

**RPL BOARD OF DIRECTORS MEETING  
May 27, 2025  
Central Library Boardroom and Teams Videoconference**

**MINUTES**

**In Attendance:**

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

**Regrets:**

Mayor C. Bachynski

**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  
J. Demitor, Dir., Digital Service Innovation  
A. Yau, Mgr., Planning & Research  
Tony Playter, Outlaw Communications  
Mitchel Kolbeck, Colliers Project Leaders  
H. Sackville, EA (mins)

**1. CALL TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

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

**3. CHAIR'S REMARKS**

*No discussion.*

**4. CONFLICT OF INTERESTS DECLARATION**

*No conflict of interests were declared.*

**5. PREVIOUS MEETING MINUTES**

- a. Board Meeting of March 25, 2025
- b. In-Camera Session of March 25, 2025

M. Redenbach noted his attendance which was missing from the minutes, and C. Romanow noted Piper New should be removed from attendees.



C. Kobayashi moved that the Board approve the regular meeting minutes and in-camera session minutes of March 25, 2025 as amended. CARRIED.

## **6. INFORMATION ITEMS**

### **a. Action Items**

*No discussion.*

### **b. Referred Communications**

M. Gavigan noted a letter from End Poverty Regina, which has been delegated for response to Administration. A response has already been sent.

### **c. Chair's Report**

*No discussion.*

## **7. STRATEGIC PLAN ITEMS**

### **a. Demonstrate Value of RPL 2024-25 (2.1.4) – C. Hawkesford**

C. Hawkesford noted an oversight on the report where newsletter subscriptions from 2024-25 were not included. That count has increased by 105.5% from Q1 2024-Q1 2025.

### **b. Technology Solutions 2024-25 Report (3.1.1) – J. Demitor**

*No discussion.*

K. Yee moved that the Board receive and file the Strategic Plan items. CARRIED.

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

### **a. Board Committees**

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

J. Oni stated that the Committee had not met since the last board meeting, but they are eager to receive the first budget draft from administration for 2026-27 in June.

#### **ii. Human Resources Committee**

K. Yee noted the HR Committee had also not met since the last meeting, but that a date for the CEO's mid-year review will be coming soon, and negotiations continue with CUPE.

#### **1. Annual Plan Update**

K. Yee moved that the Board receive and file the Annual Plan May 2025 Update. CARRIED.

#### **iii. Governance Committee**



M. Redenbach stated that the Committee had briefly discussed feedback from the governance training sessions at the recent SLA Conference, but most of the discussion was on provincial legislation.

1. Consultation on Legislation

M. Gavigan and J. Barber met with the other provincial library directors and board chairs following the SLA governance session that many directors and trustees attended, and the group prepared together for a subsequent meeting that would include the Provincial Librarian. Both meetings were around library legislation and the Ministry's circulation of potential amendments should they reopen the *Public Libraries Act*. There was consensus from the library systems that they did not agree with two potential amendments – firstly, to remove the requirement that library directors must have an MLS/MLIS degree, and secondly, to increase the size of municipal library boards. Additionally, it was felt that the consultation period was rushed, with only six weeks given for the library sector to respond to these proposed amendments, and that the issue of funding was left out of considerations. At the meeting with the provincial librarian present, M. Gavigan and Jasmin Carlton, Chair of the SPL Board of Trustees, led in a roundtable where the systems made the above points together. The sector has agreed to an effort of writing letters to the Minister of Education regarding the proposed amendments and RPL has prepared a letter which will be discussed in-camera.

iv. Strategic Planning Committee

The Committee met twice since the last board meeting. In addition to ongoing work on cost estimates for Central Library Renewal, work has been approved for construction in the Operations Centre. An all-day session with a consultant to begin work on the new Strategic Plan was held in early May and that work will be turned over to administration to work on the operational side of planning.

b. Financial Statements to April 30, 2025

C. Smith confirmed RPL is tracking to budget on actuals so far for 2025.

J. Oni moved that the Board approve the Financial Statements to April 30, 2025. CARRIED.

## 9. CONTRACTS

a. Automated Materials Handling System

RPL has advanced discussions with mk Solutions for purchase and implementation of the AMH system, and is now finalizing terms. The contract approval request is for the one-time purchase and implementation costs, and there will be subsequent contracts arranged for required software subscriptions and support agreements. The total will be just under



\$750K covering the first two years, then an estimated \$50K per year starting in year 3 for ongoing software costs.

C. Zankl moved that the Board approve actions to finalize negotiations with mk Solutions and enter into a contract for the supply, setup, and support of an automated materials handling system. CARRIED.

## 10. CALENDAR OF EVENTS

a. Board Work Plan 2025

M. Gavigan reminded board members of Sunrise Branch's 35<sup>th</sup> anniversary celebration happening on May 29 from 2-4pm.

## 11. IN CAMERA SESSION

M. Redenbach moved that the Board enter an in-camera session. CARRIED.

The Board began their in-camera session at 4:50pm.

The Board returned to the public meeting at 7:37pm.

M. Redenbach moved that the Board approve the content of the draft letter to the Minister of Education as provided by J. Barber. CARRIED.

D. Froh moved that the Board enter an in-camera session. CARRIED.

The Board began an in-camera session at 7:40pm.

The Board returned to the public meeting at 7:47pm.

## 12. ADJOURNMENT

M. Gavigan moved to adjourn the meeting at 7:47pm. CARRIED.



Chair



Secretary