

**REGINA PUBLIC LIBRARY  
BOARD OF DIRECTORS  
September 22, 2020  
Sunrise Branch Program Room (Board)  
Skype for Business Videolink (Guests)**

**Present:**

S. Quinlan, Chair  
J. Barber, Secretary to the Board

**Present:**

B. March-Burwell, Vice Chair  
Mayor M. Fougere  
M. Gavigan  
S. Grebinski  
C. Kobayashi  
P. Lerat  
J. Oni

**Regrets:**

Councillor S. Bryce

**Also in Attendance:**

J. McKenna, Deputy Library Director  
K. Saunderson, Senior Manager, Corporate Services  
T. Playter, Fraser Strategy  
G. Kruger  
J. Niedermayer

---

**MINUTES**

---

**1. Call to Order**

Due to COVID-19 pandemic restrictions on gatherings, Board members and guests participated in-person, by videoconference, or by telephone. As this was a public meeting, the public had the opportunity to hear the proceedings. Call-in instructions were advertised on the RPL website. The public were made aware the audio feed end, should an In Camera session of the Board be called.

The Chair called the meeting to order at 4:30.

**2. Adoption of Agenda**

C. Kobayashi moved to approve the meeting agenda. CARRIED.

**3. Chair's Remarks**

The Chair spoke briefly to the Board and the public to thank the staff of the RPL for their efforts to continue serving the public shortly after the Province declared a shut-down of all public facilities. The public interest in RPL's digital services was great, and the staff and Library Administration should be commended for their efforts during unprecedented circumstances. The response from the public has been overwhelmingly positive.

When branches began re-opening in July, the Chair visited each one and was very impressed with the morale of the staff and how well-equipped the branches were to safely welcome

customers. The Chair thanked the physical plant staff who prepared the branches with personal physical equipment and rearranged the interiors of the branches to meet the distancing requirements as recommended by the Province. The Chair also shared his observation that children were noticeably absent and missed.

The Chair requested that Board members participating by means other than in-person kindly identify themselves for the rest of the participants before speaking.

#### **4. Conflict of Interests**

No conflict of interests was declared.

#### **5. Approval of Previous Meeting Minutes**

- a. S. Grebinski moved to approve the minutes of the meeting of June 23, 2020. CARRIED.

#### **6. Manager Presentations**

- a. Development Unit Assessment

Scott Decksheimer of ViTreo, provided a brief summary of the Fund Development Assessment and Plan provided to RPL. The Board was provided the report prior to this meeting.

*Discussion:*

- C. Kobayashi provided the Board with a confirmation of Scott's fundraising credentials as a fundraising professional.
- The fundraising goals in the Plan are aggressive but very attainable.
- RPL does have the internal capacity and resources to cover year one and possibly year two of the Plan.
- The proposed capital campaign projects will face competition, and RPL does have a broad reach within its community that can be channelled.
- The Plan also discusses RPL's role in that economic recovery during and post-COVID-19.

- b. Service Plan Update

J. McKenna provided a brief update on the work accomplished in 2019 and the refreshed Service Plan.

*Discussion:*

- Indigenous programming has been expanded and scaled-up during the pandemic. The grant from the Province will support new programming as well as RPL's from the funds budgeted for Indigenous programming.
- Use of the mezzanine at Central has been very successful and relates directly to Item 4.3 of the strategy map.

M. Fougere moved to receive and file the Fund Development Assessment and Plan and 2019 Report and update on the Service Plan. CARRIED.

## **7. Information Items**

### **a. Annual Planning Table**

#### **1) Branding Process Update (no discussion)**

Rebranding work is currently focused on building tools to create and support staff understanding and acceptance. This work, along with a defined change management plan to support it, is necessary. A successful brand is possible only through an engaged and committed workforce, which requires training and well-defined service changes.

Administration is also working to define measures and a review process to confirm library operations are consistent with this new brand. In support of the rollout of the new logo, a tender has been issued to sign companies to provide quotes to replace the current RPL logo with the new logo on all RPL signs. Administration expects to roll out its new brand and logo to the public in mid-November 2020, with activities to update the logo on all RPL signs and materials planned to be complete by the end of the year.

#### **2) Budget and Planning Alignment**

The operational plans for all units have been documented, including linkages to service plan objectives. All initiatives that have a budget impact for the 2021 budget are identified in their respective operational plans.

While future improvements are expected, the current framework has enabled the alignment of budget with the operational plan and supports the strategic map item 1.1 (Effective planning, project, and change management). In the event adjustments to the currently proposed 2021 budget need to be made, a review of initiatives in the operational plan will be undertaken to identify what projects can be cancelled or deferred.

### **b. Operational Update on COVID-19 Measures**

J. Barber provided context to the summary of activities provided to the Board. It was determined that RPL will not open for public holidays in 2020. This decision will be discussed again for 2021 in January.

For Central three largest branches, daily hours will be expanded, as well as access to the Help Line (RPL Hotline).

### **c. Chair's Report – No discussion**

B. March-Burwell moved to receive and file the Information Items. CARRIED.

## **8. Updates**

### **a. Action Items Update – No discussion**

### **b. Referred Communications – No discussion**

S. Grebinski moved to receive and file the Action Items Update and Referred Communications. CARRIED.

## **9. Discussion and Decision Items**

a. Audit Service Plan 2020

B. March-Burwell moved to approve the Audit Service Plan for 2020 based on the recommendation of the Audit Committee and to authorize the Board Chair to sign the plan on behalf of the Board. CARRIED.

1) Budget and Mill Rate Request

Over the past several months, the Audit Committee met twice to review drafts of the 2021 budget. The Committee probed both in terms of process and specific budget items.

Even though 2021 is a municipal election year and consideration of the Library's mill rate request will not occur until March 2021, the date for the Library's submission of budget documents is unchanged from previous years. The City has asked the Library to submit a budget by October 9, 2020. Along with the actual budget documents, the submission also contains formal submission letters and a written document outlining key highlights for the current year and plans for the next year.

B. March-Burwell moved to approve the 2021 budget as presented for a 2.9% mill rate request. CARRIED.

2) Overdue Fines

Library Administration provided the Board with recommendations and rationale for the elimination of fines.

*Discussion:*

- For materials borrowed from other libraries in the system, RPL will coordinate the above-noted changes with other libraries in the province, recognizing that all public libraries are on the same Integrated Library System and changes in one system impact the others.

B. March-Burwell moved to approve the elimination of fines at the library and proceed with the recommendations provided in Appendix B. CARRIED.

3) Library Service Agreement

B. March-Burwell moved to approve the Library Service Agreement for 2021. CARRIED.

b. Governance Committee Policy Review

The following policies were presented to the Board:

- Charitable Gifts Policy – Operational; for information purposes only
- Posters and Publicity Policy – Operational; for information purposes only
- No Smoking Policy – Board approval required
- Safe Use and Conduct Bylaw – Board approval required

C. Kobayashi moved that the Board approve the No Smoking Policy and the Safe Use and Conduct Bylaw. CARRIED.

c. C. Kobayashi moved that the Board receive and file the Charitable Gifts Policy and the Posters and Publicity Policy. CARRIED.

c. Financial Statements to August 31, 2020.

B. March-Burwell moved to approve the financial statement, as presented. CARRIED.

**10. Calendar of Events** – No discussion

**11. In Camera Session** – No session was requested.

**12. Adjournment**

P. Lerat moved to adjourn the meeting. CARRIED.