

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

Present: Candice Grant, Chair
Cheryl Starr
John Thronberg
Nicholas Kaminski
Janice Hiebert, Recorder

Lisa Erickson, Vice Chair
Councillor Hilary Gough (via telephone)
Robyn Robertson
Carol Cooley, Director of Libraries & CEO

Guests: Janna Sampson, Director, Marketing & Communications
Beth Côté, Director, Public Services
Laura Warner, Director, Corporate Services & Facilities
Irene Seiferling, Board Dynamics

Regrets: Venkat Subramanian

C. Grant, Chair called the meeting to order at 4:08 p.m.

AGENDA

Addition to the Agenda: C.3 Changes to Digital Privacy Act

Moved by L. Erickson, seconded by R. Robertson **THAT the Agenda of November 21, 2018, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

Consent Agenda

Moved by C. Starr, seconded by N. Kaminski **THAT the Consent Agenda of November 21, 2018 be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by J. Thronberg, seconded by R. Robertson **THAT the Saskatoon Public Library Board minutes of October 17, 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 Annual General Meeting

Moved by L. Erickson, seconded by J. Thronberg **THAT the Reports from Administration be received as information; and the AGM will be held in January at which we will elect the chairperson and the vice-chairperson.**

Carried.

C.2 Rusty Macdonald Renovation

C Cooley reported that this is a very large branch and it is up to code, therefore we can renovate as opposed to refresh. At JS Wood and Frances Morrison Central Library due to building code issues we can only refresh. Included in the renovation are modern features similar to Round Prairie, adding gaming rooms, innovation labs, separate children's area including story time area that is relocated to the front of the library, creating quiet zones further in the building. We would like to trial four-person pods at this location. The electrical capability will also be increased. The size of the collection will remain the same with the amount of shelving. Some staff area has been turned over to public use. The work on this project was by AOBDT Architects, the same architects on Round Prairie.

L. Warner added this is a very exciting opportunity; Rusty Macdonald is over 11,444 square feet. This is a very busy branch second only to Frances Morrison Central Library for reference questions and inquiries. This branch services several large neighborhoods.

R. Robertson asked if this was competitively tendered. C. Cooley confirmed it was.

C. Grant asked if the recommendation is the expenditure of \$2.7 million from the Capital Reserve. L. Warner stated the amount of the expenditure is \$2.4 million. C. Cooley stated that the City of Saskatoon has already allocated the facility maintenance and upgrades fund in the amount of \$300,000 toward this project.

C. Cooley advised that we intend to offer circulation services during the renovation. There have been discussions with the City of Saskatoon that we believe renovation to this branch will increase traffic to the Lawson Civic Centre. Once the Branch is re-opened, we can look at some collaborative programming with the City of Saskatoon that may increase the use of the entire facility.

R. Robertson asked what the schedule of the renovation is. C. Cooley responded a schedule had not been built yet; the project needs Board approval first. When the project is approved, we will tender for a construction manager, and will then have a realistic timeline of construction. C. Cooley added we would then start on the communications plan, as well as the public services plan of how to redeploy RM employees and how we can use the two meeting rooms at the Lawson Civic Centre.

J. Thronberg asked if the new shelving is the similar capacity to the current shelving. C. Cooley confirmed the shelving capacity is the same. C. Cooley also stated that the shelves will look shorter but can hold more the materials.

L. Erickson asked how demographic projections affected the plans for the space. L. Warner replied the Branch is close to several schools and senior living facilities, so there is a juxtaposition between both demographics. There are study spaces for students, quiet reading areas for seniors and young families use this branch heavily.

B. Côté we would like to create a space that meets the needs of the community and see if it will draw more patrons into the branch. This branch has not always met the needs of the community in the past. We are anticipating a higher use after the renovation.

C. Starr asked if this is the first library with video gaming technology. L. Warner responded that Carlyle King, Round Prairie have video gaming rooms.

J. Thronberg asked what the plan was for the gaming room. L. Warner responded the gaming room would have four screens with a games switch in a plexiglass box with a self-serve switch which will not require staff monitoring. The innovation lab will have storage, software, lego, Makey Makey, STEAM/STEM programming materials, button makers, and patrons can potentially book the space for crafts.

L. Erickson asked if we are anticipating an increase in the use of this branch, parking implications should be considered.

L. Erickson asked if there might be a disconnect between the branch and the community needs, how or if community led intersects with renovations in projects like this. If we can validate what we are planning is what fits and what the community wants. C. Cooley responded over the next year we will be working towards validation for all new projects. The elements incorporated into Rusty Macdonald are similar to Round Prairie and some of the ideas from New Central Library consultation. J. Sampson replied we also looked at positive comments from Round Prairie patrons such as having the children's area more partitioned for noise and having spaces more teen-centric.

L. Warner also stated the branch is very module and flexible, which will make it more versatile to respond to meet community needs.

Councillor Gough asked how the \$300,000 facility maintenance amount was arrived at. C. Cooley responded this is the amount Saskatoon Public Library has contributed in order to cover costs such as carpet, paint, and lighting. Councillor Gough asked if asbestos removal was included in this fund. C. Cooley was unsure at this time.

Councillor Gough asked who developed the budget, and if this is a high-level budget and the Board will get more granular quotes once the work is contracted. L. Warner responded the budget was developed by AODBT; the team included a structural engineer, electrical engineer, and subcontractors. The budget will become more specific once the construction manager is tendered.

Councillor Gough asked what the next steps are once the budget is approved. C. Cooley responded that SPL would be managing this project with AODBT.

R. Robertson asked if there was an opportunity to involve community members to start having conversations to hone in on items specific to each neighbourhood, celebrating things in the area within a design perspective. This work could potentially be done in conjunction with the architect.

L. Erickson sees an ongoing conversation with the communities we serve as a means of continuous engagement and building support for the idea and building support for the public library.

C. Cooley responded there are ways we can consult resulting in how space is used.

L. Erickson would like to see a plan cultivating this relationship with the public.

J. Sampson responded with SPL's ability to manage the project is giving new opportunity to engage the public in ways we could not with other projects. We can create a webpage describing the project and welcoming feedback from the community.

R. Robertson stated her earlier comment was of a creative level, such as integrating community photography. There are unique things happening in different neighbourhoods that we can draw on.

Moved by J. Thronberg, seconded by C. Starr **That the Saskatoon Public Library Board approve the expenditure of 2,463,739 to renovate the Rusty McDonald Branch; and that we fund the expense from the Capital Expansion Reserve.**

Carried.

C.3 Digital Privacy Act

N. Kaminski reported there were changes that came into effect on November 1st to the Digital Privacy Act for the personal information and protection electronic documents act, around privacy breach notifications. This is a potential risk if the policies and procedures have not been updated. C. Cooley responded we have been working on policy; they exist in draft at this time. We have worked with the

privacy commissioner to get our best practices in place. These documents will be reviewed by the Governance & Nominations Committee.

C. Cooley also stated there are SILS Privacy Policies that govern any information collected through the Integrated Library System. B. Côté responded these policies would be reviewed and updated at the December 5th SILS Directors meeting.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

C. Grant has filled her six-year term on the Saskatoon Public Library Board of Trustees. L. Erickson thanked C. Grant on behalf of the Board for her steady leadership. We now realize the vision articulated in the strategic plan, and we have weathered some exciting change with a lot of public attention.

D.2 SLTA Report

None

E. REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

C. Cooley updated the Board, the closure dates for 2019 need to add Easter Sunday as a closure. We are installing updated security at FMCL.

The new Director of Finance will be starting on December 1st.

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

Carried.

F. Business Carried Forward

F.1 Deputations

C. Grant thanked the Governance and Nominations Committee for their work improving this resolution.

Moved by C. Starr, seconded by R. Robertson **THAT the Saskatoon Public Library Board receive this report for information; and to approve the addition to the Deputations Resolution as outlined in the report.**

Carried.

F.2 Board Self Evaluation

R. Robertson reported the review of the Board Self Evaluation; there were a few areas that required action, and monitoring. We should always be looking for areas of improvement at the Board level.

C. Grant asked what the intention of reviewing the Board Self Evaluation, so the work done to implement this process is not lost. L. Erickson responded this could be a standing item on the Governance and Nominations Committee Agenda. Councillor Gough suggested update from Governance and Nominations on some of the actions. L. Erickson responded Governance & Nominations could provide a verbal update at the May Board meeting.

Moved by L. Erickson, seconded by J. Thronberg **THAT the Saskatoon Public Library Board receive this report for information; and direct the Governance & Nominations Committee to provide a semi-annual report in May of each year.**

Carried.

F.3 Board Meeting Dates 2019

C. Grant stated that due to the length of Board meetings over the past year the suggestion is to keep the currently scheduled regular dates and set an additional tentative date for each month.

L. Erickson flagged the February meeting is during Reading Week, and school break could be an issue. C. Cooley suggested moving the February date to the 13th. The regular Board meeting dates will be posted, not the tentative meeting dates.

Councillor Gough asked what the requirements are for giving public notice of SPL Board meetings. C. Cooley will ensure there is appropriate public notice given.

Moved by L. Erickson, seconded by J. Thronberg, **THAT the Saskatoon Public Library Board receive this report for information; and adopt the meeting dates as outlined in the report with the amendment the February 20th meeting will be held on February 13th.**

IN-CAMERA SESSION

Moved by J. Thronberg, seconded by R. Robertson **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 7:10 p.m.

Moved by R. Robertson, seconded by J. Thronberg **THAT the Saskatoon Library Board direct the Vice Chair to advise the City of Saskatoon of the Board member recommendation.**

Moved by L. Erickson, seconded by Councillor Gough **THAT The Saskatoon Library Board direct the Vice-Chair to advise the City of Saskatoon that the Board recommends the reappointment of R. Robertson, J. Thronberg and N Kaminski to the Board for a further term.**

Moved by L. Erickson, seconded by J. Thronberg **THAT the Saskatoon Library Board approves the CEO annual evaluation and merit bonus.**

ADJOURNMENT

Moved by J. Thronberg, seconded by Councillor Gough **THAT the Saskatoon Public Library Board does now adjourn at 7:10 to meet again January 16, 2019, at 4:00 p.m., Frances Morrison Central Library, 311-23rd Street East, Saskatoon or at the call of the Chair.**

Carried.
