



**SASKATOON  
PUBLIC  
LIBRARY**

**AGENDA:**

**The Saskatoon Public Library  
Board Meeting**

**MEETING DATE:** May 15, 2019

**MEETING TIME:** 4:00 p.m.

**LOCATION:** Board Room, Frances Morrison  
Central Library

**PREPARED BY:** Carol Cooley, Director of  
Libraries & CEO

**A. Call to Order**

We are meeting on Treaty 6 territory and the homeland of the Métis and that as a Library Board we affirm our relationship with First Nations Peoples and Métis Peoples of this land.

**A.1 Approval of Agenda**

**Recommended** (Move, second)

THAT the Agenda of May 15<sup>th</sup>, 2019, be approved as circulated, including any items added to the Agenda.

**A.2 Consent Agenda**

**Recommended** (Move, second)

With the adoption of the Consent Agenda, all recommendations found within previous Committee Reports or Minutes and Correspondence are then received by the Board as noted. The Consent Agenda is not subject to discussion from the floor.

That the Consent Agenda of May 15<sup>th</sup>, 2019 be adopted as circulated, less any items requested for separate review and discussion.

**A.3 Previous Minutes**

**Recommended** (Move, second)

THAT the Saskatoon Public Library Board minutes of April 17<sup>th</sup>, 2019 be adopted as circulated, including any revisions to be made.

**A.4 Declaration of Conflict of Interest**

**B. Deputations / Presentations / Public Meeting**

In accordance with Saskatchewan's *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIPP), The Saskatoon Public Library Board wishes to

inform the public that all information including opinions, presentations, reports and documentation provided for or at a Public Meeting, Public Consultation, or other Public Process are considered part of the public record. This information may be posted on the Saskatoon Public Library's website and/or made available to the public upon request.

## **C. New Business**

### **C.1 J.S. Wood Lower Level Refresh**

**Recommended** (Move, second)

That the Saskatoon Public Library Board authorize the expenditure of \$335,000 for the refreshment of J.S. Wood's lower level.

And that we fund the expense from the J.S. Wood Reserve.

### **C.2 Board Skills, Strengths & Diversity**

**Recommended** (Move, second)

THAT the Saskatoon Public Library Board receive this report for information, discussion, and direction.

## **D. Reports from the Board**

### **D.1 Chairperson Update**

### **D.2 SLTA Report**

## **E. Report from Administration**

### **E.1 Director of Libraries & CEO Report**

**Recommended** (Move, second)

THAT the Saskatoon Public Library Board receive this report for information.

## **F. Business Carried Forward**

### **F.1 Audit Forms (Verbal Update)**

## **G. In-Camera Session In**

**Recommended** (move, second)

THAT the meeting move in-camera for the purpose of addressing matters pertaining to Labour/Personnel under Sections 16(1)(c) of LAFOIPP and addressing matters pertaining to Economic/Financial-Land (Section 17(1)(d) and (e) of LAFOIPP.

Board moved in camera at:

Board moved into public session at:

## **H. Adjournment**

**Recommended** (Move, second)

THAT the Saskatoon Public Library Board does now adjourn at (time) p.m. to meet again Wednesday, June 19<sup>th</sup>, 2019, Frances Morrison Central Library, 311-23<sup>rd</sup> St E, Saskatoon or at the call of the Chair.



A.2

**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** May 15, 2019  
**SUBJECT:** Consent Agenda  
**PREPARED BY:** Carol Cooley, Director of Libraries & CEO

**A. Recommendation**

With the adoption of the Consent Agenda, all recommendations found within previous Committee Reports or Minutes and Correspondence are then received by the Board as noted. The Consent Agenda is not subject to discussion from the floor.

That the Consent Agenda of May 15, 2019 be adopted as circulated, less any items requested for separate review and discussion.

**A.1 Meeting Minutes**

**A.2. Correspondence  
Author**

**Recommendation/  
Action**

Respectfully submitted,  
Carol Cooley

**MINUTES of the****SASKATOON PUBLIC LIBRARY BOARD**

The Saskatoon Public Library Board met on Wednesday, April 17, 2019, in the Meeting Room, Frances Morrison Central Library.

Present: Lisa Erickson, Chair  
Brett Bradshaw  
Cheryl Starr  
Carol Cooley, Director of Libraries & CEO  
Janice Hiebert, Recorder

Councillor Gough  
Nicholas Kaminski  
John Thronberg

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

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L. Erickson, Chair called the meeting to order at 4:00 p.m.

L. Erickson acknowledged we are meeting on Treaty 6 territory and the homeland of the Métis and that as a Library Board we affirm our relationship with First Nations Peoples and Métis Peoples of this land.

**AGENDA**

Moved by J. Thronberg, seconded by B. Bradshaw **THAT the Agenda of April 17, 2019, be approved as circulated, including any items removed from, or added to the Agenda.**

Carried.

**Consent Agenda**

Moved by J. Thronberg, seconded by N. Kaminski **THAT the Consent Agenda of April 17, 2019, be adopted as circulated, less any items requested for separate review and discussion.**

Carried.

**Previous Minutes**

Moved by B. Bradshaw, seconded by H. Gough **THAT the Saskatoon Public Library Board minutes of March 20<sup>th</sup>, 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 Election of Board Vice-Chair**

L. Erickson and the Board thanked R. Robertson for her service on the SPL Board. The role of Vice-Chair is now vacant. Board members can either self-nominate or nominate other members.

N. Kaminski nominated J. Thronberg. J. Thronberg accepted and nominated N. Kaminski. C. Starr also nominated N. Kaminski. N. Kaminski accepted the nomination. Councillor Gough nominated B. Bradshaw. B. Bradshaw accepted the nomination.

L. Erickson reported there is not an election resolution in the SPL Board Bylaws. There is a draft resolution that holds the vote by secret ballot. J. Thronberg would like Governance & Nominations to review the draft resolution.

L. Erickson thanked the three board members who agreed to let their name stand as Vice-Chair. C. Cooley tabulated the votes. L. Erickson announced B. Bradshaw voted as Vice-Chair of the SPL Board, B. Bradshaw accepted.

Moved by Councillor Gough, seconded by J. Thronberg **THAT B. Bradshaw is the Vice-Chair of the Saskatoon Public Library.**

Carried.

Moved by N. Kaminski, seconded by B. Bradshaw **THAT the Personnel Committee consists of L. Erickson, C. Starr, and J. Thronberg; Governance & Nominations Committee consists of B. Bradshaw, N. Kaminski, and Councillor Gough.**

Carried.

## **C.2 Closure Dates**

J. Thronberg requested the motion updated to read the 2020 closure dates. N. Kaminski asked if the closure dates are similar to other years. C. Cooley confirmed, and L. Erickson added this is a yearly report. C. Cooley stated the dates that may fluctuate are the early closure dates on Christmas Eve and New Year's Eve.

Moved by Councillor Gough, seconded by J. Thronberg **THAT the Saskatoon Public Library Board with the addition of p.m. approve the 2020 closure dates.**

Carried.

## **C.3 Audit (Verbal Update)**

S. Gregor reported there are forms we are required to complete under the Local Authority Freedom of Information Act, declaring any relevant relationships such as to vendors. The signed forms will be filed with the year-end audit, stating the declarations have been met.

The forms will be distributed to the SPL Board either prior to or at the May 15<sup>th</sup> Board meeting. Councillor Gough indicated to provide a definition of relevant relationships.

N. Kaminski asked if there was a strict timeline for the forms to be completed. S. Gregor responded if they are not completed once the audit statements are finalized, the note changes from forms are completed to forms in the process.

## **D. REPORTS FROM THE BOARD**

### **D.1 Chairperson Updates**

None

### **D.2 SLTA Report**

J. Thronberg stated the SLTA Annual Report would be released soon, and the spring meeting will be held soon.

## **E. REPORT FROM ADMINISTRATION**

### **E.1 Director of Libraries & CEO Updates**

C. Cooley would like to acknowledge the Public Service Managers and Librarians for preparing reports and project proposals. L. Erickson appreciated reading the project proposals and thanked C. Cooley for including them in the report.

C. Cooley also reported B. Côté and J. Sampson have been visiting each of the branches to discuss how to collect patron stories and why they are important for qualitative evaluation.

C. Cooley attended the Mayor's State of the City Address who acknowledged the New Central Library project along with the revitalization plans for downtown Saskatoon.

N. Kaminski asked if this is the first time SPL has engaged in a National HIV testing day. C. Cooley confirmed. N. Kaminski responded this is an excellent initiative, and asked if there was any liability or risk involved due to dealing with bloodborne pathogens. B. Côté responded SPL is in partnership with AIDS Saskatoon to ensure safety and will also include mental health support.

Councillor Gough also supports this initiative; there are limited testing locations available in Saskatoon. J. Thronberg appreciates the mental health supports.

Moved by B. Bradshaw, seconded by N. Kaminski **THAT the Saskatoon Public Library Board receive the report for information.**

Carried.

### **F. Business Carried Forward**

None

## **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 4:23 p.m.

Board moved into public session at 7:30 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

Moved by C. Starr, seconded by N. Kaminski **THAT the Saskatoon Public Library Board ratify the Senior Library Service Associates Tem Position Recruitment 2019 MOA.**

Carried

## **ADJOURNMENT**

Moved by N. Kaminski, seconded by C. Starr **THAT the Saskatoon Public Library Board does now adjourn at 7:34 to meet again May 15<sup>th</sup>, 2019 at 4:00 p.m., Frances Morrison Central Library, 311-23<sup>rd</sup> Street East, Saskatoon or at the call of the Chair.**

Carried.



**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** May 15, 2019  
**SUBJECT:** J.S. Wood Lower Level Refresh  
**PREPARED BY:** C. Cooley

## **A. Recommendations**

That the Saskatoon Public Library Board authorize the expenditure of \$335,000 from the J.S. Wood Reserve for the refreshment of J.S. Wood's lower level.

And that we fund the expense from the J.S. Wood Reserve.

## **B. Background**

In 2018, the Board authorized the architectural firm, aodbt, to present schematic designs and budgeting for the refreshment of the lower level. The lower level of the branch, is the second phase of this overall refreshment project of J.S. Wood (JSW).

There is currently \$546,137.39 of funding available in the J.S. Wood Reserve.

## **C. The Saskatoon Public Library Strategic Plan**

Goal #1 Inspiring Learning, Discovery & Creation

Objective: Create public spaces that encourage innovation, learning, and creativity through collective access to technology.

Goal #2 Connecting Communities

Objective: Renovate SPL branches to promote comfort, convenience and reflect the varied space needs of our patrons from vibrant and collaborative to quiet and individual.

Objective: Modify spaces to improve accessibility.

## **D. Budget Impact**

Budgetary impact to reserves as outlined.

## **E. Attached**

1. J.S. Wood Lower Level Refresh

Respectfully submitted,

Carol Cooley

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# REPORT

## J.S. Wood Lower Level Refresh

Report To: Carol Cooley, CEO & Director of Libraries

Date: 2019-05-15

Prepared By: Laura Warner, Director, Corporate Services & Facilities

### A. Recommendations

This report is received for information.

### B. Background

In 2017, the SPL Board authorized the refreshment of the main level of the J.S. Wood branch. In 2018, the Board authorized the architectural firm, aodbt, to present schematic designs and budgeting for the refreshment of the lower level. The lower level of the branch, is the second phase of this overall refreshment project of J.S. Wood (JSW).

J.S. Wood branch opened in 1966, at 1801 Landsdowne Ave., it consists of approximately 9,000 square feet of floor area.

The branch is very busy with 130,000 visits in 2018. JSW plays an important role in the community by providing programming, study space, collections, family space, computers, and wifi.

The branch's lower level includes an auditorium, a story room, public washrooms, storage space for the branch and a workroom for the SPL Programming team. It is in need of a refreshment to this space to better serve the public and accommodate SPL employees.

#### Refreshment Plan

The refreshment will not include any changes to the general layout, but a much needed replacement of the fixtures in the lower level. These changes will include:

- Removing & replacing the flooring on the lower level.
- Removing & replacing acoustical wallcovering in story room & auditorium;
- Installation of new emergency lights & LED lighting in story room, auditorium and programming work room;
- Removing the bulk head in the story room, opening it up for natural light;
- Replace ceiling tiles in auditorium, new ceiling tiles in story room;
- Renewing the public washrooms;
- Adding card access to rear stairwell and latch sets to all doors;
- New door to water meter area in public washroom for security purposes;
- Add water and sewer to new millwork in auditorium for coffee service & clean up;
- Paint ceilings, floors, walls and wood shelving in work room and storage area;
- Paint hallways, stairwells, auditorium, story room and washrooms;
- New branded walk off mats in main floor vestibule;
- Eliminate south west door in auditorium, incorporate large door closet into corner;
- Wiring for projectors and screens in story room or auditorium;

- Include any new LAN connections req'd in auditorium, story room & work area;
- Cosmetic repair to water damaged walls in programming work room;
- New upper/lower millwork & counter, sink & taps in story room.

## **C. Alignment with Strategic Plan**

Goal #1 Inspiring Learning, Discovery & Creation

Objective: Create public spaces that encourage innovation, learning, and creativity through collective access to technology.

Goal #2: Connective Communities

Objective: Renovate SPL branches to promote comfort, convenience and reflect the varied space needs of our patrons from vibrant and collaborative to quiet and individual.

Objective: Modify spaces to improve accessibility.



**REPORT TO:** Saskatoon Public Library Board  
**MEETING DATE:** May 15, 2019  
**SUBJECT:** Board Skills, Strengths & Diversity  
**PREPARED BY:** C. Cooley

#### **A. Recommendations**

THAT the Saskatoon Public Library Board receive this report for information, discussion, and direction.

#### **B. Background**

As part of the process for recruiting new members, the Library Board completes the Skills, Strength and Diversity matrix. The results are compiled and sent to the City Clerk's office and are included in the advertisement for new Board Members. The results also guide the Board in seeking out members of the community and encouraging them to apply. Also, they inform the interview process.

The Board completes the matrix in the spring.

The Governance & Nominations Committee prepares a report based on outcomes and sends it to the City Clerk's office on behalf of the Board.

#### **C. The Saskatoon Public Library Strategic Plan**

Goal #4:

Preparing for the future.

#### **D. Budget Impact**

#### **E. Attached**

1. Skills, Strength & Diversity Matrix

Respectfully submitted,

Governance & Nominations

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### **BOARD SKILLS, STRENGTHS AND DIVERSITY MATRIX**

The Board as a whole should comprise a broad cross-section of the indicated competencies, should include connections with key communities, and should reflect the diversity of the library's broader community.

BOARD MEMBER	A	B	C	D	E	F	G	H	I
<b>Competencies</b> (skills, experience, professional expertise and/or recognized qualifications)									
Accounting /Financial Management									
Legal									
Human Resources Management									
Governance (profit or non-profit)									
Strategic planning, research									
Intercultural competency									
Marketing/communications									
Technology /Business Systems									
Capital projects									
Public Policy/Government Relations									
Fundraising									
Community Development/Planning									
Literacy advocacy									

<b>Connections</b>									
Indigenous community									
Early years									
K-12 sector; youth									
Post-secondary sector, adult education									
Non-profit sector									
Saskatoon business community									
Government (municipal, provincial, federal)									
Philanthropy									
Arts and literary community									
Cultural communities									

<b>Representation and diversity</b>									
Gender (specify)									
Indigenous person (Y/N)									
Member of a visible or linguistic minority (Y/N)									
Person differently able (Y/N)									
Other (specify)									

*In addition, **every** person seeking membership on the SPL Board should bring certain **qualities**:*

- A reputation for personal integrity;
- A willingness to listen carefully and understand others' views;
- An ability to think independently and conceptually and to analyze effectively;
- An openness to learn and to adapt to change;
- A commitment to holding themselves and others accountable;
- An ability to contribute to helping the Board develop trust and consensus;
- An ability to 'take the long view' in providing oversight and direction and in anticipating future threats and opportunities;
- A willingness to advise and mentor new members and to build partnerships;
- A passion for building a better community and a commitment to the values and vision of the Library.

### How to complete the matrix

Board members should complete their column of the skills matrix at the time they join the Board. In completing the matrix, a scale of 0-3 should be used:

For the competencies:

3	Professional expertise, would be comfortable advising on this area.
2	Basic working knowledge, understand the area sufficiently to contribute effectively.
1	Rudimentary or minimal understanding
0	No knowledge or experience in this area.

For the connections:

3	Working in this sector or community.
2	Strong connections to this sector or community.
1	Some connections to this sector or community
0	No connections to this sector or community