REGINA PUBLIC LIBRARY
BOARD MEETING
January 25, 2022
Central Library Boardroom and Teams Videoconference

MINUTES

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

Also in Attendance:
Alison Hopkins, Provincial Librarian
Trent Fraser, Fraser Strategy
Kevin Saunderson
Gail Kruger
Amber Christensen
Kimberley Hintz
Nancy MacKenzie
Colleen Hawkesford
Kate Scheurwater
Alvin Yau
Hannah Sackville (minutes)

1. CALL TO ORDER

The Chair called the meeting to order at 4:47pm.

2. ADOPTION OF THE AGENDA

C. Zankl moved to adopt the agenda. CARRIED.

3. CONFLICT OF INTERESTS DECLARATION

No conflicts of interest were declared.

4. CHAIR'S REMARKS

There was no discussion.

5. APPROVAL OF PREVIOUS MEETING MINUTES

C. Kobayashi moved to adopt the minutes of the November 23, 2021 Board meeting. CARRIED.

M. Gavigan moved to adopt the minutes of the November 23, 2021 In-Camera Session. CARRIED.

6. INFORMATION ITEMS

a. RPL Leadership Team

J. Barber gave an update on the RPL Leadership Team, introducing some new staff and reintroducing staff with new positions and titles.

Staff introduced were as follows:

Executive Director, Branch Libraries – Kimberley Hintz (formerly Branch Manager, Sunrise)
Executive Director, Central Library – Amber Christensen (formerly Department Head, Central Library)
Executive Director, Customer Experience – Nancy MacKenzie (formerly Director, Community Engagement and Programming)
Executive Director, Finance & Strategy – Gail Kruger (formerly Department Head, Finance)
Executive Director, Service Innovation – Kevin Saunderson (formerly Senior Manager, Corporate Services)
Branch Manager, Regent Place and Albert – Terri Wiest
Branch Manager, Sherwood Village and Glen Elm – Kendra Bender (temporary position beginning February 7 2022, from position as Community Librarian, Sunrise)
Manager, Planning & Research – Alvin Yau
Branch Manager, Sunrise and Prince of Wales – Michele Fedyk (beginning February 7 2022)

The Chair welcomed the new members of RPL's Leadership Team.

b. Provincial Public Library Sector Plan

J. Barber spoke to the plan briefly, explaining its primary purpose to support resourcing new initiatives for libraries in Saskatchewan through the Ministry of Education.

c. Fund Development Report

J. Barber noted that the Fund Development Plan for 2022 would be targeted for presentation at the March Board meeting, but that reporting on the previous year will occur at the January meeting moving forward. K. Scheurwater briefly commented on her ongoing work in major gifts and appeals for 2022.

d. Referred Communications

The email communication included in the meeting package was responded to by J. Barber after consulting the Board Chair.

e. Chair's Report

There was no discussion.

C. Kobayashi moved that the Board receive and file the Information Items. CARRIED.

7. DISCUSSION AND DECISION ITEMS

a. Board Committees

i. Audit Committee

1. Year-end Motions and Carry-forward Funding Report

Audit Committee Chair J. Oni asked G. Kruger to provide a summary of the report.

G. Kruger explained the rationale for the carry forward items in the report (supply chain issues in ordering shelving, and changing

software needs for budgeting and reporting), and the process for Board information based on the Carry-forward Funding Policy.

J. Oni took a moment to thank G. Kruger and the Finance Team for their hard work and achievements.

J. Oni moved that the surplus in the operating budget above the budgeted surplus, less the carry forwards for the shelving units at Sunrise and the budgeting and accounting systems, be transferred to the Capital Project Reserve. CARRIED.

b. Contracts

i. Agency of Record

C. Hawkesford summarized the RFP process and proposed contract for Agency of Record with Bravo Tango Advertising Firm to enhance RPL's strategic communications initiatives.

Confirmation was requested that this contract is not a retainer, and that Bravo Tango will only bill for services used by RPL, not extending beyond estimates. C. Hawkesford confirmed.

S. Grebinski moved that the Board approve entering into a contract with Bravo Tango Advertising Firm as the Library's Agency of Record, as proposed. CARRIED.

ii. IT Services

K. Saunderson explained the RFP process for an IT consulting services vendor to supplement RPL's IT staff team in implementing new technology or deploying changes to IT infrastructure. ESTI is the incumbent.

He further clarified that it is not anticipated this contract will exceed expenses of $160K over the course of 4 years. However, ESTI is also RPL's reseller for Amazon Web Services, which we use extensively on a pay-per-use basis, and there is potential that total business with this vendor will

be above the threshold. In the interests of transparency, the item was brought forward for Board approval.

C. Zankl moved that the Board approve entering into a contract with ESTI for IT Consulting and Support Services, as proposed. CARRIED.

8. CALENDAR OF EVENTS

The Chair summarized the Calendar of Events including library closures for 2022 holidays and professional development events and conferences that Board Members may wish to attend. He asked that further information be provided to the Board on upcoming provincial library association conferences following the meeting.

a. Board Meeting Schedule 2022

There was no discussion.

9. IN-CAMERA SESSION

No in-camera session was called.

10. ADJOURNMENT

J. Oni moved to adjourn the meeting at 5:19pm. CARRIED.

Chair	Secretary