

REGULAR BOARD MEETING**January 26, 2021****TEAMS Videoconference****MINUTES****In Attendance:**

S. Quinlan, Chair
Councillor J. Findura
M. Gavigan
S. Grebinski
C. Kobayashi
P. Lerat
Mayor S. Masters
J. Oni
C. Zankl
J. Barber, Board Secretary

Also in Attendance:

Alison Hopkins, Provincial Librarian
Tony Playter, Fraser Strategy
J. McKenna
K. Saunderson
J. Niedermayer

1. CALL TO ORDER

The Board Chair, S. Quinlan, called the Regular Board meeting to order at 4:45 pm.

2. ADOPTION OF THE AGENDA

C. Zankl moved to adopt the meeting agenda. CARRIED.

3. CHAIR'S REMARKS

There was no discussion.

4. CONFLICT OF INTERESTS

There were no conflict of interests declared.

5. APPROVAL OF PREVIOUS MEETING MINUTES

M. Gavigan moved to approve the minutes of the November 24, 2020 Board meeting. CARRIED.

6. MANAGER PRESENTATION

RPL's Library Director & CEO, J. Barber, provided a brief overview of the structure and mandate of the Library Director's Office.

7. INFORMATION ITEMS

i) Service Plan 2021 – Focus for 2021

The framework for the 2021 Service Plan, prepared by J. McKenna, was included in the package. The use of this framework will support RPL and its customers by identifying the initiatives that are most important to fulfil this promise. The past ten months of the pandemic caused Library Administration to sharpen its focus to meet the immediate needs of the people of Regina and continue to make progress on many of the initiatives previously identified as priorities by customers and staff. The Plan was designed as one that would be iterative in its improvement and adapt to new understandings of customer needs and service approaches.

The final year of the Service Plan will offer an important opportunity to continue the commitment to listen to the community. Through the initiatives in 2021, there will be a continuation to design, deliver, evaluate, and iteratively improve services to meet community needs and expectations. The 2021 plan will also provide context to launch and solidify our brand promise through both staff initiatives and customer benefits.

Discussion:

Are RPL staff also encouraged to develop their skills and competencies?

Yes. There has been training offered over the past year and there will be more to come as part of the plan to support the customer-centred culture strategy.

ii) Risk Framework Update

In the fall of 2018, RPL conducted a Request for Proposal to provide Enterprise Risk Management (ERM) consulting services to help us initiate a risk management process. The successful proponent of this process was KPMG.

After review of the initial list that included dozens of risks, RPL's first risk register is comprised of 13 organizational risks. The organizational risks were then part of the discussion of 2020 operational objectives and were significant considerations when 2021 budget discussions started in May of 2020. Throughout 2020, the organizational risks were assigned risk owners, and new risks arising from the pandemic were considered.

At the next meeting of the Audit Committee, in March 2021, Library Administration will bring forward an updated risk register. The two board level risks will also be brought forward for discussion by the Audit Committee and a recommendation made to the Board on treatment of these risks. As well, a revised board policy on ERM will be brought forward for Committee consideration.

c. Public Holidays – 2021

In 2019, after gaining experience with opening RPL locations on public holidays, the Library entered an extended pilot project to continue opening on some public holidays, monitor, adjust, and report back to the Board before a policy would be established.

Based on data and customer feedback, Library Administration set public holiday open dates for 2020. Ultimately, the library closures and restrictions that resulted from the pandemic led to the cancellation of most of those open dates in 2020.

In looking at 2021, while still under restrictions, Library Administration decided to continue to be closed on public holidays up to and including Saskatchewan Day. Opening on Labour Day will be considered in a few months after assessing the external environment.

d. Referred Communications

No discussions.

e. Action Item Updates

No discussion.

f. Chair's Report

No discussion.

8. DISCUSSION AND DECISION ITEMS

a. Board Committees

i) Audit Committee

(1) Year-end Financial Motions

At the end of each year, the Board considers any motions that require transfer of funds into or out of reserves. When the 2020 financial statements are completed, they are audited by our auditors, MNP. The 2020 audited financial statements will be presented to the Audit Committee in mid-March, and subsequently referred to the Board's regular March meeting.

The Board established a Carry Forward Policy in 2019 to cover the cost of projects not completed in the year in which they were budgeted. Projects can be operating or capital and, in the case of capital projects, library collections are specifically included.

In 2020, Library Services Centre (LSC) was unable to complete their commitment to RPL. Therefore, an amount of \$63,000 will be carried forward to 2021 to complete the purchase commitment of juvenile materials for 2020. The funds to cover the purchase of these materials will remain in unappropriated surplus. The surplus for the year is not known as many year-end transactions need to be completed before the final amount can be ascertained. However, there will be a surplus from Operations.

On the recommendation of the Audit Committee, J. Oni moved that the surplus in operating expenses less the capital carry forward for juvenile library materials be transferred to the capital project reserve. CARRIED.

9. CALENDAR OF EVENTS

No discussion

10. IN CAMERA SESSION

There was no call for an In Camera session.

11. ADJOURNMENT

P. Lerat moved to adjourn the meeting. CARRIED.

Chair

Secretary