



MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, May 16, 2018, in the Meeting Room, Frances Morrison Central Library.

Present: Candice Grant, Chair
Lisa Erickson, Vice-Chair
John Thronberg
Councillor Hilary Gough
Sheena Greer
Venkat Subramanian
Carol Cooley, Director of Libraries & CEO
Janice Hiebert, Recorder

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

Regrets: Robyn Robertson

L. Erickson, the Vice-Chair, called the meeting to order at 4:03 p.m. Candice Grant joined the meeting by telephone.

AGENDA

Additions to the Agenda:

None

Moved by S. Greer, seconded by H. Gough **THAT the Agenda of May 16, 2018, be approved as circulated, including any items removed from or added to the Agenda.**

Carried.

Consent Agenda

Moved by H. Gough, seconded by J. Thronberg **THAT the Consent Agenda of May 16, 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 J. Thronberg, seconded by H. Gough **THAT the Saskatoon Public Library Board minutes of April 18, 2018, be adopted as circulated, including any revisions to be made.**

Carried.

No declaration of conflict of interest.

B.1 Deputations/Presentations/Public Meeting

Jack Hicks Deputation

J. Hicks has requested to review and assess the process of organizational change at SPL resulting from the adoption of the strategic plan released in 2016, to present at the 2018 Conference of the Canadian Political Science Association.

V. Subraranian asked J. Hicks the source of his information and if he was representing a group. J. Hicks replied that his sources were the newspaper and discussions with other community members, and was representing the group "Stop the Cuts."

L. Erickson confirmed with Mr. Hicks if he reviewed the link to the FAQ's provided.

Mr. Hicks was also asked if his proposed study had gone/would go through an ethics review. He indicated that he was not associated with a post-secondary institution but could pursue an ethics review.

L. Erickson commented that as a Board we are keen to hear from the public and to communicate with transparency and have endeavored to do so with documentation on the SPL website. The priority is to clarify the misinformation within the community. The transition is a Board decision to ensure our service model moves toward a community service model and will be capable of serving the community for years to come.

The Board requires time to read the deputation and consider the request made by J. Hicks. The Board will decide at their June meeting, and J. Hicks will receive a response after the meeting.

Moved by H Gough, seconded by J. Thronberg **THAT The Saskatoon Public Library Board receive Jack Hicks deputation as information.**

C New Business

C.1 Bylaws & Resolutions

L. Erickson reported that both Governance & Nominations and the Personnel Committees' are reviewing their Terms of Reference. Both Committees questioned the need for Governance and Nominations to recommend appointments to Committees and to consider any policies developed by Personnel before they go to the Board.

H. Gough stated that the Board is small and the process is complex and time-consuming.

C. Cooley clarified that the Personnel Committee is currently reviewing their terms of reference and if this motion passes can they remove the Governance & Nominations review before recommending changes the Board? The Board agreed.

Moved by V. Subramanian, seconded by S. Greer **THAT The Saskatoon Public Library Board direct the Governance & Nominations Committee to streamline the process to allow committees to make the desired changes to be review by the Board; and appointments to committees through the Board.**

C.2 Audited Statements Presentation

Moved by H. Gough, seconded by S. Greer **THAT the meeting move in-camera for the purpose of addressing matters pertaining to Economic/Financial and Other Interests (Section 17 LAFOIPP).**

Board moved in-camera at 4:30 p.m.

Board moved into public session at 5:11 p.m.

C.3 Board Skills, Strengths & Diversity

L. Erickson reported that the Board Skills, Strengths & Diversity Matrix is an annual process to aid in the recruitment of new members. Governance & Nominations Committee compiles a report based on the competencies identified for the City Clerk. All members are encouraged to complete the form today.

As C. Grant's term is complete end of 2018, she will not fill out the form.

C.4 Closure Dates

Correction on the Report, the closure dates are for 2019.

Moved by H. Gough, seconded by J. Thronberg **THAT the Saskatoon Public Library Board approve the 2019 closure dates as recommended.**

C.5 Branch Refresh & Renovation

C. Cooley reported that the Administration was directed by the Board to put out an external RFP for the design work for the lower level of JS Wood and Rusty Macdonald Branch, the funds coming from the reserve accounts as outlined.

The lower level of JS Wood is a refresh; Rusty Macdonald is a redesign and renovation. Some of our locations cannot be renovated without a substantial investment of funds. JS Wood and Frances Morrison Central branches are old and do not meet current building codes. These two branches would only receive a refresh. Rusty Macdonald Branch is large and we are able to renovate it with a new layout.

V. Subramanian questioned, what SPL's course of action is if the designer does not satisfactorily complete work? L. Warned reported SPL would pay for the work completed to date and terminate the contract.

V. Subramanian questioned the need for a designer and whether the scope of work had been identified. L. Erickson sees the use of a designer as the Board's due diligence to steward public finances, ensuring the design and plan are followed.

V. Subramanian questioned why Administration would contract for JS Wood Branch because work won't start until January? C. Cooley stated that they intended to gain efficiencies rather than going through the process twice.

C. Cooley stated that the proposed refresh and renovation budgets would return to the Board for approval.

Moved by C. Grant, seconded by J. Thronberg **THAT the Saskatoon Public Library Board receive this report for information; And that the Saskatoon Public Library Board award the schematic design contract to AOBTD for up to \$50,000.00 and that \$33,000 be pulled from the capital expansion reserve with the remaining \$17,000 pulled from the J.S. Wood reserve.**

D REPORTS FROM THE BOARD

D.1 Chairperson Updates

None

D.2 STLA Report

L Erickson has only received email correspondence to date and would like clarification from the Board what kind of information the members would like to see. The Board will view the information posted on the STLA Folder on the intranet.

E REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Report

C. Cooley circulated the KNOWlympics invitations to the Board members.

C. Cooley updated the Board regarding a phone call received from a patron thanking SPL for the loanable hot spots program.

H. Gough commented she had received positive feedback on the Good Readance program, 633 patrons in three weeks that have cleared their fines and can now borrow books. C. Cooley reported that there was an article written in the Toronto Star Newspaper mentioning the Good Readance program, we will share it in the June Consent Agenda. L. Erickson has also experienced very positive feedback from patrons. V. Subramanian suggested there be paid advertising for the campaign. Administration responded that the Board had previously indicated that there be no paid advertising. J. Thronberg suggested sending out a media release. J. Sampson will update the Board at the June meeting.

E.2 Financial Reports

S. Libbey reviewed the statement and reported that she is comfortable that the variance at this point will continue to move similarly with a surplus; however, there are still three quarters in the year.

H. Gough and S Greer appreciate the clarity with the new financial reporting format and consider it a Board appropriate report.

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

Carried.

IN-CAMERA SESSION

Moved by C. Grant, seconded by S. Greer **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 5:40 p.m.

Board moved into public session at 8:03 p.m.

RETURN TO PUBLIC SESSION

Moved by V. Subramanian, seconded by J. Thronberg **THAT the Saskatoon Public Library Board move into public session at 8:04 p.m.**

Carried.

Moved by S. Greer, seconded by H. Gough **THAT the Saskatoon Public Library Board receive this report for information, discussion and direction; And that the Board approve mitigation of wage losses as a result of a change in pay band; And that employees who experience a loss of wages as a result of a change in pay band are paid at their old pay band for as long as they hold the position or a period of 3 years, whichever comes first, including any general economic increase as negotiated; And that the Board undertakes a compensation review to examine external equity in 2020.**

Moved by J. Thronberg, seconded by H. Gough **THAT the Saskatoon Public Library Board receive the Transition Report for information; And that the Board approves the closure of all SPL locations to the public on Monday, July 16, 2018.**

ADJOURNMENT

Moved by V. Subramanian, seconded by J. Thronberg **THAT the Saskatoon Public Library Board does now adjourn at 8:04 p.m. to meet again Wednesday, June 20, 2018, at 4:00 p.m., Frances Morrison Central Library, 311-23rd Street East, Saskatoon or at the call of the Chair.**

Carried.
