

## MINUTES of the

### SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, June 21, 2017, in the Meeting Room, Frances Morrison Central Library.

Present: Candice Grant, Chair Lisa Erickson, Vice Chair  
Councillor Hilary Gough Beverley Brenna  
Robyn Robertson Sheena Greer  
Karen Harilstad J. Thronberg  
Carol Cooley, Director of Libraries & CEO  
Janice Hiebert, Recorder

Guests: Janna Sampson, Director Marketing & Communications  
Sandra Libbey, Director Finance & Administrative Services  
Audrey Sanders, Director Human Resources  
Laura Warner, Director Corporate Services & Facilities

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C. Grant, Chair called the meeting to order at 4:05 p.m.

#### **AGENDA**

Additions to the Agenda: None

Moved by S. Greer, seconded by K. Harilstad **THAT the Agenda of June 21, 2017, be approved as circulated, including any items removed from or added to the Agenda.**

Carried.

#### **Consent Agenda**

Moved by B. Brenna, seconded by J. Thronberg **THAT the Consent Agenda of June 21, 2017, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

#### **Correspondence and Information**

See Consent Agenda.

#### **Previous Minutes**

Moved by B. Brenna, seconded by H. Gough **THAT the Saskatoon Public Library Board minutes of May 17, 2017, be adopted as circulated, including any revisions to be made.**

Carried.

No declaration of conflict of interest.

## **DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING**

Peggy Sargeant, President Saskatoon Heritage Society  
Sheldon Trabish, President Saskatoon Branch Genealogy Society  
Dianne Wilson, History and Genealogical Researcher  
Tammy Vallee, Kindred Consulting  
Ruth Miller, Previous Local History Coordinator and Researcher  
The Deputations addressed Local History.

## **NEW BUSINESS**

### **Closure Dates**

Moved by L. Erickson, seconded by S. Greer **THAT the Board approve the 2018 closure dates as recommended.**

Carried.

### **Deliveries Tender**

Moved by B. Brenna, seconded by K. Harilstad **THAT the Board approve the winning bid for Quick Delivery Service Inc. to provide inter-branch bin deliveries for Saskatoon Public Library.**

Carried

### **Capital Projects**

H. Gough inquired if there was a communication strategy on the Capital Projects. C. Cooley will include a communication strategy with when the projects are approved.

Moved by S. Greer, seconded by J. Thronberg **THAT the Board approve the development of project proposals for the renovation of the Rusty McDonald and Cliff Wright Branches, and that any costs associated with the development of these projects be charged to the Capital Expansion Fund.**

Carried

### **Policy Template**

L. Erickson presented to the board for consideration the Policy Template that was developed in consultation with the Governance and Nominations Committee.

Moved by H. Gough, seconded by B. Brenna **THAT the Board adopt the Policy Template as recommended by the Governance and Nominations Committee.**

Carried

### **Board Skills Matrix**

L. Erickson on behalf of the Governance and Nominations Committee summarized the results of the Board Skills Matrix. L. Erickson will circulate the Board Self-Evaluation to the Board to complete and return by June 30, 2017.

Moved by J. Thronberg, seconded by S. Greer **THAT the Board share an anonymized summary of the results of the 2017 Board Matrix with the City Clerk's Office and request, based on the gaps identified via the Matrix and our Strategic Plan.**

Carried

## **CEO Profile**

L. Erickson on behalf of the Governance and Nominations Committee proposed that as the Director of Libraries and CEO Position Profile was updated in 2016 that the position profile is reviewed again in 2018 during the CEO Annual Performance Assessment.

Moved by H. Gough, seconded by S. Greer **THAT the Board review the Director of Libraries and CEO Position Profile in 2018 during the CEO Annual Performance Assessment.**

Carried

## **REPORTS FROM THE BOARD**

### **Chairperson Updates**

#### **Crisis Management and the Critical Role of the Board**

C. Grant, K. Harilstad and L. Erickson attended the Crisis Management and the Critical Role of the Board luncheon on June 14<sup>th</sup> in Saskatoon. The Board would like to know more information regarding a Risk Management Plan and annual review at SPL. C. Cooley will contact the Canadian Urban Libraries Council seeking best practices.

## **REPORT FROM ADMINISTRATION**

### **Director of Libraries & CEO Report**

C. Cooley reported that SPL had been awarded the 2017 John Cotton Dana Library Public Relations Award, for "Better Than Ever," a disruptive campaign created to communicate the Libraries' relevance while reminding patrons of its service offerings, in particular, their digital media services.

Also, congratulations to Ryan Schmidt, who won a Provincial Elevator Award for his design of the SPL Strategic Plan booklet and also received a merit award for the 2016 Report to the Community.

No further information has been forthcoming regarding provincial consultations. C. Grant will send a letter to the Minister.

### **Financial Reports**

C. Cooley presented the May 2017 Variance Report.

Moved by L. Erickson, seconded by S. Greer, **THAT the Reports from Administration be received as information.**

Carried.

## **UNFINISHED BUSINESS**

None

## **IN-CAMERA SESSION**

Moved by B. Brenna, seconded by H. Gough **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 under Section 17 (1)(d) and (e) of LAFOIPP.**

Carried.

Board moved in-camera at 5:04 p.m.

Board moved into public session at 7:35 p.m.

## **RETURN TO PUBLIC SESSION**

Moved by B. Brenna, seconded by S. Greer **THAT the Saskatoon Public Library Board move into public session at 7:35 p.m.**

Carried.

### **Alice Turner McFarland Bursary**

Moved by H. Gough, seconded by S. Greer **That the Saskatoon Public Library Board approve the minutes of the Alice Turner McFarland Bursary Committee; And that the Board approves the award of four bursaries of \$2500; And that the Board directs the Committee to review the Terms of Reference.**

Carried

### **MOA-Bumping**

Moved by S. Greer, seconded by J. Thronberg **THAT the Saskatoon Public Library Board approve the MOA.**

Carried

### **Budget**

Moved by K. Harilstad, seconded by B. Brenna **THAT the Saskatoon Public Library Board approve the audit as presented.**

Carried

### **Personnel Committee**

Moved by B. Brenna, seconded by K. Harilstad **THAT the Saskatoon Public Library Board direct the Personnel Committee to finalize the Director of Libraries and CEO Performance Review as discussed.**

Carried

## **ADJOURNMENT**

Moved by B. Brenna, seconded by K. Harilstad **THAT the Saskatoon Public Library Board does now adjourn at 7:37 p.m. to meet again Wednesday, September 20<sup>th</sup> at 4:00 p.m., Frances Morrison Central Library, 311-23<sup>rd</sup> Street East, Saskatoon or at the call of the Chair.**

Carried.

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