

**RPL BOARD OF DIRECTORS MEETING**  
**March 25, 2025**  
**Central Library Boardroom and Teams Videoconference**

**MINUTES**

**In Attendance:**

M. Gavigan, Chair  
C. Romanow, Vice Chair  
C. Kobayashi  
J. Oni  
M. Redenbach  
C. Zankl  
Mayor C. Bachynski  
Councillor D. Froh  
J. Barber, Secretary

**Regrets:**

K. Yee

**Also in Attendance:**

C. Smith, ED, Finance & Strategy  
N. MacKenzie, ED, Customer Experience  
A. Christensen, ED, Central Library  
K. Hintz, ED, Branch Libraries  
K. Saunderson, ED, Service Innovation  
K. Scheurwater, Dir., Development  
C. Hawkesford, Dir., Marketing & Communications  
M. Mabi, Dir., Community Engagement & Programming  
W. Sinclair, Indigenous Services Advisor  
A. Yau, Mgr., Planning & Research  
H. Sackville, EA (mins)

**1. CALL TO ORDER**

M. Gavigan called the meeting to order at 4:34pm.

**2. ADOPTION OF THE AGENDA**

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

**3. CHAIR'S REMARKS**

M. Gavigan noted the good news that RPL's mill rate requests for 2025 were both approved at City Council.

**4. CONFLICT OF INTERESTS DECLARATION**

*No conflict of interests were declared.*

**5. PREVIOUS MEETING MINUTES**

- a. Annual General Meeting of January 28, 2025
- b. Board Meeting of January 28, 2025
- c. In-Camera Session of January 28, 2025

C. Zankl moved that the Board approve the Annual General Meeting minutes, regular meeting minutes, and in-camera session minutes of January 28, 2025. CARRIED.

## **6. INFORMATION ITEMS**

### **a. Action Items**

*No discussion.*

### **b. Chair's Report**

M. Gavigan thanked C. Kobayashi for attending Council on behalf of the Board to speak to RPL's mill rate requests on February 5. She highlighted a meeting between herself, J. Barber and the new president of CBC, Marie-Phillipe Bouchard, who requested a meeting as part of a cross-country tour visiting CBC's stations. Discussion included synergies and shared challenges between libraries and journalism.

### **c. 2023 Public Library System Year in Review**

M. Gavigan highlighted that cardholder numbers have increased, and 50% of Regina has a library card.

J. Oni moved that the Board receive and file the information items. CARRIED.

## **7. STRATEGIC PLAN ITEMS**

### **a. Indigenous Services Strategy**

W. Sinclair presented an update on Indigenous Services in the past year.

For National Day for Truth and Reconciliation, RPL hosted the Echoes from this Land Exhibit, an artistic response to the Truth and Reconciliation Commission's 94 Calls to Action. RPL's first Indigenous Storyteller in Residence, Dickie Yuzicapi, held sessions and workshops at the Library and in the community, providing a deeper understanding of Indigenous ways of knowing and culture. A Métis Cultural Series lasting five weeks offered the opportunity for Reginans to engage and learn about Métis tradition, culture, food, dance, and language, and this series was especially appreciated in the Métis community. National Indigenous Peoples Day was hosted by the City of Regina and RPL participated delivering 12 activities to 3500 student attendees in the Kid's Zone. In partnership with the Provincial Library and Literacy Office, RPL prepared Cree language kits for different age groups to learn Cree in homes, libraries, and classrooms. RPL recently partnered with the City of Regina and the Saskatchewan Science Centre for Star Stories Night at māmawêyatitân centre, a fun and free event for families.

C. Kobayashi noted the importance of engagement with Indigenous communities, and asked whether RPL anticipates any change in reported levels of engagement and feelings of welcoming and inclusion for Indigenous customers, as this has been a noted area in past satisfaction surveys. W. Sinclair answered that partnerships and outreach in the

community help her to reach more of the community, in particular the Equity Diversity and Inclusion Network which includes provincial crown corporations, the City, the University of Regina, and others. These partnerships help to promote the Library's Indigenous service offerings and initiatives and supports the ability of partners to get more involved in building better events with more of the community involved.

C. Kobayashi asked if W. Sinclair had any comment on providing welcoming spaces through Indigenization of a new Central Library. W. Sinclair responded, noting that schools are also very interested in creating that sense of welcoming in their spaces, and that Indigenous artwork, Indigenous staff and Indigenous-led programs are very important to building that sense of welcoming and safety.

C. Romanow expressed her appreciation as Executive Director of Pro Bono Law, as this and other nonprofits in the city benefit from RPL's efforts to provide opportunities to learn and engage with Indigenous culture.

M. Gavigan noted that RPL's work and investment in the Indigenous Services Strategy far exceeds the amount of dedicated grant funding the provincial government allocates specific to these services.

W. Sinclair thanked the board and leadership, explaining the importance of support from leadership in developing these initiatives.

*M. Mabi and W. Sinclair left the meeting.*

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

### **a. Board Committees**

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

J. Oni explained the process of the Audit Committee meeting with the auditors from MNP, including discussion with administration and an in-camera session between the Committee and the auditors. She thanked C. Smith and RPL's Finance team for their work in supporting the audit, and reporting RPL has a clean audit for 2024. The auditors informed the Committee that RPL has a strong financial team and management team in terms of policies and processes for its financials.

Along with the Audited Financial Statements for 2024, the Variance Report explains the variance between RPL's budget for 2024 and its actual expenditures. The Reserves Report is important as it explains the dedicated reserves and the plans for those funds. The Financial Ratios summary is a self-assessment tool above and beyond the assessments completed by the auditors.

The Variance Report, Public Accounts, Reserves Report, and Financial Ratios Summary included in the package all flow from the Financial Statements, so do not require separate approval.

C. Romanow thanked the Finance team for their work on the audit, and C. Zankl echoed the statement and added that she appreciated the in-depth discussion held at the Audit Committee meeting.

1. 2024 Audited Financial Statements
2. Audit Findings Report
3. Variance Report
4. Public Accounts
5. Reserves Report
6. 4.1.1 Operating Expenses within Board Approved Budgets – Financial Reporting Ratios Summary
7. Annual Report

J. Oni moved that the Board approve the Audited Financial Statements for 2024. CARRIED.

ii. Human Resources Committee

Outgoing HR Committee Chair C. Zankl provided an update in K. Yee's absence. The Annual Plan has been updated with items that are still ongoing, and the Board will soon be developing a new Strategic Plan.

1. Annual Plan Update

J. Barber explained that the design of this document comes from the combination of a strategy map and a balanced scorecard. He referred to several items on the map that have run their course, noting the good timing for a new Strategic Plan.

C. Zankl moved that the Board receive and file the Annual Plan March 2025 Update. CARRIED.

iii. Governance Committee

M. Redenbach asked C. Kobayashi to comment as outgoing Governance Committee Chair. The Committee met in February and discussed public library legislation in anticipation of future discussions with other provincial library directors and the Provincial Library and Literacy Office. They also discussed governance training sessions at SLA's upcoming conference, work to develop a new Governance Bylaw for RPL, and received and discussed the Board Evaluation Report from MNP.

## 1. Board Evaluation

C. Kobayashi moved that the Board receive and file the Board Evaluation Report. CARRIED.

### iv. Strategic Planning Committee

The Strategic Planning Committee has met twice since the last board meeting. In February, the Committee discussed RPL's mill rate request presentation to Council, appointed committee chairs, and received updates on procurement preparation for CLR. In March, the Committee reviewed the Board Evaluation Report and discussed next steps for the Service Points Master Plan which will be part of upcoming strategic planning. It also confirmed committee membership and discussed governance training at the SLA conference, upcoming budget deliberations of City Council, the procurement process for CLR, and the lease for the new Operations Centre.

C. Kobayashi moved that the Board receive and file the committee reports. CARRIED.

### b. Financial Statements to February 28, 2025

C. Smith noted that there is nothing to indicate RPL is not on track two months into the year.

M. Redenbach asked whether there are any significant patterns in RPL's cash flow throughout the year. C. Smith responded that as RPL's main revenue source, the City's tax levy, is steady, and its largest expenditure, salaries, is similarly steady, there is no significant cash flow pattern to note. J. Barber added that a previous pattern of higher project spending near year end has been mitigated by adding more structure to RPL's reserves, so that projects can continue into a new year and not be rushed to completion by December 31.

J. Oni moved that the Board approve the Financial Statements to February 28, 2025. CARRIED.

## 9. CALENDAR OF EVENTS

### a. Board Work Plan 2025

M. Gavigan highlighted Staff Development Day, when all RPL branches will be closed.

C. Kobayashi asked that the Work Plan be updated according to the new dates for the Governance Committee.

## 10. IN CAMERA SESSION

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

The Board began their in-camera session at 5:07pm.

The Board returned to the public meeting at 6:08pm.

**11. ADJOURNMENT**

C. Zankl moved to adjourn the meeting at 6:08pm. CARRIED.



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Chair

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Secretary