

The Saskatoon Public Library Board met on Wednesday, March 20, 2019, in the Meeting Room, Frances Morrison Central Library.

Present: Lisa Erickson, Chair
Councillor Gough
Nicholas Kaminski
Carol Cooley, Director of Libraries & CEO
Janice Hiebert, Recorder

Robyn Robertson, Vice Chair
Brett Bradshaw
Cheryl Starr

Regrets: John Thronberg

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

L. Erickson, Chair called the meeting to order at 4:05 p.m.

AGENDA

Addition to the Agenda: E.1 Director's Report Verbal Update

Moved by C. Starr, seconded by R. Robertson **THAT the Agenda of March 20, 2019, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

Consent Agenda

Moved by N. Kaminski, seconded by B. Bradshaw **THAT the Consent Agenda of March 20, 2019, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by R. Robertson, seconded by B. Bradshaw **THAT the Saskatoon Public Library Board minutes of February 13th and March 6th, 2019 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 Rusty McDonald Public Open House

C. Cooley reported that the Rusty McDonald Public Open House was well attended; B. Cote, L. Warner, and RM Branch Manager Sarah Donald attended. Patrons were enthusiastic about the branch visuals on

display. One comment that was made by a patron was the scope of the project, a true renovation of the space.

J. Sampson added that compared to other similar SPL events the attendance was high. There were several tech pieces available for patrons to test.

Councillor Gough stated a number of people are anticipating using the space itself more. For example, students and quiet study space, will there be additional power outlets? Is this part of the scope of the project? C. Cooley confirmed it was. C. Cooley also stated patrons are interested in the modern feel of the renovation, similar to Round Prairie. The children's area was designed to have some separation; there was added sound modification in the ceiling and the study carrels and booths are located in the rear of the library.

R. Robertson responded that there doesn't seem to be a lot of input from the public regarding the character or design features of the space. Going forward it would be nice to think about how we can translate that information, possibly earlier in the design process related to public art. Potentially have an artist be involved in the design process giving a unique opportunity to illustrate or connect to the community. This could be done through poetry or a piece of artwork. C. Cooley responded this could be incorporated into the budget.

N. Kaminski asked if there was any constructive criticism or feedback that stood out. J. Sampson responded there were a few questions and suggestions regarding programming in the Branch, but as far as the space, people are excited to see the improvements.

Moved by Councillor Gough, seconded by B. Bradshaw **THAT the Saskatoon Public Library Board receive this report for information, discussion.**

Carried.

C.2 Harassment Free Work Environment Policy

L. Erickson thanked the Governance and Nominations Committee for their work on this policy.

R. Robertson asked the Board if they had any comments they would like to incorporate. Governance & Nominations made minor edits to the language and added a few definitions.

Councillor Gough asked if this was an existing policy that is being updated. C. Cooley confirmed. Councillor Gough commented that the actual policy statement is very short; the majority of the content is in the appendix and suggested adding, "see Appendix A" to the statement.

C. Cooley stated when this policy is rolled out to the employees; it will be mediated by the manager. There is a process being developed that includes staff signing off acknowledgment of reading the policies and will be tracked.

Moved by Councillor Gough, seconded by R. Robertson **THAT the Saskatoon Public Library Board adopt this policy with the amendment with reference to Appendix A in the policy statement.**

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

None

D.2 SLTA Report

STLA Report attached to the agenda package.

E. REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

C. Cooley gave a verbal update on the Provincial Budget that was announced on March 20th, SPL is included in the Ministry of Education. SPL received an increase of 1.5% or \$9,863 out of a total increase of \$128,000 to the Public Library Sector in Saskatchewan. L. Erickson stated as a percentage the provincial grant is approximately 3% of our budget.

C. Cooley reported there is a request from Saskatoon Business College to place a practicum student from the Graphic Design Specials Program at SPL. SPL is happy to support their request.

L. Erickson asked if SPL has a practice or policy in regard to practicum or placement students. C. Cooley responded that we do not at this time. If we can accommodate a request, we do. At some point in time, we will want to seek out other practicum opportunities. L. Erickson added there is a substantial investment federally in work-study placement for students announced this week.

R. Robertson asked if the students are compensated for work placements. C. Cooley responded they are not; this is a practicum for credit as part of their program.

C. Cooley also reported a Community Librarian was working with Saskatchewan History & Folklore Society. The society passed along kudos to the library and the Board for the organizational structure change that enabled this partnership to take place.

C. Cooley also stated SPL is working with Saskatchewan History and Folklore Society and the Saskatchewan Intercultural Associate, the partnership has received a \$3000 grant to do multilingual story series.

Moved by Councillor Gough, seconded by N. Kaminski **THAT the Saskatoon Public Library Board receive the verbal report for information.**

Carried.

F. Business Carried Forward

F.1 Board Committee Appointments

L. Erickson reported at the February Board meeting Board Committee Appointments were discussed, and a motion was passed. There has been a slight change, Councillor Gough to Governance & Nominations Committee and C. Starr to the Personnel Committee.

Moved by C. Starr, seconded by R. Robertson **THAT the Saskatoon Public Library Board approve the Committee appointments as outlined.**

F.2 Executive Committee Resolution

R. Robertson reported the Governance & Nominations Committee reviewed the draft resolution. C. Cooley stated the addition of the role of the Secretary and the statement, "following the meeting the committee will inform the Board as to the nature of the issue and the direction given to administration, notwithstanding privacy issues."

Councillor Gough commented on the committee being named an Ad Hoc Committee and asked for clarification how this fits into that description. C. Cooley responded based on the SPL Board Bylaws there are standing committees and ad hoc committees. This would not be considered a standing regular meeting type of committee, only as needed. Councillor Gough responded this committee is more appropriately named an ad hoc committee rather than a standing committee.

R. Robertson asked if there was an addition regarding communication, responding in a timely manner notwithstanding privacy issues or personnel. C. Cooley confirmed.

L. Erickson thanked the Governance & Nominations Committee for their work on this resolution.

Moved by N. Kaminski, seconded by B. Bradshaw **THAT the Saskatoon Library Board receive this report for information, discussion; And that the Board approves the Executive Committee Resolution as recommended.**

F.3 Deputation Revision

L. Erickson reported there is a slight change in language in the Deputation Resolution, presented is both the current and proposed language.

Councillor Gough commented that the term Deputation is commonly misunderstood. The term deputation and delegation are used within the document, and the reference within the Board Bylaws and policies refer to public presentations to the Board as representations to the Board. Councillor Gough asked if the word deputation can be changed to representation and make a change to the Bylaws to read patrons wishing to address the Board would use the form "Request to Make a Representation or Presentation" which is more commonly used and understood.

L. Erickson stated the proposed language deals with the challenge of previously discussed correspondence and suggested the amendment can be approved, and requested Governance & Nominations Committee to review the congruence between the policies and bylaws.

Moved by Councillor Gough, seconded by B. Bradshaw **THAT the Saskatoon Public Library Board receive this report for information, discussion; And that the Board approves the changes to the Request to make a Deputation form as recommended.**

Moved by Councillor Gough, seconded by R. Robertson **THAT the Saskatoon Public Library Board direct Governance & Nominations Committee review the Deputation form and related policies to consider plain language and language congruency.**

IN-CAMERA SESSION

Moved by N. Kaminski, seconded by B. Bradshaw **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 4:31 p.m.

Board moved into public session at 6:43 p.m.

Moved by B. Bradshaw, seconded by C. Starr **THAT the Saskatoon Public Library Board proceed with the development of the NCL Business Case as Discussed.**
Carried

ADJOURNMENT

Moved by C. Starr, seconded by B. Bradshaw **THAT the Saskatoon Public Library Board does now adjourn at 6:43 to meet again April 17th, 2019 at 4:00 p.m., Frances Morrison Central Library, 311-23rd Street East, Saskatoon or at the call of the Chair.**
Carried.
