

**RPL BOARD OF DIRECTORS MEETING  
September 24, 2024  
Central Library Boardroom and Teams Videoconference**

**MINUTES**

**In Attendance:**

M. Gavigan, Chair  
C. Romanow, Vice Chair  
C. Kobayashi  
J. Oni  
P. New  
C. Zankl  
Mayor S. Masters  
Councillor B. Hawkins  
K. Yee  
J. Barber, Secretary

**Also in Attendance:**

C. Smith, ED, Finance & Strategy  
N. MacKenzie, ED, Customer Experience  
A. Christensen, ED, Central Library  
K. Saunderson, ED, Service Innovation  
C. Hawkesford, Dir., Marketing & Communications  
K. Scheurwater, Dir., Development  
A. Yau, Mgr., Planning & Research  
H. Sackville, EA (mins)

**Regrets:****1. CALL TO ORDER**

M. Gavigan called the meeting to order at 4:30pm.

She began by acknowledging the land on which the Board gathers as Treaty 4 Territory, the traditional lands of the Cree, Dakota, Nakota, Lakota, Saulteaux and the homeland of the Métis Nation.

**2. ADOPTION OF THE AGENDA**

M. Gavigan noted that items 8.a.i.2.(a-d), those that cover the 2025-2026 budget) would be moving to the in-camera agenda.

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

**3. CHAIR'S REMARKS**

The Chair informed of former Board Chair Sean Quinlan's recent passing and extended the Board's sympathies to his family.

**4. CONFLICT OF INTERESTS DECLARATION**

No conflict of interests were declared.

**5. PREVIOUS MEETING MINUTES**

- a. Board Meeting of July 23, 2024
- b. In-Camera Session of July 23, 2024

C. Zankl moved that the Board approve the minutes and in-camera minutes of July 23, 2024. CARRIED.

**6. INFORMATION ITEMS**

- a. Action Items

The few action items noted are in process.

- b. Referred Communications

One communication from FRPL to attend an exhibit at the MacKenzie Art Gallery.

- c. Chair's Report

- d. Board Professional Development – C. Kobayashi

C. Kobayashi's report on her recent training with Governance Professionals of Canada is included in the package as Appendix B.

**7. STRATEGIC PLAN ITEMS**

- a. Customer Centredness 2023-24 Progress and 2024-25 Plan (1.1.2/1.1.4/2.1.4) – K. Hintz

K. Hintz noted that this report combines three blocks on the Strategy Map.

Accomplishments in the past year include the introduction of new staff recognition guidelines, further building a sense of belonging and connection with staff and encouraging feedback from supervisors. A new Intranet has been introduced, which aside from improving communication has also improved staff engagement.

Leadership workshops have been completed throughout the plan year, and another workshop is planned for October 2024. These workshops have continued to build leadership skills, support leadership's connection to culture and brand, and promote staff engagement.

Staff Development Day, a professional development day for all staff, was centred around RPL's values.

RPL's Workplace Culture Group is a cross-functional team with staff from different work areas. They had helped write the new recognition guidelines, but part of the 2024-25 plan will be to leverage this group more.

Another upcoming initiative will be a November 2024 pulse survey based on specific questions from the June 2023 Discover Learn Connect survey. The specific questions will

focus on staff recognition and communication in light of the changes that have been made in the past year.

Engagement has always been a focus, but these methods have been intended to encourage both formal and informal recognition of good work as an improvement to that engagement.

- b. Equity, Diversity & Inclusion 2023-24 Progress and 2024-25 Plan (1.1.3) – A. Christensen

A. Christensen celebrated equity, diversity and inclusion's firm establishment in the organization. These principles are part of RPL, and 2023-24's plan focused on creating opportunities for staff to engage around them.

RPL continues to look for opportunities to Indigenize spaces including artwork and furniture.

Accessibility services have also been improved, in part due to a generous donation from the Oddfellows and Rebekahs. RPL now has hearing loops installed at every service point, and accessible computers have been expanded into all branches. CNIB Beacons which support people who are blind or visually impaired have been ordered and will hopefully be installed by the end of October.

EDI also includes RPL staff and knowing who is working at RPL. Self-declaration has only been an option for the past three years, and Canadian Equity Consulting has now been hired to conduct a survey of staff on this topic. This initiative will be discussed with leadership in October with CEC to establish shared language on EDI terms, then the survey information will be communicated to staff along with visuals and handouts to encourage comfort with the process. The results will come back in December or January.

- c. Innovation Framework Benefits Implementation 2023-24 Progress and 2024-25 Plan (2.1.1/3.1.3) – K. Saunderson
- d. Innovation Framework Benefits Realized Report 2023-24 Progress and 2024-25 Plan (2.1.1/3.1.3) – K. Saunderson

K. Saunderson was not available for the meeting, board members are encouraged to reach out through J. Barber with any questions regarding these two reports.

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

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

- a. Board Committees
  - i. Audit Committee

The Committee met with MNP's auditors to review the 2024 audit process at their September meeting. The budget and two policies were also discussed.

1. Audit Services Plan 2024

a. Auditor Engagement Letter

J. Oni moved that the Board approve the Audit Services Plan for 2024 and authorize Board Chair Marj Gavigan to sign the audit engagement letter on its behalf. CARRIED.

2. Policies

a. Purchasing Policy

J. Barbed noted the policy's similarity to the City's policy. Any changes are reflective of specific differences between the City and RPL.

J. Oni moved that the Board approve the Purchasing Policy as presented. CARRIED.

b. Gifts and Prizes Policy

The Gifts and Prizes Offered to RPL Staff Policy is an operational policy and is brought to the Board for input before being finalized by Library Administration. Previously, it was a policy that applied to board members, but a new policy will be established by the Governance Committee to cover board and volunteers for this matter.

ii. HR Committee

The Committee has a recommended CEO Job Profile final draft prepared for discussion at the in-camera session, and C. Zankl and M. Gavigan are coming to the end of their work with WMC on the CEO Evaluation. As RPL is coming to the end of the 2022-2024 Collective Bargaining Agreement, the Committee has been discussing that as well.

1. Annual Plan Update

J. Barber noted that the Service Points Master Plan, which falls under 3.2.2., is underway but delayed.

C. Zankl moved that the Board receive and file the Annual Plan Update. CARRIED.

iii. Governance Committee

The Committee has not met since the last meeting but will meet as the Nominating Committee soon. Governance Committee members with expiring board terms will not sit on the Nominating Committee. The Committee will consist of C. Kobayashi, M. Gavigan, B. Hawkins, and C. Zankl.

iv. Strategic Planning Committee

The Committee met in September to discuss next steps for the procurement process for the Central Library Renewal project. There is a possibility that funding and debt for the project is reconsidered at City Council on September 25, but the Committee has been moving forward regardless. The Committee also discussed risk mitigation for the current facility.

The reconsideration motion will likely come forward later in the evening at Council.

b. Financial Statements to August 31, 2024

C. Smith noted the surplus of \$1.3M which is favourable to budget by \$260K, and confirmed this is due to planned reserve transfers. After those transfers, the surplus is close to zero so the budget is being managed tightly.

J. Oni moved that the Board approve the Financial Statements to August 31, 2024 as presented. CARRIED.

c. Library Services Agreement 2024-25

J. Barber confirmed there are no changes to the Agreement from past years in terms of funding. RPL receives a resource-sharing grant from the province and agrees to participate in the provincial courier system, province-wide borrowing, the SILS catalogue and reciprocal borrowing (ie a cardholder from anywhere in SK can use their card at any SK library). The expectation that RPL participate in these processes remains regardless of whether the Agreement is signed and the grant provided.

B. Hawkins moved that the Board approve the 2024-25 Library Services Agreement with the Province and authorize the Chair to sign on its behalf. CARRIED.

## 9. CALENDAR OF EVENTS

The Association of Fundraising Professionals is holding a one-day education symposium on capital campaigns, ethics and major gifts fundraising on October 18. H. Sackville will share out info following the meeting.

A private meeting of the Board to discuss RPL's next Strategic Plan will be scheduled for November 19 or 20, depending on Board availability.

a. Board Work Plan

*No discussion.*

## 10. IN CAMERA SESSION

S. Masters moved that the Board enter an in-camera session. CARRIED.

The Board began their in-camera session at 5:11pm.

The Board returned to the public meeting at 6:28pm.

B. Hawkins moved to table the budget approval motion to the November 26, 2024 Board meeting. CARRIED.

C. Zankl moved that the Board receive and file the CEO Job Profile. CARRIED.

## **11. ADJOURNMENT**

B. Hawkins moved to adjourn the meeting at 6:29pm. CARRIED.

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Chair

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Secretary