

**MINUTES of the****SASKATOON PUBLIC LIBRARY BOARD**

The Saskatoon Public Library Board met on Wednesday, November 20, 2019, in the Meeting Room, Frances Morrison Central Library.

Present:        Lisa Erickson (Chair)                      Brett Bradshaw  
                 Hilary Gough                                Nicholas Kaminski  
                 Cheryl Starr                                      John Thronberg  
                 Elizabeth Kuley                                  Carol Cooley, Director of Libraries & CEO  
                 Jim Siemens                                        Rachel Landriault (note taker)

Regrets:

Guests:        Scott Gregor, Director, Finance and Administrative Services  
                 Janna Sampson, Director, Marketing & Communications  
                 Beth Cote, Director, Public Services

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L. Erickson, Chair, called the meeting to order at 4:04 p.m.

**AGENDA**

Moved by C. Starr, seconded by J. Thronberg **THAT the Agenda of November 20, 2019, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

**PREVIOUS MINUTES**

Moved by J. Thronberg, seconded by N. Kaminski **THAT the Saskatoon Public Library Board minutes of October 16, 2019, be adopted as circulated, including any revisions to be made.**

Carried.

No declaration of conflict of interest.

**B. DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING**

No deputations, presentations or public meeting.

**C. NEW BUSINESS****C.1 Board Committee Schedule**

L. Erickson stated that the proposed schedule is contingent on the approval of proposed changes to the Board Committees as discussed at the October 16, 2019 Board meeting and addressed in item F.1 of today's agenda.

Moved by H. Gough, seconded by B. Bradshaw **THAT the Saskatoon Public Library Board approve the schedule as presented.**

Carried.

### **C.2 Board 2020 Meetings**

L. Erickson stated that the proposed February 19, 2020 meeting could be difficult for members to attend due to events such as Reading Week and the School Break. If such is the case, they should advise C. Cooley or R. Landriault.

J. Siemens asked if members could call into the meeting. L. Erickson confirmed that this could be arranged.

Moved by E. Kuley, seconded by C. Starr **THAT the Saskatoon Public Library Board approve the 2020 meeting dates as presented.**

Carried.

### **C.3 Ebooks**

B. Cote indicated that the report was prepared a couple of weeks ago and that the issue is moving quickly.

B. Cote provided Board members with an overview of the report. The five major publishers are under the assumption that the Library Associations and Libraries are stealing profits from the private e-book industry and are therefore treating library account usage as competition rather than a tool to increase reading. There have been studies that show library users buy more books and buy more e-books. They have always had more restricted usage and higher prices for libraries but have now eliminated perpetual licensing. Some popular e-books never had perpetual licensing, which meant that after a certain date or after a specific number of loans, libraries needed to re-purchase the license. As a comparison, a paperback novel could circulate as often 250 times before we have to re-purchase. Publishers have inflated the cost of ebooks; they have applied 90-day embargos for libraries meaning for the first three months of a book's release, patrons can't get the e-book from the library. MacMillan has instituted a rule of 1 copy per library as of November 1, 2019. The changes are limiting libraries' purchasing power and our ability to provide e-books to the public.

B. Cote further stated that CULC, as well as ULC in the US and the American Library Association (ALA), have united in speaking out against the publishing industry. They have brought forward a statement/petition from municipal leaders to sign, which currently has 10,000 names, including SPL. MacMillan Publishers have started receiving the petition. All of the organizations mentioned here are using #ebooksforall on their social media to inform the public and promote the petition. B. Cote also reported that 79 mayors across North America has signed their names to the petition. The US Judiciary Branch has also taken note and approached the ALA for more information.

C. Cooley stated she believes that it is clear to SPL and other libraries that printed books still remain very important to public libraries. The statement from municipal leaders is something we have yet to take action on, mostly because we have been focussed on the NCL project. However, as soon as we can provide focus and attention on this issue, we will take action.

H. Gough asked what action SPL is taking on copyright. C. Cooley responded that the Canadian Federation of the Library Associations and CULC are taking action on this, and we support these organizations.

H. Gough asked, and C. Cooley confirmed that there is push back against the publishers and advocacy for public library copyright.

N. Kaminski asked how this is impacting SPL. C. Cooley responded that this is causing a reduction in service. When a book is released, it is typically available in ebook format first, and SPL is limited to purchasing one copy in some cases. Normally we would purchase three to four for each library branch, and possibly more. This impacts users, and they have indicated dissatisfaction with ebooks because the popular materials are always out and the wait time is very long. C. Cooley also stated that the more expensive ebooks get, the less we can offer because SPL can't allocate all our budget into ebooks.

B. Cote indicated that patrons might conclude that the limited availability of ebooks is a direct limitation imposed by SPL, which is not the case.

N. Kaminski asked if SPL patrons know that SPL is not imposing these ebook limitations. C. Cooley stated that a statement was posted on Overdrive across the Province, explaining the situation.

L. Erickson suggested that since this situation is evolving quickly, it might be useful to circle back to the Board periodically with updates.

Moved by B. Bradshaw, seconded by C. Starr **THAT the Saskatoon Public Library Board receive this report as information.**

Carried.

#### **C.4 Year-End Transfers**

L. Erickson asked if anyone had questions regarding this report.

C. Cooley highlighted that the IT Reserve is healthy. Therefore, for the next three years, the recommendation is that we put money into the Capital Expansion Reserves.

H. Gough asked if there was a time during the year where the Board members will have an opportunity to look at the reserve balances together. C. Cooley responded that when SPL gets the audited 2019 statements, possibly in May or June 2020, these will include the statements on the reserves as well.

H. Gough stated that although she does not have great reservations with this proposal, without knowing the other reserve balances, it's difficult to assume there aren't better options. She stated that when this recommendation comes forward on an annual basis, it would be helpful to be able to look back to the last reporting on the reserve balances.

H. Gough asked what policies SPL has surrounding reserves regarding limits or sufficiency of the reserves, such as what are the targets for these reserves. If one of the reserves for one of the facilities is meant to be X percentage of the value of the building or something that gives me some indication.

C. Cooley stated that there are policies in the Board Handbook that provide this information. We will make sure that they are on SPL Connect for Board members to access. C. Cooley believes that we would prepare a separate report using year-end 2018 numbers to make decisions in November of 2019.

S. Gregor noted that as of October 31, 2019, the projected year-end variance is sitting just over \$500,000.

Moved by B. Bradshaw, seconded by N. Kaminski **THAT the Saskatoon Public Library Board approve any year-end surplus be transferred to the Capital Expansion Reserve.**

Carried.

### **C.5 Financial Controls**

C. Cooley stated that SPL was very hopeful that the ERP project would assist us in issuing financial controls. However, now that the project is underway and SPL is attending project workshops, we are not sure. The information that was provided to the Board and Administration by the City, in terms of promises made regarding SPL's ability to control our finances, may not be accurate.

N. Kaminski asked if the report is a summary of what was already occurring at SPL or are these new to which C. Cooley responded that these are new.

H. Gough and N. Kaminski expressed appreciation for the detailed information that is included in the report and thanked S. Gregor for putting it together.

Moved by J. Siemens, seconded H. Gough **THAT the Saskatoon Public Library Board receive the Financial Controls report as information**

Carried.

## **D. REPORTS FROM THE BOARD**

### **D.1 Chairperson Updates**

L. Erickson stated that her focus has been on NCL as we anticipate budget deliberations next week. There have been additional media interviews and conversations that both she and C. Cooley have attended; she has an interview on Sunday, November 24<sup>th</sup>.

### **D.2 SLTA Report**

J. Thronberg stated that there was nothing to report at this time.

## **E. REPORT FROM ADMINISTRATION**

### **E.1 Variance Report**

C. Cooley indicated that the Board Agenda Package included a variance report as of September 30, 2019.

S. Gregor provided the Board members with an updated copy of the variance report as of October 31, 2019.

C. Cooley indicated that S. Gregor has been building tools used for reporting, which will enable SPL and the Board members to start seeing projected year-ends starting September, October and November. She stated that the need to distribute an updated report at this Board meetings is due to the time it takes for SPL to get access to our data from the City of Saskatoon.

S. Gregor updated the Board on the 2020 budget. Due to unexpected growth in the city of Saskatoon, there is additional assessment growth, which resulted in a lower levy increase for 2020 of 3.79%.

C. Cooley indicated that the presentation would contain the original slide with the original numbers; however, we will include another slide showing the revised number with the explanation that the assessment number has changed. We will update the speaking notes, and all subsequent slides will be updated to reflect the lower number.

Moved by J. Thronberg, seconded by J. Siemens **THAT the Variance Report be received as information.**  
Carried.

## **F. BUSINESS CARRIED FORWARD**

### **F.1 Terms of Reference – Board Committees**

L. Erickson stated that the amendments reflect the discussion and agreement to move some responsibilities from the Governance Committee over to the Personnel Committee to balance the workload between the committees.

C. Cooley stated that the question of who is responsible for the new member's orientation was not discussed, however, on Page 34 of the Agenda Package, she moved this responsibility from the Governance Committee to the Personnel Committee.

L. Erickson also noted the Governance & Nominations Committee name change to Governance Committee. L. Erickson suggested changing the name of the Personnel Committee to the Personnel & Nominations Committee and changing the Committee name Governance and Nominations Committee to Governance Committee throughout the document.

L. Erickson stated that the Purpose section of the Personnel & Nominations Committee Terms of Reference would need to reflect the responsibility for nominations.

L. Erickson flagged to the Board that the incoming Chair will typically chair the Personnel & Nominations Committee and Governance Committee as well. Given the NCL project and intensity of responsibility of the Chair, the Board may want to consider finding a way to distribute the workload. There are many ways in which that can be accomplished. There can be a Vice-Chair for the Committee, or the Committee could decide on appointing a different Chair for the Committee.

C. Cooley stated that she believes the CEO evaluation should remain with the Chair, to which L. Erickson agreed.

C. Cooley asked if the revised ToR, as discussed today, should come back to the Board for approval. L. Erickson responded no.

Moved by B. Bradshaw, seconded by J. Thronberg **THAT the Board approve the revised Terms of Reference for the Governance Committee and the Personnel & Nominations Committee as discussed.**  
Carried.

## **F.2 New Central Library**

L. Erickson outlined the recent activities related to the NCL. Budget deliberations commence at 1 pm on Monday.

B. Bradshaw asked H. Gough where SPL stands on the Council agenda on Monday. H. Gough indicated that the exact timing unknown at this point.

H. Gough confirmed the agenda order would be Police, Fire, Library followed by Control Corporations.

Moved by C. Starr, seconded by J. Siemens **THAT the Board of Trustees receive the report for information.**  
Carried.

## **G. IN-CAMERA SESSION**

Moved by C. Starr, seconded by J. Siemens **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 4:49 p.m.

Board moved into public session at 8:15 p.m.

Moved by J. Siemens, seconded by N. Kaminski **THAT SPL proceed with the first stage of KPMG's proposal as discussed.**

Carried.

Moved by E. Kuley, seconded by C. Starr **THAT SPL proceed with the Board recruitment as discussed.**  
Carried.

Moved by B. Bradshaw, seconded by N. Kaminski **THAT SPL proceed with the exempt salaries grid as discussed.**

Carried.

## **ADJOURNMENT**

Moved by J. Siemens, seconded by E. Kuley **THAT the Saskatoon Public Library Board does now adjourn at 8:17 p.m. to meet again January 15, 2019, Frances Morrison Central Library, 311-23<sup>rd</sup> Street East, Saskatoon or at the call of the Chair.**

Carried.