run those libraries and see the public meeting rooms.

- March 20, 2024 – Rusty Macdonald Library
- April 19, 2024 – Cliff Wright Library
- May 15, 2024 – Rusty Macdonald Library
- June 19, 2024 – Alice Turner Library

Reports from Senior Managers

Every quarter, SPL Senior Managers prepare reports on specific activities at SPL:

- The Provincial Government/Ministry of Education goes through an RFP process for all the education supplies, such as paper, pencils, etc. SPL utilizes many of the same supplies and discovered it could procure them through the Provincial Ministry of Education procurement vehicle, allowing them to get the same pricing as the Provincial Government, maximizing the community's investment.
- SPL is re-instating video game lending.
- SPL hired eight new casual employees at various library locations across the system. They implemented a new hiring schedule for casuals. They aim to hire consistently so people in the community interested in applying for a casual position can see that SPL hires every Spring (May) and Fall (October). Also, it allows SPL to ensure everyone receives the training they need to support the system.
- PSPL started a new school Storytime content around Trickster Tales last fall. Between October and December, approximately 1000 school kids attended.
- They added a Digital Radon Detecting Kit to the science, technology, engineering, arts and math (STEAM) collection.
- SPL hosted several quarterly Reading with Royalty events, which have been successful.

Moved by L. Brumwell, seconded by S. Sirois, **THAT the report from Administration be received as information.**

Carried.

E.2 Variance Report – Period Ending December 31, 2023

The variance for the period ending December 31, 2023, shows a significantly higher surplus than \$413,000 projected at the Board's November 2023 meeting when it approved any surplus to be transferred to the IT and NCL Reserves using a 50/50 ratio.

As of December 31, 2023, SPL projects a surplus of \$851,129. The reasons for the higher variance are:

- The payroll cost estimates for CPP and EI, which ceased after six months, were projected for the entire year in error. This accounts for approximately \$200,000 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.
- Three other categories were underspent, totalling approximately \$130,000.

When asked why the room rental revenue was unfavourable by a significant amount, SPL said it was a cost recovery revenue. There has not been a considerable uptick in in-person community events since COVID, but they have recently increased. Also, SPL implemented a new room rental model and system, allowing for quicker turnover of room rentals and increased activity. Also, SPL has not advertised their room rental

service since launching the new room booking system because they wanted to ensure it functioned well first. However, they will consider advertising that service.

Moved by J. Carlton, seconded by C. Norris, **THAT the Saskatoon Public Library Board approves the 2023 operating budget surplus transfer to the IT and NCL Reserves using a 50/50 ratio.**

Carried.

IN-CAMERA SESSION

Moved by S. Sirois, 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 5:13 p.m.

Board moved into public session at 9:22 p.m.

ADJOURNMENT

Moved by H. Gough, **THAT the Saskatoon Public Library Board does now adjourn at 9:23 p.m. to meet again on March 20, 2024, in the Meeting Room, Rusty Macdonald Library, or at the call of the Chair.**

Carried.
