

The Saskatoon Public Library Board met on Wednesday, January 16, 2019, in the Meeting Room, Frances Morrison Central Library.

Present: Lisa Erickson, Chair  
Cheryl Starr  
John Thronberg  
Nicholas Kaminski  
Janice Hiebert, Recorder

Robyn Robertson, Vice Chair  
Councillor Gough  
Brett Bradshaw  
Carol Cooley, Director of Libraries & CEO

Guests: Janna Sampson, Director, Marketing & Communications  
Beth Côté, Director, Public Services  
Laura Warner, Director, Corporate Services & Facilities  
Scott Gregor, Director, Finance

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L. Erickson, Chair called the meeting to order at 4:03 p.m.

### **AGENDA**

Moved by Councillor Gough, seconded by N. Kaminski **THAT the Agenda of January 16, 2019, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

### **Consent Agenda**

Moved by Councillor Gough, seconded by J. Thronberg **THAT the Consent Agenda of January 16, 2018 be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

### **Previous Minutes**

Moved by J. Thronberg, seconded by N. Kaminski **THAT the Saskatoon Public Library Board minutes of November 21, 2018 be adopted as circulated, including any revisions to be made.**

Carried.

No declaration of conflict of interest.

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

None

### **C NEW BUSINESS**

#### **C.1 Board Policies**

C. Cooley reported Governance & Nominations Committee has reviewed these policies and determined they are Governance policies requiring Board approval. Both the Violence-Free Workplace Policy and Respectful Workplace Policy will be reviewed every five years. If there are legislative changes an earlier revision would be triggered. Administration will ensure we comply with the law.

Councillor Gough noted that in the Violence-Free Workplace Policy under the section "Roles of the Board," it states the Board will revise the policy every three years. C. Cooley responded that would be

changed to five years. Councillor Gough would like to clarify that legislative policy changes would prompt a revision to ensure compliance.

Councillor Gough also noted that in the Respectful Workplace Policy the section Roles and Responsibilities, SPL Board is not included. C. Cooley responded this would be amended to include the Board's role similar to the Violence Free Workplace Policy.

Moved by Councillor Gough, seconded by C. Starr **THAT the Saskatoon Public Library Board approve the Violence Free Workplace and the Respectful Workplace Policies as recommended.**

Carried.

## **C.2 Board Bylaws-Voting**

L. Erickson reported this is a result of seeking clarity regarding counting votes when Board members are abstaining.

Councillor Gough stated she is more familiar with abstentions counted as nays.

L. Erickson stated another issue arose due to the need for electronic voting. Councillor Gough asked if there were rules around electronic voting.

The Board recommended Governance & Nominations to review abstaining from voting and counting of electronic voting, according to Roberts Rules of Order.

Moved by J. Thronberg, seconded by C. Starr **THAT the Saskatoon Public Library Board approve the recommendation to revise Section 8.9 of the Board Bylaws to read unless other wise noted in the Bylaw motions require a simple majority of those present and voting for approval.**

Carried.

## **C.3 Executive Committee**

L. Erickson reported that Governance & Nominations Committee requested Administration to research common practise in libraries across Canada regarding Executive Committees.

C. Cooley stated we would like to see the power of the Executive Committee limited, this committee would be used to deal with emergent situations and gave the example of the repairs required on the roof at Alice Turner in 2018.

Councillor Gough suggested to include in the Resolution specific wording such as "where urgent issues arise, and a timely meeting of the Board is not feasible."

N. Kaminski suggested including what would constitute an emergency in the resolution.

Moved by N. Kaminski, seconded by J. Thronberg **THAT the Saskatoon Public Library Board approve the recommendation to establish an Executive Committee and develop the related resolution for the Board's review and approval.**

Carried

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

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

None

## **D.2 SLTA Report**

None

## **D.3 ICD Training Update**

N. Kaminski gave a summary of the presentation, Brass Tacks for Boards. Some of the highlights included biases that Board members need to be aware of, the Board needs to have deliberate skills and processes in place. It is important to recognize that formal education skills, experience from both life and work as well as diversity ensures each member contributes to the overall skills matrix. Regular scheduled in-camera Board sessions are viewed as healthy from a corporate governance perspective. We need to ensure that the advertisement sent for Board member postings are clear and unambiguous so that it is clear from the start what is being sought in the position and expectations are set for both sides. Obtaining feedback from existing and new Board members for inputs into the Board Orientation Manual is helpful. Board members should be participating in committees as soon as possible.

N. Kaminski commented that this Board already has many of these processes in place, specifically the Skills Matrix as well as practices surrounding the in-camera session.

L. Erickson stated the facilitator would also present to the SPL Board if there were interest. L. Erickson encouraged the Board to attend ICD Training.

## **E. REPORT FROM ADMINISTRATION**

### **E.1 Director of Libraries & CEO Updates**

C. Cooley reported that SPL is introducing a movie streaming service, Kanopy. Some of the Kanopy movies have public performance rights, meaning schools or other organizations can use them.

C. Cooley also reported a new partnership with the Remail Modern to offer free cultural family passes to SPL patrons. C. Cooley would like to develop a permanent cultural pass program.

L. Erickson asked how the staff consultations went in December. C. Cooley responded that they were very positive and we identified some common themes. The feedback was consistent from Branch to Branch.

R. Robertson asked how frequently the staff consultations would take place. C. Cooley responded a minimum of one per year. R. Robertson asked if there was another avenue for staff to provide input. C. Cooley responded the employees are encouraged to talk to their supervisors/manager and not wait for consultations. Management advises Administration on an ongoing basis if there are issues.

R. Robertson requested more detail on the Smart City Initiative. Councillor Gough responded Smart Cities is a competition by Infrastructure Canada; the City of Saskatoon applied and was short listed. The winner receives \$10 million dollars. The Challenge Statement is to be the city that breaks the cycle of Indigenous youth incarceration by creating a new cycle focused on building purpose, belonging, security and identity. The idea that has come forward is to create a mobile tool where youth can connect with services all over the city, and services can connect into that tool with real-time data including upcoming events. C. Cooley responded that SPL would be a place where youth could connect using our computers or Wi-Fi. Our outreach workers could personally connect youth to services. SPL would also be included as a warm-up location.

N. Kaminski requested more information on the RM Branch Public Open House. J. Sampson responded the open house is on Saturday, March 2<sup>nd</sup>, there will be copies of the floor plan available, an explanation of what an innovation lab is, and requesting ideas from the public of how to make the Branch more

personal to the neighborhood, i.e., artwork. R. Robertson thanked administration for starting this work to include the public opinion of how to integrate the library into the local neighbourhood.

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

Carried.

## **F. Business Carried Forward**

### **F.1 Board Public Communications**

Councillor Gough asked what the mechanism is for an email sent directly to a Board member and if members' emails will be posted on the website. C. Cooley replied the intent of the procedure is an interim solution; these decisions would be made during a facilitated session with the consultant.

C. Cooley also asked for the Boards direction regarding written communication. When the deputation process was changed, written communication was also included:

*No written communication shall be considered by the Board if, within the 12 months immediately preceding the communication, the Board has dealt with the same or substantially the same matter by Board motion or direction to Administration. The Board Chair shall refuse a request to make a deputation if the Board has, within the 12 months immediately preceding the request, dealt with the same or substantially the same matter by Board motion or direction to Administration.*

L. Erickson noted that in the SPL Board Public Correspondence Procedure, Online Form number 7 to be updated to read "the CEO sends a draft response to Board Chair." And to also make this change in the Mail/Email number 6.

Moved by J. Thronberg, seconded by N. Kaminski **THAT the Saskatoon Public Library Board approve the procedure as revised.**

Carried.

L. Erickson asked the Board what direction they would like to give to the Governance & Nominations Committee regarding the written deputation procedure. C. Cooley stated that the procedure is written in a manner that suggest if one person expressed a specific concern and another person expressed the same concern within the year, we would not respond.

Councillor Gough responded that City Council would respond to written communication continually throughout the year. There are rules of what is included in the agenda. C. Cooley stated what is included on the agenda will be included in the resolution. J. Thronberg's preference is to include the correspondence in the Consent Agenda, so all Board members are kept informed. Councillor Gough stated the correspondence should not be inciting an additional Board discussion to previous decisions.

L. Erickson asked the Board of their interest in holding a one-day workshop to develop a Board communication strategy.

Moved by J. Thronberg, seconded by Councillor Gough **THAT the Board engage the services of Ms. Seiferling to assist with the development of a communications strategy including the facilitation of a one-day workshop.**

## **IN-CAMERA SESSION**

Moved by J. Thronberg, seconded by Councillor Gough **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 4:57 p.m.

Board moved into public session at 6:04 p.m.

**ADJOURNMENT**

Moved by Councillor Gough, seconded by J. Thronberg **THAT the Saskatoon Public Library Board does now adjourn at 7:10 to meet again February 13<sup>th</sup>, 2019 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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