

**REGINA PUBLIC LIBRARY  
BOARD OF DIRECTORS  
January 23, 2018  
Central Library Boardroom**

**Present:**

S. Quinlan, Chair  
B. March-Burwell, Vice Chair  
Councillor S. Bryce  
M. Gavigan  
S. Grebinski  
E. Kivisto  
C. Kobayashi  
P. Lerat

**Also in Attendance:**

J. Barber  
T. Fraser  
J. Niedermayer

**Regrets:**

Mayor M. Fougere

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**MINUTES**

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**1. Call to Order**

S. Quinlan called the Board meeting to order at 4:45 pm.

**2. Agenda**

C. Kobayashi moved to approve the agenda. CARRIED.

**3. Conflict of Interests**

No conflict of interests were declared.

**4. Approval of Previous Minutes**

- a. S. Bryce moved to approve the minutes of the November 28, 2017 Board meeting. CARRIED.
- b. M. Gavigan moved to approve the minutes of the January 15, 2018 Closed Board meeting. CARRIED.
- c. E. Kivisto moved to ratify the motion that RPL not renew its Institutional Membership in the Saskatchewan Library Trustees' Association (SLTA) for 2018. CARRIED.

## **5. Delegations and Correspondence**

The following individuals/organizations made presentations to the Board:

- a. Jeannie Mah – representing the film community
- b. Karen Rose - representing the film community
- c. Mark Wihak - a representing the film community
- d. Joanne Havelock - Friends of the Regina Public Library (FRPL)

The Board acknowledged the numerous messages and correspondence they have received from the community about RPL's Film Theatre. C. Kobayashi addressed the guests in attendance and thanked everyone for showing their support for RPL's Film Theatre and for their community.

### *Discussion:*

The Board was interested to learn that the FRPL will try to speak with the Minister of Education and lobby support for library funding in the upcoming provincial budget. The FRPL will attempt to join other library support groups (e.g. social media) and add their support.

On behalf of the Board, the Chair addressed the delegates and guest to express his appreciation for the interest and the passion they continue to show for the film theatre and library community. The Board is very proud of the Library, the staff, and all the services and programs offered to the city of Regina.

The Governance Committee agreed to clarify the delegate presentation guidelines that are on the RPL website.

S. Grebinski moved to receive and file the presentations and correspondence. CARRIED.

## **6. Manager Presentation**

Julie McKenna, RPL's Deputy Library Director, provided the Board with an overview on Decision-Making Data and Predictive Modelling for Services utilized by RPL.

### *Discussion:*

- The Board was interested to learn how collection and other operational decisions are made with evidence-based data collection, as well as how we share the information with the public.
- The Board was impressed by how much time and effort goes into the planning of every aspect of the Library and noted how important this information could be when approaching government or the community for funding.

- The Board acknowledged the efforts of Library Administration during the budget crisis to re-examine many key aspects of the Library's operations and propose more efficient, cost-saving measures using data-driven evidence.
- The Board learned that RPL is not a member of the Canadian Evaluation Society.

## **7. Information Items**

### **a. Recruitment of New Managers**

RPL began the recruitment process in the Fall of 2017, for the Manager positions that have become available due to the Labour Relations Board ruling early that year. To date, three Branch Manager positions have been filled, and the Department Head for Branches will be Cathy Freer-Leszczynski, who has agreed to remain at RPL in this role. The Library is now in formal communication and transition timeline planning for the current permanent employees affected by this change.

### **b. Service Planning**

The service plan project design began in October 2017, and all phases of consultation will run until the end of January. The review of qualitative and quantitative data will be undertaken in February, with final reporting in the first week of March.

The consulting firm, The Public Good Planning + Public Engagement are conducting the staff and public engagement portion of the service plan process. In addition to the sessions at the Staff Development Day, Emory and Daphne conducted four focus groups with staff in the Fall and have engaged staff and customers in an online survey. Further public engagement will begin using six customer focus groups, a community partners engagement session, and a "pop-up" presence in a number of different public spaces on January 21-24.

### **c. Digital Media Studio**

The Digital Media Studio (DMS) is located on the main floor of Central Library. It is an interactive space with specialized hardware, equipment and software that will provide customers the opportunity to explore, collaborate and learn about digital media and create professional quality audio and video productions. The DMS space will also include access to a green screen and video recording equipment. Game engine development and graphical design software will also be available on these studio workstations. All this will be accessible free of charge to RPL cardholders in the near future. Photos of the DMS may be shared with the public.

d. 2018 Mill Rate Request

The City's budget package will be posted to the City's website on February 1<sup>st</sup> and the Library's mill rate request document will be a part of that package. City Council's decision on the Library's budget will take place at their meeting on February 27<sup>th</sup>.

e. Fundraising Report

RPL's Development Office continues to cultivate and solicit prospective donors for the Bothwell project, and has undertaken initiatives to secure gifts to promote philanthropy at RPL. Relationships have been established with a number of corporations and organizations in the community, and Room Naming opportunities are still available at Bothwell.

Awareness that RPL is a charitable organization is also increasing, as evidenced by the increase in donors. In 2017, we cultivated 62 new donors, an increase from 2016 (32 new donors) and completed 46 meetings with donors and prospective donors. To date, we have secured \$171,500 in funding.

For the past several months, we have been working on a partnership with SunLife Financial and the *SunLife Instrument Lending Program* (details of this initiative remain confidential at this time). Funding has now arrived from SunLife, and a launch date for the project in mid-March is being considered.

A few months ago, the Development Office and the Marketing and Communications Unit (MAC) conducted a pilot project 'pop-up gift shop'. Three pop-ups were held at Farmer's Markets and one at the RPL Annual Book Sale.

f. RPL @ Canadian Federation of Library Associations (CFLA)

CFLA is the new national association that has replaced, to some degree, the role of the Canadian Library Association (CLA). As a federation, CFLA's governance is tied to representation from all of the multi-sectoral library associations as well as the two large sectoral associations (Canadian Urban Libraries Council and Canadian Association of Research Libraries). The Saskatchewan Library Association (SLA) has selected RPL's Deputy Library Director, Julie McKenna to represent the prairies for a two-year term.

g. Additions to RPL's Art Rental Collection

Two pieces will be added to RPL's Art Rental collection:

1. Holly Fay, *Untitled*, 2014, Graphite on Paper
2. Heather Cline, *Sanctuary*, 2014, Acrylic on Panel

h. Chair's Report

S. Grebinski moved to receive and file the Information Items. CARRIED.

**8. Decision Items**

a. Statement on Intellectual Freedom – Amendment

The Canadian Federation of Library Associations (CFLA) has assumed national policy review as part of its advocacy role for the library community in Canada and has adopted many of CLA's former policies as their own. The RPL Board adopted the CLA statement in its review of Mission, Vision, and Values in 2016. In 2017, the CFLA adopted the statement, in its entirety and as written, from CLA.

E. Kivisto moved that references to the "Canadian Library Association Statement on Intellectual Freedom" be changed to "Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries". CARRIED.

b. 2017 Year-end Motions

On the recommendation of Library Administration, M. Gavigan moved to approve that the following reserve transactions for 2017:

1. The North Central Shared Facility reserve be closed.
2. The Fine Art Reserve be closed out and the outstanding deficit be taken from the General Fund.
3. Any surplus in excess of the budgeted surplus for the 2017 year be transferred to the capital project reserve.

CARRIED.

**9. Calendar of Events**

S. Quinlan moved to receive and file the calendar of events. CARRIED.

**10. Adjournment**

S. Quinlan moved to adjourn the meeting. CARRIED.

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Board Chair

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Secretary to the Board