

The Saskatoon Public Library Board met on Wednesday, September 19, 2018 in the Meeting Room, Frances Morrison Central Library.

Present: Candice Grant, Chair Councillor Hilary Gough
Lisa Erickson, Vice Chair John Thronberg
Venkat Subramanian Cheryl Starr
Nicholas Kaminski Carol Cooley, Director of Libraries & CEO
Janice Hiebert, Recorder

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

Regrets: Robyn Robertson

C. Grant, Chair called the meeting to order at 4:00 p.m.

AGENDA

Moved by L. Erickson, seconded by C. Starr **THAT the Agenda of September 19, 2018, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

Consent Agenda

Moved by V. Subramanian, seconded by L. Erickson **THAT the Consent Agenda of September 19, 2018 be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

Previous Minutes

Moved by V. Subramanian, seconded by C. Starr **THAT the Saskatoon Public Library Board minutes of June 20, 2018 be adopted as circulated, including any revisions to be made.**

Carried.

No declaration of conflict of interest.

B DEPUTATIONS/PRESENTATIONS/PUBLIC MEETING

B.1 Carroll Chubb Deputation

C. Chubb is requesting the Board provide clear instruction to Administration the type of information to be shared with her. She is requesting access to Dr. Cheryl Stenström's full report and for the Board to reconsider the staffing strategy that reduced the expertise of the staff and begin making better use of the expertise in the remaining staff.

C. Chubb has also requested the Board to instigate an investigation of why and how the number of items in the Library Collection decreased between the years 2013 to 2015. She would like this investigation to begin as soon as possible.

The Board will discuss C. Chubb's deputation and will respond in writing at a later date.

Moved by L. Erickson, seconded by J. Thronberg **THAT the deputation has been received.**
Carried.

C NEW BUSINESS

C.1 Alice Turner Branch-Roof Repair

C. Cooley reported that the project is now complete; the final cost to SPL is \$28,710.00. Insurance covered \$19,000.00 of the repair costs.

C. Grant reported that due to the emergent nature of the repairs the Board Chair, Vice-Chair and Council Member were informed approximately one month previous and approved by email. We require ratification from the Board.

L. Erickson commented given the age of some of our facilities the Board should be given a buffer in terms of a contingency to some of the work going forward. C. Cooley agreed based on the age of the building we would add a larger contingency.

N. Kaminski questioned if the repair addressed all inadequacies and if all public safety issues due to material falling off the roof were repaired. L Warner stated the roof was inspected after the repairs.

Moved by J. Thronberg, seconded by N. Kaminski **THAT the Saskatoon Public Library Board approved the expenditure of \$28,710.00 repair the Alice Turner Branch roof. And that we fund the expense from the Alice Turner Maintenance Reserve.**

Carried.

C. 2 Board Self-Evaluation

L. Erickson reported that annually as a Board we engage in a Board Self-Evaluation. This is a way to monitor the Board functioning and for the Chair to receive feedback. It also serves as a teaching tool for the expectations of Board members. L. Erickson requested each member to complete the Self-Evaluation Instrument by October 5. L. Erickson will then compile a report, deleting Board members names with the exception of the Board Chair Effectiveness portion, which will be shared one on one with C. Grant.

C.3 Safe Use Bylaw

The Bylaw addresses the kinds of behaviors that are not permitted in the library and the consequences of non-conformance. It replaces the existing Bylaw.

L. Erickson stated that Governance & Nominations reviewed the Bylaw and felt it was ready to come to the Board for consideration.

C. Grant thanked Governance & Nominations for their work.

L. Erickson would like the Board to decide if the review cycle of five years is too lengthy. C. Grant stated that as a Board we have the discretion to review the Bylaw earlier. C. Cooley stated that if a need was noted operationally, that would also trigger a review.

Moved by C. Starr, seconded by J. Thronberg **THAT the Saskatoon Public Library Board adopt the Safe Use Bylaw as circulated.**

Carried.

D. REPORTS FROM THE BOARD

D.1 Chairperson Updates

No report.

D.2 SLTA Report

L. Erickson stated that the SLTA requested a report from Saskatoon Public Library. There is a meeting in October for SLTA, L. Erickson cannot attend and will request if an alternate Board member can take her place. Any Board member interested in attending is to contact L. Erickson.

E. REPORT FROM ADMINISTRATION

E.1 Director of Libraries & CEO Updates

C. Cooley reported that recruitment for Senior Managers and Managers has been successful, most managers are now in place. Due to the exemptions not coming until February the process was delayed. The Senior Manager Planning will start on October 1st. This is a planning and evaluation work group, which will be key moving forward. The Senior Manager Access is vacant; the administration has an interim plan.

C. Cooley also reported there had been positive media coverage on the newly hired Outreach Workers who start on October 1st. Twitter has been very positive, as well as the Saskatoon Police Service.

J. Thronberg asked if all internal hiring is complete including the under filled positions. C. Cooley confirmed that we continue to recruit and work on under filling with the Union.

V. Subramanian asked how many staff report to the Senior Manager Planning and what are the implications if the exemptions are not granted? C. Cooley responded there are two employees if we do not receive the exemptions the roles will be reviewed. B. Côté stated there are elements of the duties that are not appropriate for in-scope employees. V. Subramanian asked if there was a mitigation plan in place. C. Cooley responded it will be worked on and the Directors will be holding planning meetings to address this..

C. Grant congratulated Administration on the success of the Good Readance Program.

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

Carried.

F. Business Carried Forward

F.1 Board Communications

C. Grant reported the intention of the procedure is to make it easier for patrons to contact the board.

L Erickson reminded the Board that this work is in response to concerns regarding Board transparency, and to clarify with the public how to contact the Board. L. Erickson also has feedback from Councillor Gough. The first question is whether to include email addresses next to the names and bios of Board members. Should there be a way to contact individuals without it being part of public record. If Councillors are contacted individually, this is not considered the public record. Councillor Gough feels the process is too rigid to engage in a discussion.

C Cooley provided a point of contrast between Council and the Board. Councilors are elected by their constituents and would have one on one conversations. The Board is appointed and based on our Resolutions needs to speak as one voice through the Chair.

J. Thronberg would like to see library email addresses on the bios, rather than email sent to private or professional email addresses. He believes this lends to more transparency. We still need to speak as one, and all replies should be through the Board Chair.

C. Grant stated when people send correspondence under privacy law it is a public document under LAFOIPP.

L. Erickson would like Governance & Nominations to review the document. C. Cooley reported the current process to public emails and letters is a draft response is created by the Director of Marketing & Communications, it is reviewed by the CEO, it is then sent to the Board Chair for revision, the response is sent in the form of a letter and then becomes part of the Board package. V. Subramanian mentioned that the process should be more about the Director of Marketing & Communications support drafting a response (as needed by the Board) and the CEO will work with the Board to provide the required information to draft this response. The Board Chair will approve or modify as required. L. Erickson mentioned that the governance & nominations committee will make the changes in the document to make the process more clear.

V Subramanian suggested contacting Remai Modern and SaskTel Centre Boards for their procedure.

Governance & Nominations will update draft and bring back to the Board for the November 21st meeting.

IN-CAMERA SESSION

Moved by J. Thronberg, seconded by V. Subramanian **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 4:50 p.m.

Board moved into public session at 7:30 p.m.

Moved by J. Thronberg, seconded by C. Starr **THAT the Saskatoon Public Library Board direct the Personnel Committee to finalize the CEO Evaluation as discussed.**

Carried.

ADJOURNMENT

Moved by J. Thronberg, seconded by N. Kaminski **THAT the Saskatoon Public Library Board does now adjourn at 7:40 to meet again October 17, 2018 at 4:00 p.m., Frances Morrison Central Library, 311-23rd Street East, Saskatoon or at the call of the Chair.**

Carried.
