

MINUTES of the

SASKATOON PUBLIC LIBRARY BOARD

The Saskatoon Public Library Board met on Wednesday, November 19, 2014 in the Board Room, Frances Morrison Central Library.

There were present:	Lisa Erickson Karen Harilstad Councillor Mairin Loewen	Yann Martel Chris Shauf, Chair Zenon Zuzak, Director of Libraries Della Kurulak, Recorder
Regrets:	Candice Grant	Cindy Sherban

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

AGENDA

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

BENCHMARK SURVEY 2014

Doug Fast, Fast Consulting and Ann-Marie Mathieu, Deputy Library Director were welcomed to the meeting to speak to the 2014 Benchmark Survey.

A. Mathieu provided an overall summary of the survey. The survey findings are generally positive with Saskatoon Public Library and its services being of high importance to the citizens of Saskatoon. D. Fast noted that 91% of respondents indicated the library is an essential service and 51% of respondents use the library on a monthly basis. A. Mathieu and D. Fast responded to questions from the Library Board.

Now that the Board has formally received the Benchmark Survey the next steps are: (1) Management releases the document to the staff and public; (2) the Deputy Library Director will attend staff meetings to provide an overview and to answer any questions arising from the Survey; and (3) the findings will be incorporated into SPL's ongoing strategic planning activities, including the development of annual Goals and Objectives.

MINUTES

Moved by Y. Martel, seconded by Councillor M. Loewen, **THAT the Minutes of the October 15, 2014 Board meeting be approved as circulated.**
Carried.

BUSINESS ARISING

Update on FMCL Electrical Upgrade (closure) November 10, 2014

Frances Morrison Central Library had closed for an electrical upgrade on November 10, 2014 and re-opened on November 12, 2014. On November 12 a number of glitches surfaced including new staff access cards not working first thing in the morning and the Microsoft Lync phones being down for part of the day.

The upgrade addressed safety and upgrading the electrical system to current code; however, it did not result in increased electrical power within the building. More information will be shared with the Board regarding an electrical project in 2015 to address the increased electrical needs.

NEW BUSINESS

Progress Report on the Community-Led Service Model for SPL Branches

The Board received a Progress Report on the Community-Led Service Model for SPL Branches. Discussion tabled.

L. Erickson asked how the model will be evaluated upon completion.

City Expenditures Freeze

The Board received a copy of a letter, dated October 21, 2014, from Murray Totland, City Manager to Z. Zuzak stating that an expenditure freeze has been implemented on certain operating budget expenditures.

Given this directive from the City all library expenditures over \$500 need approval from Z. Zuzak before purchase.

Recommended Closed Day for December 2015

Administration recommends that the Board approve closure of the Library system on Sunday, December 27, 2015.

Moved by K. Harilstad, seconded by Y. Martel **THAT the Library Board approve closure of the Library system on Sunday, December 27, 2015.**

Carried.

REPORT FROM CHAIR

Board Meeting Schedule 2015

The Board received a 2015 Board meeting date schedule. The Board agreed to add an additional Board meeting on February 25, 2015 at 4:00 p.m. to the schedule.

Thank you to Zenon Zuzak, Director of Libraries

C. Shauf, on behalf of the Library Board, thanked Z. Zuzak for his contribution to the library and wished him the best in his future endeavours.

Z. Zuzak responded that it has been 'a wonderful ride'. He has enjoyed working in the public sector with a great group of people i.e. the Library Board and staff.

REPORT FROM ADMINISTRATION

Variance Report

The October 2014 variance report was shared with the Library Board.

Update on SILS

The SILS Consortium Directors moved the following recommendation at its October 29, 2014 meeting (1) agree in principle that the Polaris ILS functionality meets SILS's needs with the understanding that not all functions can be fully detailed without entering into a contractual relationship with Polaris/III; (2) task the SILS Executive Director and the Executive Committee with negotiating a contract with Polaris/III that is subject to board approval; (3) direct the SILS Office to plan for an ILS migration from Sierra to Polaris in 2015. The SILS Executive Director should present a high-level plan, timeline and results of the negotiation at the December 2, 2014 board meeting; and (4) direct the Communications Committee to develop a communication strategy and communication documents for directors to distribute to staff and patrons at the appropriate time.

Moved by L. Erickson, seconded by Councillor M. Loewen, **THAT *Reports from Administration* be received.**

Carried.

CORRESPONDENCE

Letter received from Jean Dudley, President, Saskatoon Literacy Coalition

Jean Dudley, President, Saskatoon Literacy Coalition thanked Saskatoon Public Library for its support of the Saskatoon Literacy Coalition.

Letter from Marie Besenski, Coordinator, Employee & Family Assistance Program

A letter, dated October 6, 2014, was received from Maria Besenski, EFAP Coordinator reporting that there has been a 12% library system utilization of EFAP services in the first six months of 2014.

Moved by K. Harilstad, seconded by Councillor M. Loewen, **THAT *Correspondence* be received.**

Carried.

NEXT MEETING

The next Saskatoon Public Library Board meeting will be held Wednesday, January 21, 2015, 4:00 p.m., Board Room, Frances Morrison Central Library.

Moved by L. Erickson **THAT the Library Board Meeting be adjourned at 4:55 p.m.**

Carried.
