



MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, April 18, 2018, in the Meeting Room, Frances Morrison Central Library.

Present: Candice Grant, Chair
Lisa Erickson, Vice-Chair
John Thronberg
Councillor Hilary Gough
Sheena Greer
Robyn Robertson
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

Regrets: Venkat Subramanian

Candice Grant, Chair, called the meeting to order at 4:06 p.m.

AGENDA

Additions to the Agenda:

None

Moved by J. Thronberg, seconded by S. Greer **THAT the Agenda of April 18, 2018, be approved as circulated, including any items removed from or added to the Agenda.**

Carried.

Consent Agenda

Moved by H. Gough, seconded by R. Robertson **THAT the Consent Agenda of April 18, 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 March 21, 2018, be adopted as circulated, including any revisions to be made.**

Carried.

No declaration of conflict of interest.

B.1 Deputations/Presentations/Public Meeting

Dr. Carroll Chubb Deputation

Moved by H Gough, seconded by J. Thronberg **THAT The Saskatoon Pubic Library Board receive Dr. Chubb's deputation as information and for Administration provide Dr. Chubb with available public information.**

D REPORTS FROM THE BOARD

D.1 Chairperson Updates

C. Grant reported that the City of Saskatoon has completed the governance review of all boards and has made recommendations, not including statutory Boards. The report is now available.

D.2 STLA Report

L. Erickson reported there is an SLTA conference in May and has been requested to provide some information for the annual report. The STLA representative also sits on the University Senate; L. Erickson suggested they canvas other members.

E REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Report

C. Cooley reported that SPL is making progress this year on data collection with the implementation of Counting Opinions.

The Alice Turner McFarland Award has been advertised, and we are currently in the process of receiving applications. The award will be 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. L. Erickson will be the SPL Board representative.

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

Carried.

Business Carried Forward

F.1 Financial Reporting

L. Erickson presented the proposed changes recommended by the Governance & Nominations Committee, including Appendix A, which is similar to the City Council higher-level business line reports and Appendix C to provide additional context. A Reserve Report will be presented during Budget deliberations.

C. Cooley reported that due to the availability of the variance report, the Board financial reporting would be in May, September, and November.

Moved by L. Erickson, seconded by J. Thronberg **THAT the Saskatoon Public Library Board receive this report for information and discussion; and that the Board approves the recommendations related to financial reporting.**

F.2 Protocols for Contacting the SPL Board

L. Erickson presented the Governance and Nominations discussion to date. In order to streamline the public to communicate with the board, options consisting of a link/button on the SPL Board Leadership page that would allow the public to send an email to a distribution list. This would include; C. Grant, Chair; L. Erickson, Vice-Chair; C. Cooley, Director of Libraries & CEO, and J. Sampson, Director, Marketing & Communications. In order to retain transparency that the communication is considered public information and whom they are sending the email to the individual sending the correspondence would be advised prior on the webpage. The Governance & Nominations committee wanted to ensure this is in alignment with the Boards wishes.

J. Sampson will draft a Board Communication Procedure and will update the webpage to clarify the Board's Roles and Responsibilities.

Governance and Nominations will bring their recommendations to the June Board meeting.

Moved by H. Gough, seconded by S. Greer **THAT the Governance and Nominations Committee proceed in due course.**

IN-CAMERA SESSION

Moved by S. Greer, 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 (Section 17(1)(d) and (e) of LAFOIPP.**

Board moved in-camera at 4:40 p.m.

Board moved into public session at 6:10 p.m.

RETURN TO PUBLIC SESSION

Moved by S. Greer, seconded by R. Robertson **THAT the Saskatoon Public Library Board move into public session at 6:10 p.m.**

Carried.

Moved by S. Greer, seconded by J. Thronberg **THAT the Saskatoon Public Library Board direct the Governance & Nominations Committee to proceed with recommendations as discussed in-camera.**

ADJOURNMENT

Moved by H. Gough, seconded by J. Thronberg **THAT the Saskatoon Public Library Board does now adjourn at 6:10 p.m. to meet again Wednesday, May 16, 2018, at 4:00 p.m., Frances Morrison Central Library, 311-23rd Street East, Saskatoon or at the call of the Chair.**

Carried.

A handwritten signature in black ink, appearing to be "Z. Greer", written over a horizontal line.