



**MINUTES of the
SASKATOON PUBLIC LIBRARY BOARD**

The Saskatoon Public Library Board met on Wednesday, February 21, 2018, in the Meeting Room, Frances Morrison Central Library.

Present: Councillor Hilary Gough, Acting Chair
Sheena Greer (via teleconference)
Robyn Robertson
Venkat Subramanian
Carol Cooley, Director of Libraries & CEO
Janice Hiebert, Recorder

Guests: Janna Sampson, Director, Marketing & Communications
Laura Warner, Director, Corporate Services & Facilities
Audrey Sanders, Director, HR
Beth Côté, Director, Public Services

Regrets: Candice Grant, Chair
Lisa Erickson, Vice-Chair
John Thronberg

Councillor Hilary Gough, Acting Chair, called the meeting to order at 4:02 p.m.

AGENDA

Additions to the Agenda:

None

Moved by R. Robertson, seconded by V. Subramanian **THAT the Agenda of February 22, 2018, be approved as circulated, including any items removed from or added to the Agenda.**

Carried.

Consent Agenda

Moved by R. Robertson, seconded by V. Subramanian **THAT the Consent Agenda of February 22, 2018, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Correspondence and Information

See Consent Agenda.

Previous Minutes

Moved by S. Greer, seconded by R. Robertson **THAT the Saskatoon Public Library Board minutes of January 17, 2018, be adopted as circulated, including any revisions to be made.**

Carried.

No declaration of conflict of interest.

C. New Business

C.1 Elevator Repair-Reserve Account

Moved by R. Robertson, seconded by V. Subramanian **THAT the Saskatoon Public Library Board approve the expenditure of up to \$16,000.00 from the Frances Morrison Maintenance Reserve to repair the public elevator.**

C.2 Five-Year Technology Plan

C. Cooley stated that the goal of the plan is to replace and update technology as well as establish replacement cycles.

The operating budget and the recommended transfer of revenue will fund the 2018 expenditures.

Moved by R. Robertson, seconded by V. Subramanian **THAT the Saskatoon Public Library Board approve the 5 Year Technology Plan as presented; and that the Board approves the expenditure of up to \$485,000.00 from the IT Reserve.**

C.3 RFID Award of Contract

C. Cooley reported that P.V. Supa as the successful vendor through the City of Saskatoon Request for Proposal (RFP). This is a pilot project to install a Radio Frequency Identification (RFID) System at JS Wood Branch.

At the close of the pilot project, Administration will report back with a recommendation to proceed with the vendor or issue a tender. This report will include an evaluation based on the tendering criteria.

Moved by V. Subramanian, seconded by R. Robertson **THAT the Saskatoon Public Library Board award P.V. Supa the contract for a pilot project to implement RFID technology at the J.S. Wood Branch for a cost up to \$65,000.00; and that the funds be taken from the IT Reserve.**

C.4 Board Email on Website

C. Cooley reported that we need to develop a framework for how to handle emails sent to the Board via the website.

We need to be clear to the public that when they submit an email it becomes public information and it is not a private correspondence between the board chair and the individual.

Moved by R. Robertson, seconded by V. Subramanian **THAT the Saskatoon Public Library Board direct the Governance & Nominations Committee to develop a framework for receiving and responding to public correspondence via the website, and that the Governance & Nominations Committee report back to the Board.**

D REPORTS FROM THE BOARD

D.1 Chairperson Updates

Discussion of the Board vacancy to be In-Camera.

D.2 SLTA Report

None

E REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Report

C. Cooley, J. Sampson, and S. Greer will attend the Friends of the Library AGM.

L. Warner has been hosting several meetings at the SPL Branches to review the safety strategy and give more guidelines to the use of the patron incident database. The Commissioners also have access to the patron incident database and can now add their notes.

Moved by R. Robertson, seconded by V. Subramanian, **THAT the Reports from Administration be received as information.**

Carried.

Business Carried Forward

F.1 Board Meetings

This item was removed from the agenda.

IN-CAMERA SESSION

Moved by R. Robertson, seconded by V. Subramanian **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 5:11p.m.

Board moved into public session at 6:28 p.m.

RETURN TO PUBLIC SESSION

Moved by R. Robertson, seconded by V. Subramanian **THAT the Saskatoon Public Library Board move into public session at 6:28 p.m.**

Carried.

Moved by V. Subramanian, seconded by R. Robertson **THAT the Saskatoon Public Library Board ratifies the MOA between CUPE 2669 and the Saskatoon Public Library, Bargaining Leave Requests.**

ADJOURNMENT

Moved by R. Robertson, seconded by V. Subramanian **THAT the Saskatoon Public Library Board does now adjourn at 6:28 p.m. to meet again Wednesday, March 21, 2018, at 4:00 p.m., Frances Morrison Central Library, 311-23rd Street East, Saskatoon or at the call of the Chair.**

Carried.
