

**MINUTES of the
SASKATOON PUBLIC LIBRARY BOARD**

The Saskatoon Public Library Board met on Wednesday, January 21, 2015 in the Board Room, Frances Morrison Central Library.

There were present:	Lisa Erickson Jarita Greyeyes Karen Harilstad Councillor Mairin Loewen	Yann Martel Robyn Robertson Zenon Zuzak, Acting Director of Libraries Della Kurulak, Recorder
Regrets:	Candice Grant	Chris Shauf

Councillor M. Loewen, Acting Chair called the meeting to order at 4:03 p.m.

AGENDA

Moved by L. Erickson, seconded by K. Harilstad, **THAT the Agenda be adopted as circulated.**
Carried.

ELECTIONS

Councillor M. Loewen called for nominations for the position of Chair.

L. Erickson nominated C. Shauf.

Moved by L. Erickson, seconded by Y. Martel, **THAT nominations cease.**
Carried.

C. Shauf was elected Chair.

Councillor M. Loewen called for nominations for the position of Vice Chair.

L. Erickson nominated Y. Martel.

Moved by K. Harilstad, seconded by J. Greyeyes, **THAT nominations cease.**
Carried.

Y. Martel was elected Vice Chair.

At 4:21 p.m. Councillor M. Loewen stepped down as Acting Chair.

Effective 4:21 p.m. Y. Martel, Acting Chair.

MINUTES

Moved by Councillor M. Loewen, seconded by L. Erickson, **THAT the Minutes of the November 19, 2014 Board meeting be approved as circulated.**

Carried.

BUSINESS ARISING

Benchmark Survey 2014

The Board discussed how the Benchmark Survey 2014 will be released. A communication plan outlining what we hope to achieve needs to be developed. The plan would consider (1) identifying target audience – public, potential donors, City Hall; stakeholders; potential and existing partners and/or include with annual report distribution list; (2) what information we want to share – condensed summary; and (3) garner support for a new central library.

The Communication Plan and Benchmark surveys would come back to the Board for review and approval.

Moved by Councillor M. Loewen, seconded by J. Greyeyes **THAT the Library Board instruct Administration to formulate a communication plan around the Benchmark study that builds momentum for a new central library.**

Carried.

The Board agreed that the surveys can be posted on the Saskatoon Public Library website.

Saskatchewan Employment Act

Z. Zuzak shared information with the Board regarding changes to the Saskatchewan Employment Act. In checking with other organizations the City of Regina has hired a consultant; however Regina Public Library is not part of the review. This legislation may impact on the Community Led Model being tested at the branches.

Employee Engagement Survey

Z. Zuzak reported that budget lines will be underspent in order to retain Hay Group to conduct an Employee Engagement Survey for the Saskatoon Public Library.

COMMITTEE REPORTS

Occupational Health & Safety Meeting Minutes

The December 3, 2014 Occupational Health & Safety Committee meeting minutes were appended for information.

Writer-in-Residence Committee Meeting

The Writer-In-Residence Committee met on December 4, 2014. A candidate has been selected for the 2015-16 Writer-in-Residence term. We are awaiting the signing of the offer letter.

Moved by K. Harilstad, seconded by Councillor M. Loewen, **that *Committee Reports* be approved.**

Carried.

NEW BUSINESS

Stonebridge Branch Update

R. Robertson informed the Board that she will be the Architect from aodbt architecture + interior design involved with the project. Given the general nature of the information presented R. Robertson did not have to leave the meeting.

Z. Zuzak reported that a team has been struck to work on the layout of the building. Rob Tomiyama, Project Services Manager, Asset & Financial Management, City of Saskatoon will work with the Library on this project.

Orientation for New Board Members

The orientation for new board members will be held the third week in February. D. Kurulak will poll the new members regarding setting a date for the orientation session.

Board Member Recognition (Plaque)

The Board was presented with options for recognizing the service of Board members. One of the options was a recognition plaque.

Moved by L. Erickson, seconded by R. Robertson **THAT Board members, upon completion of service on the Library Board, be recognized with a \$200 option during the first term; \$400 option during the**

second term; and \$600 option during the third term, and that the recognition be the Board member's choice of a gift card; combination of a gift card and plaque or to donate the recognition amount back to the Saskatoon Public Library.

Carried.

SILS (Saskatchewan Information & Library Services Consortium) Update

The SILS Board decided to migrate to a new software platform, Polaris. The migration date has been moved from May to September.

REPORT FROM CHAIR

2015 Budget Submission to City Council

The Library's 2015 Budget submission to City Council was approved on December 2, 2014.

Audit Engagement Letter

In the past the City has taken care of the audit fees. This is the first time the library is responsible for its audit fees. The fee is \$9,100 plus admin fees. The Board Chair will need to sign the authorization letter to start the audit.

Moved by K. Harilstad, seconded by L. Erickson **THAT the Library Board approve the Library Board Chair signing the authorization letter from Deloitte.**

Carried.

REPORT FROM ADMINISTRATION

Board Committees

Councillor M. Loewen suggested that a Governance Committee be formed. Some of the duties of the Committee would be to refresh the strategic plan, review the Board Policy manual; and review the Board's mandate.

Councillor M. Loewen reported that she was involved in a self-evaluation on another Board and felt the self-evaluation could be formatted to be library specific.

Moved by Councillor M. Loewen, seconded by L. Erickson **THAT the Library Board create a Governance Committee to deal with the above noted issues discussed today and the Committee be populated later.**

Carried.

L. Erickson mentioned that some committees require more of a time/energy commitment so in subsequent years a balance of Board participation be considered when selection of Committee representatives is undertaken.

Councillor M. Loewen reminded the Board that members of Board sub-committees do not have to be Board Trustees. It is important, however, to keep the Board informed if any recruitment of sub-committee representatives is undertaken.

D. Kurulak will poll Board members regarding Committee participation.

Saskatchewan Book Awards

A letter, dated December 17, 2014, from Daniel Parr, Vice-Chair, Saskatchewan Book Awards was received. The 2015 Saskatchewan Book Awards shortlist of nominees will be announced on February 13th, 2015 and the Awards Ceremony is scheduled for Saturday, April 25th in Regina.

Board Meeting Schedule 2015

Received for information the Board meeting schedule 2015.

Use of Materials Report (Year End)

Received for information the 2014 year end Use of Materials Report.

Variance Report November 2014

Received for information the November 2014 and year end December 31, 2014 variance reports.

Karim Nasser Donation to the Library in Memory of Cliff Wright

A donation was received from Karim Nasser, Victory Majors Investments Corporation in memory of Cliff Wright. The Library has also received a donation from Concert Properties in memory of Cliff Wright.

Moved by K. Harilstad, seconded by Councillor M. Loewen, **THAT *Reports from Administration* be received.**

Carried.

NEXT MEETING

The next Saskatoon Public Library Board meeting will be held Wednesday, February 25, 2015, 4:00 p.m., Board Room, Frances Morrison Central Library.

Moved by R. Robertson, seconded by Councillor M. Loewen **THAT the Library Board Meeting be adjourned at 5:31 p.m.**

Carried.
