

**RPL BOARD OF DIRECTORS MEETING  
January 23, 2024  
Central Library Boardroom and Teams Videoconference**

**MINUTES**

**In Attendance:**

M. Gavigan, Chair  
C. Zankl, Vice Chair  
C. Kobayashi  
J. Oni  
P. New  
C. Romanow  
Councillor B. Hawkins  
J. Barber, Secretary

**Also in Attendance:**

Alison Hopkins, Provincial Librarian  
N. MacKenzie, ED, Customer Experience  
C. Smith, ED, Finance & Strategy  
K. Hintz, ED, Branch Libraries  
A. Christensen, ED, Central Library  
C. Hawkesford, Dir., Marketing & Communications  
A. Yau, Mgr., Planning & Research  
H. Sackville, EA (mins)

**Regrets:**

K. Yee  
Mayor S. Masters

**1. CALL TO ORDER**

M. Gavigan called the meeting to order at 4:43pm.

**2. ADOPTION OF THE AGENDA**

C. Romanow moved that the Board adopt the agenda. CARRIED.

**3. CHAIR'S REMARKS**

*No discussion.*

**4. CONFLICT OF INTERESTS DECLARATION**

No conflict of interests were declared.

**5. APPROVAL OF PREVIOUS MEETING MINUTES**

On page 8 of the November meeting minutes, "mc" will be corrected to "mâdawêyatitân centre".

P. New moved to approve the minutes of the November 28, 2023 meeting, and the minutes of the November 28, 2023 in camera session. CARRIED.

**6. INFORMATION ITEMS**

## a. Action Items

M. Gavigan noted a policy regarding intellectual freedom will be explored in the spring, and the Board will follow up with the Minister of Education for a meeting in the Spring as well.

## b. Referred Communications

## i. FRPL

When this letter was originally received by City Council, a Councillor recommended it be shared with the Board. As this was a letter to Council, the Board will not direct a response.

## c. Chair's Report

## d. Public Library System Year in Review 2022

This provincial outlook report is prepared by the Provincial Library and Literacy Office.

Saskatoon Public Library (SPL) had more open hours than RPL, and fewer FTEs. SPL's branches are open more evenings than RPL's. SPL contracts with the City of Saskatoon for parts of services that RPL has in-house, and this is likely the reason for the difference in FTEs. SPL was able to secure a good deal with the city, and based on past investigation, it is unlikely RPL would save any money on this type of contract with the City of Regina.

SPL offered fewer programs than RPL in 2022. There may be a small amount of data leakage contributing to this, but mainly the reason is that Regina and Saskatoon are different communities with different expectations for library programming. Additionally, SPL started in-person programs later in 2022 than RPL did following the pandemic, and this would be in addition to online programs.

C. Kobayashi asked Alison Hopkins, Provincial Librarian to comment on the City Building Speaker Session held by RDBID at the RPL Film Theatre January 17 2024. A. Hopkins shared that the event was thought-provoking, and the community perspective was felt from the speakers in discussing library architecture. Hearing about Edmonton's experience with construction on their library was valuable.

B. Hawkins moved that the Board receive and file the information items. CARRIED.

**7. STRATEGIC PLAN**

## a. Indigenous Services Strategy (W. Sinclair)

Wendy Sinclair, RPL Indigenous Services Advisor, reported on progress of the Indigenous Services Strategy in 2023.

Work in 2023 has included an impactful film screening event about the Sixties Scoop, collaboration with the Provincial Library and Literacy Office to develop Cree Language Bundles for use across the province, and incorporation of First Nations and Métis cultural

motifs into RPL promotions and branches. RPL has delivered many Indigenous focused events and programs with community partner organizations as well.

The first Indigenous Storyteller in Residence at RPL, Dickie Yuzicapi, was hired in January 2024. Dickie will be running a 10-week residency incorporating storytelling, dancing, singing, and art in programs for schools, community, and other organizations. RPL is extremely grateful for the support of Affinity Credit Union for \$3,500 in support of this residency.

In 2024, RPL is anticipating more partnered events and program, including Star Stories Night in partnership with the City of Regina and the Saskatchewan Science Centre. The event will focus on Indigenous perspectives and stories about the stars, and will include family programming at the Science Centre, māmawêyatitân centre, and the Neil Balkwill Civic Arts Centre.

RPL is also looking forward to developing more events and programs reflecting Métis people, culture, and traditions, as well as hosting a dedicated art exhibit for National Day for Truth and Reconciliation responding to the 94 Calls to Action at Central Library.

The Board congratulated W. Sinclair on her work and the impressive progress.

The Land Acknowledgement verse developed for children will be shared with the board.

The Board will be included in future branded clothing distributions for staff, as they represent RPL in the community.

The Board will be included in notifications for future partnered events. Attendance would not be mandatory, but it is good for board members to be involved when possible.

C. Kobayashi pointed out that this impactful work speaks to the proactive role the library plays in the community. It is important that RPL continue to demonstrate that impact and tell that story.

C. Kobayashi moved to receive and file the Strategic Plan reports. CARRIED.

## **8. DISCUSSION AND DECISION ITEMS**

### **a. Board Committees**

#### **i. Audit Committee**

The Committee met on December 13, 2023 and received an informative presentation on RPL's insurance coverage. This is especially relevant as several libraries have recently been the target of cyber attacks. The Committee also reviewed the Risk Register and the Reserves Report.

#### **1. Risk Register**

There are now five board-level risks in the Risk Register, and one of these will be reviewed in the in-camera session of each board meeting in 2024.

J. Oni moved that the Board approve the Risk Register as presented. CARRIED.

2. 2023 Reserves Report

Some transfers that were determined throughout the year and budgeted for in 2024 may be dependent on the results of the audit process, including the amount transferred out of the Central Library Renewal Reserve.

J. Oni moved that the Board approve reserve transfers according to the Reserves Policy and as outlined in the Reserves Report and supplement. CARRIED.

ii. HR Committee

The HR Committee has not met since the last Board meeting, but the Board did complete the CEO Evaluation in December. M. Gavigan and C. Zankl will provide an update on the work with WMC on the CEO Evaluation in the In Camera session.

iii. Governance Committee

The Governance Committee has not met since the last Board meeting, but the Board will complete an update to the Board Evaluation soon. Following that update, the Committee will determine whether the Board Evaluation needs to be revised. A plan will be developed for Board training and development as well, to ensure the Board has the knowledge and skills necessary for the important work ahead. Board members should notify the Governance Committee Chair if they are aware of any development opportunities that may be relevant.

iv. Strategic Planning Committee

Met in December

1. Central Library Temporary Relocation/Business Continuity

RPL received the site selection report for the temporary relocation of Central Library. The move is coming in at a higher price tag than anticipated, and available options are limited. The Board will be exploring other options and working with the City on those options. A working group had been established to plan for a capital fundraising campaign for Central Library Renewal, and a committee had been established to discuss government relations. These two committees had broad overlap of members and have since combined to discuss these connected topics. M. Gavigan, C. Kobayashi, Councillor Hawkins, Mayor Masters, and the City of Regina will continue discussing financial modeling for options.

The Chair noted that regardless of next steps, the work that has been done on CLTR so far is valuable.

2. Government Relations Update

*No discussion.*

**9. CONTRACTS**

a. Signage

The contract would be for two years with two possible one-year renewals. This is the continuation of an existing relationship.

P. New asked whether receiving only two respondents was typical for this type of contract, and C. Hawkesford confirmed it was reasonable in this area of work in Regina.

C. Romanow moved that the Board approve entering into a contract with Creative Display Inc. for signage. CARRIED.

**10. CALENDAR OF EVENTS**

M. Gavigan noted the conference dates included in the calendar and encouraged Board members to look into those opportunities.

**11. IN CAMERA SESSION**

C. Kobayashi moved that the Board move in-camera. CARRIED.

The Board began the in-camera session at 5:26pm.

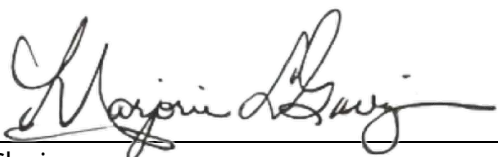
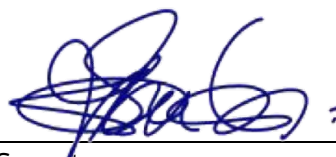
C. Romanow moved that the Board end the in-camera session. CARRIED.

The Board returned to the public meeting at 6:10pm.

C. Zankl moved that the Board authorize the HR Committee to spend up to \$30,000 in 2024 for work with WMC on the CEO evaluation process, which includes a 360 review and job profile completion. CARRIED.

**12. ADJOURNMENT**

B. Hawkins moved to adjourn the meeting at 6:10pm. CARRIED.

  
Chair  
Secretary