

REGINA PUBLIC LIBRARY  
BOARD MEETING  
March 23, 2021  
TEAMS Videoconference

**MINUTES**

**In Attendance:**

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

**Also in Attendance:**

Tony Playter, Fraser Strategy  
K. Saunderson, Senior Manager, Corporate Services  
G. Kruger, Head of Finance & Administration  
P. Hesselink, Manager of Human Resources  
W. Blake, Manager of Development  
J. Niedermayer

**Regrets:**

Mayor S. Masters

**1. CALL TO ORDER**

The Chair called the meeting to order at 4:30 p.m. and welcomed RPL'S auditors from MNP, Clayton Verash and Krista Horwath.

**2. ADOPTION OF THE AGENDA**

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

**3. CHAIR'S REMARKS**

The Chair provided an update on the Province's expanded public order that was issued just prior to the start of the meeting. The order stipulates that all Library locations will once again close their doors to the public, effective March 28 to April 5 (tentative). Library Administration has met and will meet again tomorrow to coordinate the closures and will keep the Board informed of developments as soon as possible.

**4. CONFLICT OF INTERESTS**

There were no conflict of interests declared.

**5. APPROVAL OF PREVIOUS MEETING MINUTES**

- a. M. Gavigan moved to approve the minutes of the Annual General Meeting of January 26, 2021. CARRIED
- b. C. Zankl moved to approve the minutes of the Board Meeting of January 26, 2021. CARRIED

**6. DISCUSSION AND DECISION ITEMS**

- a. Board Committees
  - i. Audit Committee
    - 1) 2020 Audited Financial Statements
      - (a) Financial Statements
        - i. Audit Financial Statements and Audit Findings Report
          - The draft audited financial statements and audit findings, which were presented and discussed with the Audit Committee on March 16, 2021, were brought forward for Board review and decision.
          - Clayton Veresh and Krista Horwath provided a high-level summary of the 2020 audit and reported that the audit was

clean and that no instances of fraud or misrepresentation were discovered during the audit.

- Based on the recommendation of the Audit Committee, J. Oni moved to approve the 2020 audited financial statements and sign the 2020 Auditor's Report. CARRIED
- The Chair thanked Clayton and Krista for their work on the 2020 audit before they left the meeting.
- Discussion:
- No discussion.

ii. Variance Report

- G. Kruger presented to the Board the Variance Report to RPL's 2020 audited financial statements.
- Discussion:
- Clarification was requested regarding the temporary employment savings due to the cancellation of the leave of the Manager, Development. Due to the global pandemic in 2020, the Manager returned early from her leave of absence.

iii. Management Discussion & Analysis (Financial)

G. Kruger presented the Board with the draft Management Discussion and Analysis (MD&A). It was noted that the MD&A includes only the financial section at this time.

*Discussion:*

- Clarification was requested on the deliverables from the \$30K grant allocation to support library services for indigenous peoples. G. Kruger noted that much of the funding was allocated to work with the Truth and Reconciliation

committee for a variety of programming. \$4K was carried over from 2019 and \$13K has been carried over from 2020 and must be spent prior to March 31, 2021.

- Clarification was requested on the carry forward of money that had been budgeted for repairs to the roof of the Sunrise Branch in 2019. The work could not be finished in 2019 but was completed early in 2020.

iv. Public Accounts

Gail Kruger presented the Board with the Public Accounts which will be posted to the RPL website and sent to the City for roll-up into their Public Accounts.

The Chair thanked Library Administration for their work and moved to receive and file the Variance Report, the draft MD&A, and the Public Accounts. CARRIED.

## **7. INFORMATION ITEMS**

a. University of Regina: Inspiring Leadership Forum

C. Zankl attended this virtual event and provided a report for the Board.

b. Ontario Library Association (OLA) Super Conference

C. Zankl and M. Gavigan attended this virtual event and provided a report for the Board. A number of RPL staff also attended this conference.

c. Public Library System in Saskatchewan: 2019 Year in Review

The report prepared by the Province provides a good summary of data from the province-wide library system. It represents data from before the pandemic. The review, as reported by the Provincial Library and Literacy Office of the Ministry of Education, shows a disparity between urban and rural collections as well as some of the challenges faced by libraries across Saskatchewan.

*Discussion:*

- Clarification was requested on the discrepancy between RPL and Saskatoon Public Library (SPL) with regard to some of the statistics cited in the report. In preparing the report, the information provided by libraries was standardized and variations seem quite noticeable. For example, some libraries provide more programming opportunities than others.
- Clarification was requested on RPL's library materials expenditure to size of collections ratio noted in the report and other libraries. Before 2017, RPL was working on a premise that it has the provincial system at its disposal and some of RPL's limited physical space was being earmarked for other services. Because of the risks to Provincial funding for libraries, it later became a priority that RPL begin building a more independent, self-reliant inventory, and increasing the Collections budget.

## d. Action Item Updates

No discussion.

## e. Chair's Report

No discussion.

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

**8. DISCUSSION AND DECISION ITEMS**

## a. Board Committees

## i. Audit Committee

- 1) Enterprise Risk Management (ERM) was brought forward following a discussion at the January 26<sup>th</sup> Board meeting. The following documents were provided to the Board:

- ERM Policy (new)

- ERM Framework (updated)
- ERM Risk Register (updated)

## Discussion:

- Clarification was requested on the discrepancy in the frequency of reviewing risk monitoring noted in the Policy and the Framework. J. Barber will make the correction.
- A mechanism is in place to alert the Chair of the Audit Committee of impending risks.
- It was requested that the Governance Committee look into implementing an annual work plan for the Board, including ERM reporting, and present it at the next Board meeting. The Governance Committee Chair concurred.

Jumoke Oni moved that the board approve the ERM Policy, the ERM Framework, and the ERM Register as recommended by the Audit Committee. CARRIED

## 2) Summary of Insurance

No discussion.

J. Oni moved to receive and file the Summary of Insurance. CARRIED

## ii. HR Committee

## 1) Policy Review

- (a) Education Leave
- (b) Employment and Family Assistance
- (c) Staff Training and Development
- (d) Safety

(e) Whistleblower

On the recommendation of the HR Committee, M. Gavigan moved to approve the Safety Policy and the Whistleblower Policy. CARRIED

2) LOU – COVID-19 Pandemic Workforce Adjustments

The previous agreement expired at the end of 2020. Adjustments to the agreement cover potential temporary layoffs that may be necessary in 2021 because of COVID-19 restrictions to library services.

On the recommendation of the HR Committee, M. Gavigan moved to approve the new Letter of Understanding (LOU) with CUPE. CARRIED

3) Compensation Adjustments (sent separately)

M. Gavigan moved to approve the adjustments as presented in the report to the Board. CARRIED

iii. Governance Committee

1) Policy Review

(a) Respectful Workplace (correction)

(b) Social Media Posting

(c) Confidentiality

(d) Conflict of Interests

On the recommendation of the Governance Committee, S. Gavigan moved to approve the Confidentiality Policy and the Conflict of Interests Policy. CARRIED

(e) Per Diems – This is a supplement to the Board Governance Policy.

*Discussion:*

- Clarification was requested on the reimbursement for participation in virtual conferences and learning opportunities.
- Attending a virtual conference and receiving \$80/day should be at the discretion of the participant. The accompanying form to the supplement on per diems does allow for discretion in reimbursement amounts.
- The Governance Committee will monitor any other instances that are not recognized in the policy.

S. Grebinski moved that the Board approve the amendments to Board per diems and process for professional development as outlined in the Governance Committee's report. CARRIED

b. Financial Statements to February 28, 2021

J. Oni moved to receive and file the financial statements to February 28, 2021.  
CARRIED

## 9. CALENDAR OF EVENTS

No discussion.

## 10. IN CAMERA SESSION

C. Kobayashi moved that the Board move into an In Camera session. CARRIED

M. Gavigan moved that the Board return to the Board meeting. CARRIED

## 11. ADJOURNMENT

C. Kobayashi moved to adjourn the meeting. CARRIED.

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Chair

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Secretary