

MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, March 20, 2024, in the meeting room of the Rusty Macdonald Library.

Present: Jim Siemens (Chair) Hilary Gough
Markel Chernenkoff Stacey Sirois
Jasmin Carlton Beth Côté, Interim Director of Libraries & CEO
Rachel Landriault (recorder)

Regrets: Colleen Norris
Lindsay Brumwell
Heather Kuttai

Guests: Amanda Lepage, Director, Collections & Service Infrastructure
Scott Gregor, Director, Finance & Administrative Services
Brad Koehn, Senior Manager, Facility Services
Sue Grant, Senior Manager, Planning & Assessment
Darlene Biggins, Senior Manager, Finance

J. Siemens, Chair, called the meeting to order at 4:00 p.m.

AGENDA

Moved by S. Sirois, seconded by M. Chernenkoff, **THAT the agenda of March 20, 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 M. Chernenkoff, **THAT the consent agenda of March 20, 2024, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by S. Sirois, seconded by J. Carlton, **THAT the Saskatoon Public Library Board minutes of February 21, 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 Governance Committee Chair Appointment

The Board Chair opened nominations for the Vice-Chair of the Governance Committee.

S. Sirois nominated J. Carlton as the 2024 Governance Committee Chair. No other nominations were submitted.

J. Carlton accepted the nomination.

Moved by S. Sirois, seconded by M. Chernenkoff, **THAT the Saskatoon Public Library Board elects J. Carlton as Chair of the Governance Committee for 2024.**

Carried.

C.2 Alice Turner McFarland Award

The annual award is intended to support the professional development of permanent SPL employees enrolled in a library science master's program or a library technician diploma program. Applicants must have met the Award Committee's stipulated requirements.

The award is administered by the Alice Turner McFarland Award Committee composed of the Director of Libraries & CEO; a Board representative to be appointed by the Board Chair; a member of the library's management team to be appointed by the Library Director & CEO; and a CUPE Local 2669 union executive member or designate to be appointed by the Union.

The Saskatoon Public Library Board appointed S. Sirois as the Board representative on the 2024 Alice Turner McFarland Award Committee.

C.3 FMCL Planter Project

The façade of Frances Morrison Central Library (FMCL) is problematic. The building's front features a paving stone walkway adjacent to the City of Saskatoon sidewalk and two large niches inset into the building footprint. The east niche near the library entrance has round concrete planters, creating an area visibly closed off from sidewalk foot traffic. Litter and graffiti, amongst other items, quickly accumulate in this area, and multiple attempts at removal have left the building discoloured and damaged. Furthermore, the paving stones within the east niche are beginning to slope toward the library, leaving the building foundation vulnerable to accumulating moisture. SPL anticipates welcoming patrons at FMCL for three more years. Currently, patrons and library visitors frequently comment on the unsightly state of the library's exterior appearance. As FMCL is the operational hub of the Saskatoon Public Library system, public perception of deterioration and neglect fails to inspire confidence in the safe, inclusive, and welcoming environment SPL strives to provide.

The scope of work includes filling the east niche with a four-foot-high planter containing annual and perennial greenery. The planter would be constructed with decorative concrete designed to complement the existing building façade and protected with an anti-graffiti coating for ease of maintenance and cleaning. The structure would be semi-permanent, would not impact the structure of the building and

could easily be removed. It would also solve the problems relating to the crumbling paving stones, which need replacement.

The Board discussed and considered:

- Employee and patron safety concerns relating to the current use of the space
- The ongoing daily maintenance efforts and cleaning costs over the next four years
- The risk of continuing damage to the building due to improper drainage
- The cost of replacing only the paving stones
- Creating a welcoming environment for patrons

Moved by M. Chernenkoff, seconded by S. Sirois, **THAT the Saskatoon Public Library Board allocates up to \$42,000 from the Frances Morrison Central Library Capital Reserve for the FMCL planter project.**

Carried.

C.4 FMCL Elevators

FMCL's employee and patron elevators are inspected monthly by a local elevator company and annually by the Technical Safety Authority of Saskatchewan (TSASK). A recent inspection revealed several deficiencies that are not safety issues but must be repaired within 30 days for SPL to keep its elevator certifications. Due to the short timeframe and the mandatory repairs, SPL scheduled the work, which they estimate will cost \$7,300.00. When repairs occur, SPL will ensure one elevator always remains in service for employee and patron use.

Moved by H. Gough, seconded by J. Carlson, **THAT the Saskatoon Public Library Board approves allocating \$7,300.00 for the FMCL Maintenance Reserve for FMCL elevator repairs.**

Carried.

C.5 Reserve Balance

Every year, SPL Administration reports the status of reserves, including an overview of their purpose. This year's report includes reserve account balances as of December 31, 2023, and unencumbered balances.

S. Gregor provided an overview of the report, which included the purpose, source, restrictions and applications of each Reserve.

When asked if the Stabilization Reserve had been relatively stable, S. Gregor said there was a significant injection in 2017. Since then, only interest on the balance has been added. SPL expected to draw from the Reserve when the Provincial budget cut library funds. The Reserve was also the contingency for salary impacts from the Public Service re-structuring until they could adequately budget for them the following year.

S. Gregor noted that they added one new Reserve called "Other Funds" for unrestricted donations, SPL store and used book proceeds. The latest Reserve was deemed necessary when they finalized the 2022 financial statements and discovered that unrestricted donations were not processed correctly, and creating this Reserve was the solution.

The Capital Expansion Reserve and Equipment Replacement Reserve are separate accounts where the money is invested based on the City of Saskatoon's Policy and is managed by their Investment Manager. Dividends earned are reinvested in the individual reserves. All the other reserve funds are kept in one account managed by the City, and they agreed to pay SPL the equivalent of the money market fund.

When asked about the health of the reserves, S. Gregor opined that without a capital plan to estimate future expenditures, he assumes they are healthy. However, he recommended making regular IT Reserve contributions starting in 2025 instead of transferring operational budget surpluses, if any.

B. Côté noted that they started gathering information to build a capital plan for the entire system. SPL is also implementing a computerized maintenance management system (CMMS) that centralizes maintenance information and facilitates maintenance operations, including asset management. SPL considered using the City's Enterprise Asset Management (EAM) system. However, due to system configuration limitations, SPL could not manage its maintenance operations and assets autonomously.

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

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

The Board Chair announced that Janet Soles & Associates has been engaged to assist in the search for a new CEO.

Due to conflicts in Board member schedules, he proposed moving the April 17, 2024 meeting to April 24, 2024.

Moved by M. Chernenkoff, seconded by S. Sirois, **THAT the Saskatoon Public Library Board meeting of April 17, 2024, be moved to April 24, 2024.**

Carried.

E. REPORTS FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

B. Côté provided the following updates:

- The reinstatement of video game loans has been announced and implemented. Patron feedback has been positive, and Global interviewed her on this topic.
- Patron information and privacy is top-of-mind at SPL. Progress is ongoing on cyber security planning and maintenance. The Board can expect to hear more about this as decisions are required.
- SPL has a new art gallery exhibit featuring prairie storms by Frank Kush called "Our Clouds Have Never Seen The Ocean," which will be displayed until mid-April 2024.
- Indigenous spotlight artist V. Hyggen will be at Round Prairie Library this evening, Dr. Freda Ahenakew Library on Saturday, and Rusty Macdonald Library on Sunday.

- The gallery submission callout for emerging artists is now open on SPL’s website. Submissions are accepted throughout the year and are booked roughly one year in advance.

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

Carried.

IN-CAMERA SESSION

Moved by S. Sirois, seconded by H. Gough, **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 6:12 p.m.

Board moved into public at 9:12 p.m.

ADJOURNMENT

Moved by M. Chernenkoff **THAT the Saskatoon Public Library Board does now adjourn at 9:12 p.m. to meet again on April 24, 2024, in the Meeting Room, Cliff Wright Library, or at the call of the Chair.**

Carried.
