



AGENDA: The Saskatoon Public Library Board Meeting

MEETING DATE: April 24, 2024

MEETING TIME: 4:00 p.m.

LOCATION: Meeting Room, Cliff Wright Library

PREPARED BY: Beth Côté

A. Call to Order

We are gathered today on Treaty 6 territory and the homelands of the Métis. On behalf of SPL, we pay respect to the Indigenous ancestors of this place. As an organization that played an important role in the settlement of Saskatoon and as a key memory institution, we acknowledge our responsibility to respond in meaningful ways to the Calls to Action.

A.1 Approval of Agenda

Recommended (Move, second)

THAT the agenda of April 24, 2024, be approved as circulated, including any items added to the agenda.

A.2 Declaration of Conflict of Interest

A.3 Consent Agenda

Recommended (Move, second)

With the adoption of the consent agenda, all recommendations found within previous committee reports or minutes and correspondence are received by the Board as noted. The consent agenda is not subject to discussion from the floor.

That the consent agenda of April 24, 2024, be adopted as circulated, less any items requested for separate review and discussion.

A.4 Previous Minutes

Recommended (Move, second)

THAT the Saskatoon Public Library Board minutes of March 20, 2024, be adopted as circulated, including any revisions to be made.

B. Deputations / Presentations / Public Meeting

In accordance with Saskatchewan's *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIPP), The Saskatoon Public Library Board wishes to inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be

posted on the Saskatoon Public Library's website and/or made available to the public upon request.

C. New Business

C.1 Board Recruitment – Skills, Strength & Diversity Matrix

Recommended (Move, second)

THAT the Saskatoon Public Library Board receives this report for information, discussion, and direction.

C.2 FMCL Server Room Relocation

Recommended (Move, second)

THAT the Saskatoon Public Library Board allocate up to \$18,000 from the FMCL Maintenance Reserve for the relocation of IT network infrastructure.

C.3 Violence-free Workplace Policy

Recommended (Move, second)

THAT the Saskatoon Public Library Board reviews and approves the updated Violence-free Workplace Policy.

D. Reports from the Board

D.1 Chairperson Update

E. Report from Administration

E.1 Director of Libraries & CEO Report

E.2 Q1 Operating Variance Report

Recommended (Move, second)

THAT the reports from Administration be received as information.

F. In-Camera Session

Recommended (move, second)

THAT the meeting move in-camera for the purpose of addressing matters pertaining to Labour/Personnel under Sections 16(1)(c) of LAFOIPP and addressing matters pertaining to Economic/Financial-Land (Section 17(1)(d) and (e) of LAFOIPP.

Board moved in camera at:

Board moved into public session at:

H. Adjournment

Recommended (Move)

THAT the Saskatoon Public Library Board does now adjourn at (time) p.m. to meet again on Wednesday, May 15, 2024, Rusty Macdonald, 225 Primrose Dr., Saskatoon, or at the call of the Chair.

REPORT TO: Saskatoon Public Library Board
MEETING DATE: April 24, 2024
SUBJECT: Consent Agenda
PREPARED BY: Beth Côté

A. Recommendation

With the adoption of the consent agenda, all recommendations found within previous Committee reports or minutes and correspondence are received by the Board as noted. The consent agenda is not subject to discussion from the floor.

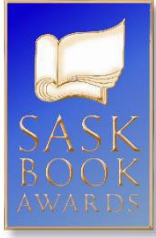
That the consent agenda of April 24, 2024, be adopted as circulated, less any items requested for separate review and discussion.

A.1 Correspondence

| | Author | Subject | Recommendation |
|-------|---|--|-----------------------|
| A.1.1 | D. Woloshyn, Saskatchewan Book Awards | City of Saskatoon Book Awards and Indigenous Peoples’ Publishing Award | FYI |
| A1.2 | A. Solo | New Central Library | FYI |
| A.1.3 | J. Siemens | Response to A. Solo re New Central Library | FYI |

Respectfully submitted,

B. Côté, Interim Director of Libraries & CEO



Saskatchewan Book Awards

Suite 314 - 1102 8th Avenue, Regina, SK S4R 1C9

Phone: (306) 569-1585 www.bookawards.sk.ca

Celebrating Excellence in Writing and Publishing for 31 Years!

April 8, 2024

Ms. Beth Côté, Acting CEO
Saskatoon Public Library
Frances Morrison Central Library
311 – 23rd Street
Saskatoon, SK S7M 0R9

Dear Ms. Côté,

On behalf of the Saskatchewan Book Awards (SBA), I am writing to confirm the City of Saskatoon's continued co-sponsorship of the following Saskatchewan Book Awards:

- 1) Saskatoon Public Library co-sponsorship of the 2024 City of Saskatoon Book Award (of \$2,500); and
- 2) Saskatoon Public Library full sponsorship of the Indigenous Peoples' Publishing Award (\$5,000).

Last year's SBA 30th Anniversary Gala and Award ceremony held on May 3, 2023 at the Saskatoon Inn was a huge success with over 220 people including Lieutenant Governor, Honourable Russ Mirasty, in attendance at our first in-person event since 2019! It wouldn't have been possible without the Saskatoon Public Library's sponsorship and the organizational support of our founding partner, the Saskatchewan Library Association (SLA), who included our event as part of their annual conference. We were so pleased that Amanda Lepage, Director of Collections and Service Infrastructure, Saskatoon Public Library, joined us in Saskatoon to present the 2023 Indigenous Peoples' Publishing Award to Heather Nickel, representing Your Nickel's Worth Publishing, for *nimosôm anima--nimihšômiš ta-minciwēnciman: Grandfather's Reminder* by Alberta-Rose Bear and Kathleen O'Reilly and illustrator, Lindsay Bear Attached with this letter is an electronic copy of the SBA's 30th Anniversary Gala Photo Album featuring award presenters and recipients.

... 2

Page 2
Beth Côté
Saskatoon Public Library
April 8, 2024

We are again working with SLA this year and will be holding the SBA's 31st Gala and Annual Award Ceremony which is being held at the DoubleTree by Hilton Hotel and Conference Centre in conjunction with SLA's annual conference in Regina. I am pleased to report that for the 2024 book award season, the SBA received 195 entries for 13 award categories. Of these entries, 36 books were announced as finalists for 13 awards at the 2024 SBA Shortlist Announcement on Friday, March 1st, 2024, held at the Regina Public Library.

As in the past, your continued support for both the 2024 City of Saskatoon Book Award and the 2024 Indigenous Peoples' Publishing Award are vital to the success of the SBA's ongoing efforts to encourage, honour and celebrate Saskatchewan authors and storytellers. I understand that the City of Saskatoon will be presenting the City of Saskatoon Book Award at our event in Regina this year. We are hopeful you or a designate will be able to attend as a presenter for the 2024 Indigenous Peoples' Publishing Award at the SBA's 2024 Gala and Award Ceremony at the DoubleTree, Regina on Friday, May 3, 2024. The event which will be held in the DoubleTree's Capital Ball room starts at 7:30 pm with the entrance of Their Honours, Lieutenant Governor Russ and Donna Mirasty. Doors will be open at 7:00 pm.

As the sponsor for the two awards, the Saskatoon Public Library will be provided with six complimentary tickets for you and your guests to attend the gala. More information on event details and presenter instructions will be sent to you next week.

Thank you for your consideration and I look forward to hearing from you. If you have any questions or would like a further update on the status of the Saskatchewan Book Awards or the 2024 SBA Gala and Award Ceremony, please contact my office by telephone at 306 569-1585 or by email at director@bookawards.sk.ca

Sincerely,

Donna M Woloshyn

Donna M Woloshyn
Acting Executive Director

From: noreply@saskatoonlibrary.ca
Sent: March 26, 2024 3:03 AM
To:
Subject: New submission from Message to the Board
Follow Up Flag: Follow up
Flag Status: Completed

Warning: This email originated from outside the organization. Do not click links or open attachments unless you trust the sender and know the content is safe. Immediately report suspicious email to IT.

Name

Ashu M. G. Solo

Email

Address

Subject

New Downtown Library Not Needed

Message

March 26, 2024

Board of Trustees for Saskatoon Public Library:

Saskatoon doesn't need a new downtown library. I want to draw your attention to this letter to the editor I wrote for The StarPhoenix on how libraries will become obsolete:

Ashu M. G. Solo, "Saskatoon should shelve costly plan for new downtown library," The StarPhoenix, Jan. 30, 2024, URL: <https://thestarphoenix.com/opinion/letters/letter-saskatoon-should-shelve-costly-plan-for-new-downtown-library>

The online library I refer to in this letter to the editor is called Epic and is available at <https://www.getepic.com/>.

The existing downtown library already has a theatre, a meeting room, an art gallery, a computer classroom, a local history room, a kids' section, a kids' story room, an arts and crafts lab, a young adult section, computers, photocopiers, a writer in residence, outreach workers, a section for newspapers and magazines, and a section for movies, documentaries, music, audiobooks, and videogames. That's all Saskatoon needs in a downtown library.

A lot of families don't want to use the current downtown library because of alcohol and illegal drug consumption there. I was talking to a security guard at the existing downtown library who said that people are drinking alcohol in the library and smoking marijuana in the washrooms including the washroom in the kids' section. Recreational substance consumption will continue in the new downtown library so a lot of families won't want to use it too.

Some other libraries have seed libraries. Saskatoon Public Library should have a seed library too. This doesn't require a new building. It requires a box to store the seeds.

There's a lot of public anger about your decision to build a new downtown library. The will of the public should be respected for an issue like whether to build a new facility.

Ashu M. G. Solo

Would you like to be contacted?

Yes

Consent



I understand the message I am sending becomes part of the public record, and is publicly available on the SPL website.

Subject: FW: SPL Inquiry

From: Jim Siemens
Sent: Thursday, April 18, 2024 4:13 PM
To:
Subject: SPL Inquiry

Mr. Solo,

Thank you for your letter to the library's board dated Mar 26, which outlines your opposition to the new central library project. Any community project of this magnitude will have its share of differing opinions and experiences, and while I understand you are personally opposed to this project, the need has been well established, and it is moving forward.

The decision to build a new library was decades in the making. The community has been saving for this project since 2009. Between 2009 and 2026, incremental increases were made to the library levy. Three increases are remaining, totalling about \$630,000. That translates to a \$1.60 increase for the average homeowner for the next three years. A detailed explanation is available here: <https://saskatooncentrallibrary.ca/the-project/cost-funding-plan>.

In 2018, we undertook an extensive community consultation and prepared a business case for the project. The business case studied all of the aspects and described in detail the need for the new library. If you are interested in learning more about the research, study and needs identification that went into planning the business case, it is available here: <https://saskatooncentrallibrary.ca/planning-reports/business-case>.

Since the project was approved in 2019, we have been in the design phase, which has also been informed by extensive community consultation. In January, we hired Ledcor Construction to build the library. Construction is planned to start later this year and the library will open in 2027.

The library is separate from the city as a taxing authority. In this respect, the project is not drawing funds away from other city priorities. In 2019 the City agreed to borrow \$67.5 million on behalf of the library, which will be paid back through the library levy as detailed in the funding plan.

With over half of Saskatoon residents being members, the library is one of the community's most used and valued public services. In 2023, SPL had over 1.4 million visits (the majority of which were at the central library), 3.1 million items were checked out, and over 80,000 participants were in library programs. While a core service of the public library is to provide access to books, we also provide public computer access

(over 310,000 sessions last year) and had 374,000 free WiFi connections and so much more. You can learn more here: <https://saskatoonlibrary.ca/about/library-guide>.

As for your concerns regarding security, people with complex social, mental health, wellness and addiction issues do create security issues at the library. These issues are not unique to SPL or to Saskatoon. They are complex community issues that will require a coordinated, long-term approach from all levels of government. That said, we do aspire to provide safe and welcoming places for all residents of Saskatoon and I believe our interim CEO, Beth Côté, provided you with some information regarding steps we have taken to improve safety and security at the central library in recent years.

Your letter will be included in the public package for the next board meeting.

Sincerely,

Jim Siemens
Board Chair
Saskatoon Public Library



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) Markel Chernenkoff Jasmin Carlton | Hilary Gough Stacey Sirois 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.



PUBLIC REPORT

Board Recruitment

Skills, Strength & Diversity Matrix

| | |
|------------------------------|--|
| MEETING DATE | April 24, 2024 |
| PREPARED BY | Executive Assistant to the CEO – R. Landriault |
| INPUT FROM | Interim Director of Libraries & CEO - B. Côté |
| SUBMITTED BY | Interim Director of Libraries & CEO - B. Côté |
| REPORT EFFECTIVE DATE | April 17, 2024 |

REPORT SUMMARY

Members complete the Skills, Strength, and Diversity matrix every spring as part of the Board recruitment process. The matrix results are discussed by the Board and submitted to the City Clerk's office for advertising vacancies. The results also guide the Board in seeking out community members, encouraging them to apply and inform the interview process.

PROPOSED MOTION

That the Saskatoon Public Library Board receives this report for information, discussion, and direction.

BACKGROUND

Per the City's Controlled Corporation and Statutory Board recruitment process, the SPL Board developed a Skills, Strengths, and Diversity Matrix to identify existing Board members' current expertise and skill sets missing from current Board composition. The results are compiled and submitted to the City Clerk's Office by the Personnel & Nominations Committee before the City advertise for 2025 vacancies in September.

The timelines of the recruitment process for 2025 have yet to be confirmed. However, the information provided in this report is based on previous years. Each Board shall provide the City Clerk's Office with possible media forums to advertise the vacancies. Historically, an ad was placed in the StarPhoenix and on the City's website.

The City Clerk will forward all applications received to each Board to engage in its internal candidate review process, typically held in October and November.

After completing its vetting process, each Board submits a report to the Governance and Priorities Committee via the City Clerk's office, outlining at least two to three recommendations for appointment for consideration by the Governance & Priorities Committee (GPC), including why particular candidates are preferred. Sufficient biographical information and information about the Board's internal candidate review process must be provided to ensure GPC can make informed recommendations to City Council.

Each Board submits their respective reports and recommendations to the City Clerk's Office by early December.

For existing Board members seeking reappointment, each Board must conduct a performance evaluation and submit it along with the applications and recommendations for consideration by GPC.

Information as to reappointments is submitted simultaneously with new member appointment recommendations and information to the City Clerk's Office in December.

FINANCIAL IMPACT

- No Financial Impact
- Operational (Included in Approved Operating Budget)
- Capital Budget

RISK ASSESSMENT & MITIGATION

By submitting the matrix results to the City Clerk, the Board mitigates risks by ensuring they can successfully recruit new members when required.

ATTACHMENTS

1. Skills, Strength & Diversity Matrix

How to complete the matrix

Board members should complete their column of the skills matrix at the time they join the Board. In completing the matrix, a scale of 0-3 should be used:

For the competencies:

| | |
|---|--|
| 3 | Professional expertise, would be comfortable advising on this area. |
| 2 | Basic working knowledge, understand the area sufficiently to contribute effectively. |
| 1 | Rudimentary or minimal understanding |
| 0 | No knowledge or experience in this area. |

For the connections:

| | |
|---|---|
| 3 | Working in this sector or community. |
| 2 | Strong connections to this sector or community. |
| 1 | Some connections to this sector or community |
| 0 | No connections to this sector or community |

BOARD SKILLS, STRENGTHS AND DIVERSITY MATRIX

The Board as a whole should comprise a broad cross-section of the indicated competencies, should include connections with key communities, and should reflect the diversity of the library's broader community.

| BOARD MEMBER | A | B | C | D | E | F | G | H | I | |
|---|---|---|---|---|---|---|---|---|---|---|
| Competencies (skills, experience, professional expertise and/or recognized qualifications) | | | | | | | | | | |
| Accounting /Financial Management | | | | | | | | | | 0 |
| Legal | | | | | | | | | | 0 |
| Human Resources Management | | | | | | | | | | 0 |
| Governance (profit or non-profit) | | | | | | | | | | 0 |
| Strategic Planning, Research | | | | | | | | | | 0 |
| Intercultural Competency | | | | | | | | | | 0 |
| Marketing/communications | | | | | | | | | | 0 |
| Technology /Business Systems | | | | | | | | | | 0 |
| Capital Projects | | | | | | | | | | 0 |
| Public Policy/Government Relations | | | | | | | | | | 0 |
| Fundraising | | | | | | | | | | 0 |
| Community Development/Planning | | | | | | | | | | 0 |
| Literacy Advocacy | | | | | | | | | | 0 |
| | | | | | | | | | | |

| Connections | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|---|
| Indigenous Community | | | | | | | | | | 0 |
| Early Years | | | | | | | | | | 0 |
| K-12 sector; youth | | | | | | | | | | 0 |
| Post-Secondary Sector, Adult Education | | | | | | | | | | 0 |
| Non-Profit Sector | | | | | | | | | | 0 |
| Saskatoon business community | | | | | | | | | | 0 |
| Government (municipal, provincial, federal) | | | | | | | | | | 0 |
| Philanthropy | | | | | | | | | | 0 |
| Arts and Literary Community | | | | | | | | | | 0 |
| Cultural Communities | | | | | | | | | | 0 |
| | | | | | | | | | | |

| Representation and diversity | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| Gender (specify) | | | | | | | | | | |
| Indigenous person (Y/N) | | | | | | | | | | |
| Member of a Visible or Linguistic Minority (Y/N) | | | | | | | | | | |
| Person Differently Able (Y/N) | | | | | | | | | | |
| Other (specify) | | | | | | | | | | |

*In addition, every person seeking membership on the SPL Board should bring certain **qualities**:*

- A reputation for personal integrity;
- A willingness to listen carefully and understand others' views;
- An ability to think independently and conceptually and to analyze effectively;
- An openness to learn and to adapt to change;
- A commitment to holding themselves and others accountable;
- An ability to contribute to helping the Board develop trust and consensus;
- An ability to 'take the long view' in providing oversight and direction and in anticipating future threats and opportunities;
- A willingness to advise and mentor new members and to build partnerships;
- A passion for building a better community and a commitment to the values and vision of the Library.



PUBLIC REPORT

FMCL Server Room Relocation 2024

| | |
|------------------------------|--|
| MEETING DATE | April 24, 2024 |
| PREPARED BY | Director, Collections & Infrastructure – A. Lepage |
| INPUT FROM | Senior Manager, Facility Services – B. Koehn Senior Manager, Information Technology – Greg Ives |
| SUBMITTED BY | Interim Director of Libraries & CEO - B. Côté |
| REPORT EFFECTIVE DATE | April 11, 2024 |

REPORT SUMMARY

SPL’s central server infrastructure for public and employee network activity at all nine libraries is located at FMCL on the second floor. Due to impacts of the aging building, the current server room environment is placing SPL’s network equipment at urgent risk, more than waiting for New Central Library will allow. SPL’s Facility and IT Services teams are proposing to move existing network equipment within FMCL to an environment more suitable for sensitive network equipment to ensure continuity of service and adequate protection of infrastructure and data.

PROPOSED MOTION

That the Saskatoon Public Library Board allocate up to \$18,000 from the FMCL Maintenance Reserve for the relocation of IT network infrastructure.

BACKGROUND

Frances Morrison Central Library was built before network infrastructure was a necessary element of library operations and, when the technology network was installed, second floor office space was retrofitted into a server room. As FMCL has aged, the server room has been plagued with infrastructure issues including poor room ventilation, inadequate support from the HVAC system, and a leaking roof. Maintenance of this environment over the last 10 years has included continuous adjustments to the HVAC system, installation of a dedicated room cooling system, dehumidifiers, and multiple unsuccessful attempts to identify and permanently repair roof leaks. The current cooling unit is aging and cannot maintain stable humidity and temperature levels, resulting in frequent repair and placing the network equipment at risk of overheating, corrosion, and failure. Emergency measures to cool and dehumidify the room cannot be effectively maintained until the New Central Library opens.

Protecting this central network equipment is paramount. It provides the critical network infrastructure framework for public and employee activity across all nine SPL locations. This includes internet, data and information access, public and employee printing, public computing, Polaris access, VOIP phones, and all other core operational services to the community and the organization. An unexpected failure of central network equipment could mean an organization-wide outage for several weeks.

The IT and Facility Services teams have investigated and considered many options. This proposal to move the server room to a new location within FMCL is believed to be the most effective solution considering cost, risk, and downtime. This plan also provides some value-added benefits including repurposing the current server room into employee meeting space and improved basement storage for several work units.

The project scope of work includes:

1. Constructing a secure, locked area in the basement for network equipment.
2. Installing new electrical connections and running fibre to the new space.
3. Modifying the existing primary HVAC system to dissipate heat from the equipment to the central air handling unit.
4. Move and set up equipment in the new space, testing and troubleshooting.

Construction and electrical work requires external vendors, while equipment moving and set up is best completed by SPL Facility and IT teams. The project is expected to be completed over 2-3 weeks and will involve 1-2 days of network outage planned ahead to minimize service disruption.

COMMUNITY IMPACT

Suitable server room environment minimizes risks of network equipment failure and resulting operational disruption, ensuring continuity of service to the public. Closures necessary for planned construction can be proactively communicated, building trust within the organization and the community.

The relocation project will require a 1-2 day outage affecting all SPL services (dates TBD).

OPERATIONAL IMPACT

- Operational Initiative
- Strategic Initiative | Choose Strategic Plan Goal
Choose Strategic Initiative

FINANCIAL IMPACT

- No Financial Impact
- Operational (Included in Approved Operating Budget)
- Capital Budget

| Budget item | Dollar Amount |
|-----------------------------|-----------------|
| Construction | \$4,000 |
| HVAC modifications | \$3,500 |
| Electrical & Fibre | \$6,500 |
| Subtotal | \$14,000 |
| PST | 900 |
| Contingency 20% | \$3,000 |
| Total Project Budget | \$17,900 |

RISK ASSESSMENT & MITIGATION

It has been determined that maintaining the server room in its existing state and location provides the most significant risk to SPL's operations. Relocating the server room mitigates risk of spontaneous network failure and a resulting extended service disruption. However, this proposed project carries the following risks:

Risk: Network equipment is installed in new location and cannot be made functional within the designated outage.

Mitigation: The project team expects moving, set up, and testing can be completed in one day. The proposal includes an additional day to allow for any delays for troubleshooting. SPL will have an external network consultant on standby to respond if assistance for setup is required. In worst case scenario, the equipment may be moved back to the current server room until issues can be diagnosed and another moving date planned. This risk is low.

Risk: FMCL basement setup and HVAC modification does not reduce heat as expected, and environment remains an issue.

Mitigation: The construction plan is designed such that the majority of equipment heat will dissipate through the high, open ceiling. The proposal also includes rack-mounted fans to regulate temperature. This risk is unlikely.

Risk: Server room equipment may be impacted by humidity if FMCL basement experiences flooding.

Mitigation: FMCL basement has sump pump infrastructure and has not experienced flooding in many years. Equipment will be installed in highest rack possible to maximize distance between floor and equipment. This risk is unlikely.

ATTACHMENTS

None



PUBLIC REPORT

Violence-free Workplace Policy

Updates to Violence-free Workplace Policy April 2024

| | |
|------------------------------|---|
| MEETING DATE | April 17, 2024 |
| PREPARED BY | Director, HR - A. Kondra |
| INPUT FROM | HR OHS Practitioner Sr Manager Security Sr Manager Planning & Assessment Human Resources |
| SUBMITTED BY | Interim Director of Libraries & CEO - B. Côté |
| REPORT EFFECTIVE DATE | April 15, 2024 |

REPORT SUMMARY

The Violence-Free Workplace Policy has been updated to ensure compliance with the Saskatchewan Employment Act and Saskatchewan Occupational Health and Safety Regulations. These modifications were enacted to ensure our compliance with the new regulations set forth by the Act and to enhance the safety and well-being of our employees.

As outlined in the Saskatchewan Employment Act, Section 3-21, which takes effect on May 17, 2024, all employers are required to implement specific measures regarding workplace violence prevention and response, including policy and a prevention plan. In alignment with these requirements, our organization has reviewed and revised our existing violence policy and is creating a prevention plan to incorporate the necessary adjustments.

PROPOSED MOTION

The Saskatoon Public Library Board reviews and approves the updated Violence-free- Workplace Policy.

BACKGROUND

Saskatoon Public Library has a Violence-Free Workplace Policy. This is an update on the policy that was last approved by the Board in 2019.

COMMUNITY IMPACT

N/A

OPERATIONAL IMPACT

- Operational Initiative
- Strategic Initiative | Choose Strategic Plan Alignment

FINANCIAL IMPACT

- No Financial Impact
- Operational (Included in Approved Operating Budget)
- Capital Budget

RISK ASSESSMENT & MITIGATION

N/A

ATTACHMENTS

- Violence-Free Workplace Policy - Clean version
- Violence-Free Workplace Policy - Redline version



Violence-Free Workplace POLICY

- Operational** (Approved by SPL Board)
- Administrative** (Approved by SPL CEO)

Date Effective: 2019-03-11

Date Last Reviewed or Revised: 2024-03-15

Review Cycle: Every three years by Director, Human Resources

Purpose

Saskatoon Public Library's *Violence-Free Workplace Policy* aims to protect Personnel and Patrons from violence.

SPL recognizes its institutional obligation under [The Saskatchewan Employment Act](#) and [The Occupational Health and Safety Regulations, 2020](#) to provide an environment that does not tolerate violent behaviours, threats, gestures or acts by Personnel and Patrons. SPL is committed to ensuring everyone feels safe and secure in the Library.

Policy Statement

- 1) Saskatoon Public Library, to the best of its ability, prohibits Workplace Violence by Personnel and Patrons by:
 - a) Promoting a violence-free workplace.
 - b) Creating an environment in which employees respect one another.
 - c) Investigating reported incidents of violence in an objective and timely manner.
 - d) Taking necessary action in response to reports of incidents of violence.
 - e) Preparing Personnel to prevent or manage real or potential violent incidents.
 - f) Providing appropriate support for personnel who are victims of Workplace Violence.
- 2) SPL has an obligation to inform Personnel about the nature and extent of the risk of Workplace Violence.
- 3) Personnel share responsibility for creating and maintaining a positive, violence-free work environment.

- 4) Acts of Workplace Violence committed by or against any employee are unacceptable and will not be tolerated.

Roles & Responsibilities

Board

- 1) Approves the Policy, ensuring it is consistent with current Legislation.
- 2) Provides funding for training and education.

Director, Human Resources

- 1) Stays abreast of current Legislation and recommends Policy revisions as required in consultation with Occupational Health Committees.
- 2) Administers and manages the Policy and the Violence Prevention Program in consultation with Occupational Health Committees.
- 3) Ensures appropriate violence-free procedures and guidelines are available to assist Personnel with Workplace-Violence.
- 4) Provides appropriate training to employees to prevent and manage violent incidents.
- 5) Ensures effective reporting and information-sharing mechanisms are established to prevent or handle workplace violence.

Occupational Health Committees

- 1) Participate in identifying and managing health and safety hazards.
- 2) Review reports of violent incidents.
- 3) Recommend changes in procedures to improve the management of violent situations.
- 4) Participate in identifying potentially violent situations in the workplace by assisting branches and work units with risk assessments, with the Senior Manager, Security.
- 5) Carry out the other duties as indicated in [The Saskatchewan Employment Act](#) and [The Occupational Health and Safety Regulations, 2020](#).

Directors, Managers & Supervisors

- 1) Ensure that Personnel are familiar with SPL policies, procedures, guidelines and training material regarding the prevention and handling of actual or potentially violent situations.
- 2) Identify potential risks in their areas and strive to eliminate or reduce them.
- 3) Coordinate with employees in multipurpose facilities to develop joint violence prevention strategies when possible.

- 4) Provide support to employees who experience a violent incident including the availability of counselling through the Employee Family Assistance Program.
- 5) Participate in the investigation of workplace violence as required.
- 6) Ensure that incidents of workplace violence reported to them are captured in the Patron Incident Tracking System or through other reporting mechanisms.

Personnel

- 1) Refrain from violent acts.
- 2) Take necessary actions to remove themselves from real or potentially dangerous situations.
- 3) Report incidents of actual or potential violence through the appropriate reporting mechanisms.
- 4) Learn and apply the Violence-Free Policy and Procedure.

Definitions

- 1) **"Board"**: Saskatoon Public Library Board.
- 2) **"Legislation"**: *The Occupational Health and Safety Regulations, 2020 (Saskatchewan) and The Saskatchewan Employment Act.*
- 3) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including online spaces.
- 4) **"Patron"**: Any person other than SPL Personnel using the Library and its services.
- 5) **"Personnel"**: SPL's term, part-time and full-time employees, Circulation Associates, casuals, security guards, contractors, consultants, Board, and volunteers.
- 6) **"Policy"**: *Violence-Free Workplace Policy.*
- 7) **"SPL"**: Saskatoon Public Library.
- 8) **"Threat"**: A verbal, written or physical communication intended to intimidate another person, indicate a desire to injure another person, or damage or seize another person's property without consent.
- 9) **"Workplace Violence"**: The attempted, threatened, or actual conduct of a person that causes or is likely to cause injury. It includes threatening statements or behaviour that give SPL Personnel or Patrons cause to believe they are at risk of injury.



Violence-Free Workplace POLICY

- Operational** (Approved by SPL Board)
- Administrative** (Approved by SPL CEO)

Date Effective: 2019-03-11

Date Last Reviewed or Revised: ~~2020-07-13~~2024-04-08

Review Cycle: ~~Every five years by Director, Finance & Administrative Services~~Every five years by Director, Human Resources

Purpose

Saskatoon Public Library's *Violence-Free Workplace Policy* aims to protect Personnel and Patrons from violence.

SPL recognizes its institutional obligation [under The Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 2020](#) to provide an environment that does not tolerate violent behaviours, ~~T~~hreats, gestures or acts by Personnel and Patrons. SPL is committed to ensuring that everyone feels safe and secure in the Library.

Policy Statement

- 1) [Saskatoon Public Library](#), to the best of its ability, prohibits Workplace Violence by Personnel and Patrons ~~by:-~~

~~2) SPL has processes to:-~~

- ~~a) Prevent or reduce Workplace Violence.~~
- ~~b) Deal with violent incidents promptly and effectively.~~
- ~~c) Prepare Personnel to handle real or potential violent incidents.~~
- ~~d) Support the recovery process of Personnel who become victims of Workplace Violence or have witnessed a violent act.~~

a) Promoting a violence-free workplace.

b) Creating an environment in which employees respect one another.

c) Investigating reported incidents of violence in an objective and timely manner.

- d) Taking necessary action in response to reports of incidents of violence.
- e) Preparing Personnel to prevent or manage real or potential violent incidents.
- f) Providing appropriate support for personnel who are victims of Workplace Violence.

3)2) _____ SPL has an obligation to inform Personnel about the nature and extent of the risk of Workplace Violence.

3) Personnel share the responsibility for creating and maintaining a positive, violence-free work environment ~~and are expected to conduct themselves in an appropriate and responsible manner.~~

4) Acts of Workplace Violence committed by or against any employee are unacceptable and will not be tolerated.

Roles & Responsibilities

Board

- 1) Approves the Policy, ensuring that it is consistent with current Legislation.
- 2) Provides funding for training and education.

Director, ~~Finance & Administrative Services~~ Human Resources

- 1) Stays abreast of current Legislation and recommends Policy revisions as required, in consultation with the Occupational Health Committees.
- 2) Administers and manages the Policy and the Violence Prevention Program in consultation with Occupational Health Committees.-
- ~~2)-~~
- ~~3)- Approves a violence prevention program.~~
- 3) Ensures that appropriate violence-free procedures and guidelines and procedures are developed to help available to assist Personnel deal with Workplace Violence.
- ~~— Provides appropriate training to employees to prevent and manage violent incidents. Ensures that appropriate training programs are developed and presented to Personnel to prevent or handle violent incidents.~~
- 4) _____
- 5) Ensures that effective reporting and information-sharing mechanisms are established to prevent or handle wWorkplace vViolence.

Human Resources Standing Committee

- ~~1)- Reviews and revises the violence prevention program in consultation with the OHC.~~

~~2)1) _____ Ensures that appropriate training programs are developed and presented to Personnel to prevent or handle violent incidents.~~

~~3)1) _____ Ensures that effective reporting and information sharing mechanisms are established to prevent or handle Workplace Violence.~~

~~4) Updates and posts a Risk Identification List annually, in consultation with the OHC.~~

Occupational Health Committees

~~1) Consults with the Human Resources Standing Committee to review SPL's violence prevention program.~~

1) Participate in identifying and managing health and safety hazards.

2) Reviews reports of violent incidents.

3) Recommends changes in procedures to improve the management of violent situations.

4) Participates in the identification of potentially violent situations in the workplace by assisting branches and work units with risk assessments, with the Senior Manager, Security.

~~4)5) _____ Carry out the other duties as indicated in The Saskatchewan Employment Act and The Occupational Health and Safety Regulations, 2020.~~

Directors, Managers & Supervisors

1) Ensure that Personnel are familiar with SPL policies, procedures and guidelines and training material regarding the prevention and handling of actual or potentially violent situations.

2) Identify potential risks in their particular areas and strive to eliminate or reduce them.

~~3) Ensure that appropriate Personnel are trained to identify and deal with Workplace Violence.~~

~~4)3) _____ Coordinate with other employees in multipurpose facilities to develop joint violence prevention strategies when possible.~~

~~5) Ensure that all complaints involving Workplace Violence are recorded and investigated promptly.~~

~~6) Prepare reports of real or potential violent incidents for the appropriate agencies, committees and departments.~~

~~7)1) _____ Notify the Saskatoon Police Service of all violent incidents involving Personnel or Patrons.~~

4) Provide support to Personnel who experience a violent incident including the availability of counselling through the Employee Family Assistance Program.

5) Participate in the investigation of workplace violence as required.

~~8)6) _____ Ensure that incidents of workplace violence reported to them are captured in the Patron Incident Tracking System or through other reporting mechanisms. ~~and suggest post-trauma counselling when necessary.~~~~

~~9)7) _____ Respect the privacy of Personnel who seek to correct violent behaviour through counselling or other medical interventions, unless others are directly threatened.~~

Personnel

- 1) Refrain from violent acts.
- ~~2) Seek help or advice to cope~~Participate in training to deal with anger or violent behaviour.
- ~~3) Seek help or advice to handle situations which could result in violent behaviour.~~ce
- ~~4) Learn and apply the Policy and Violence-Free Workplace Procedure.~~.
- 5) 2) Take necessary actions to remove themselves from real or potentially dangerous situations.
- ~~3) Report incidents of actual or potential violence to the appropriate Manager or Supervisor.~~through the appropriate reporting mechanisms.
- 4) Learn and apply the Violence-Free Policy and Procedure.

~~Notify the Saskatoon Police Service of all violent incidents involving Personnel or Patrons.~~

Definitions

- ~~1) "Assault": An act or gesture used to apply force to another person, whether or not an injury occurs.~~
- ~~2) 1)~~ 1) **"Board"**: Saskatoon Public Library Board.
- ~~3) "CEO": Saskatoon Public Library CEO.~~
- ~~4) 2)~~ 2) **"Legislation"**: *The Occupational Health and Safety Regulations, 1996-2020* (Saskatchewan) and *The Saskatchewan Employment Act*.
- ~~5) 3)~~ 3) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds and other spaces, including online spaces.
- ~~6) "OHC": SPL's An Occupational Health Committee at SPL.~~
- ~~7) 4)~~ 4) **"Patron"**: Any person other than SPL Personnel using the Library and its services.
- ~~8) 5)~~ 5) **"Personnel"**: SPL's term, part-time and full-time employees, Circulation Associates, casuals, security guards, contractors, consultants, Board, and volunteers ~~(Friends of the Saskatoon Public Library).~~
- ~~9) 6)~~ 6) **"Policy"**: *Violence-Free Workplace Policy*.
- ~~10) 7)~~ 7) **"SPL"**: Saskatoon Public Library.
- ~~11) 8)~~ 8) **"Threat"**: A verbal, written or physical communication intended to intimidate another person or indicate a desire to injure another person, or to damage or seize without consent another person's property.

12)9) **“Workplace Violence”**: The attempted, threatened or actual conduct of a person that causes or is likely to cause injury. It includes threatening statements or behaviour that give SPL Personnel or Patrons cause to believe they are at risk of physical injury.

References

- ~~[The Occupational Health and Safety Regulations, 1996-2020 \(Saskatchewan\)](#)~~
- ~~[The Saskatchewan Employment Act](#)~~

Related SPL Policies & Procedures

- ~~[Banned Patron Photo Procedure](#)~~
- ~~[Banning Procedure](#)~~
- ~~[Grab & Go Manual](#)~~
- ~~[Harassment-Free Environment Policy](#)~~
- ~~[Harassment-Free Environment Procedure](#)~~
- ~~[Hostile Intruder Procedure \(in development\)](#)~~
- ~~[Incident Handling Guidelines](#)~~
- ~~[Incident Reporting Procedure](#)~~
- ~~[Occupational Health & Safety Interim Policy](#)~~
- ~~[Respectful Workplace Policy](#)~~
- ~~[Respectful Workplace Procedure](#)~~
- ~~[Risk Identification List](#)~~
- ~~[Safe Use & Conduct Bylaw](#)~~
- ~~[Suspicious Package Procedure \(in development\)](#)~~