

**RPL BOARD OF DIRECTORS MEETING
July 22, 2025
Central Library Boardroom and Teams Videoconference**

MINUTES

In Attendance:

M. Gavigan, Chair
C. Romanow, Vice Chair
C. Kobayashi
M. Redenback
Councillor D. Froh
J. Barber, Secretary

Regrets:

Mayor C. Bachynski
C. Zankl
J. Oni

Also in Attendance:

C. Smith, ED, Finance & Strategy
N. MacKenzie, ED, Customer Experience
A. Christensen, ED, Central Library
K. Hintz, ED, Branch Libraries
K. Scheurwater, Dir., Development
C. Hawkesford, Dir., Marketing & Communications
A. Sanders, Dir. People & Culture
A. Yau, Mgr., Planning & Research
Mitchel Kolbeck, Colliers Project Leaders
James Youck, P3A Architecture
H. Sackville, EA (mins)

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, Salteaux and the homeland of the Metis Nation.

2. ADOPTION OF THE AGENDA

C. Kobayashi 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. PREVIOUS MEETING MINUTES

- a. Board Meeting of May 27, 2025
- b. In-Camera Session of May 27, 2025

C. Romanow moved that the Board approve the regular meeting minutes and in-camera session minutes of May 27, 2025. CARRIED.

6. INFORMATION ITEMS

a. Action Items

There is one outstanding action item, which involves pulling several policies together from one area. It will be taken on by the Governance Committee.

b. Referred Communications

A letter was submitted by Robert Craig. Library Administration has responded.

The Board sent a letter to the Minister of Education regarding potential opening of Public Library Legislation and the Minister replied.

c. Chair's Report

No discussion.

d. Board Professional Development – SLA Governance Sessions (M. Gavigan, J. Oni, C. Zankl)

M. Gavigan thanked C. Zankl for pulling together a report on the conference sessions. She spoke to the benefit of the time spent with other board members from Saskatchewan libraries, especially in supporting subsequent discussions regarding legislation.

C. Romanow moved that the Board receive and file the information items. CARRIED.

7. STRATEGIC PLAN ITEMS

a. Develop Leadership Capacity (1.1.1) – A. Sanders

No discussion.

b. Partnership Strategy Progress in 2024-25 (3.2.3) – N. MacKenzie

The Board expressed gratitude to Millicent Mabi who has left her position as Director of Community Engagement and Programming.

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

1. Risk Register Update June 2025

J. Barber noted the proposed removal of the Central Library Temporary Relocation risk, as this has been addressed by the creation of the Operations

Centre. Construction at the Operations Centre is underway. A risk will be added regarding the state of the Central Library facility.

M. Gavigan asked that the Board continue with discussions on individual board-related risks at each Board meeting.

D. Froh moved that the Board receive and file the Risk Register Update for June 2025.
CARRIED.

ii. Human Resources Committee

C. Zankl will be interim HR Committee Chair until further notice.

1. Annual Plan Update – July 2025

All strategic initiatives are marked on track at the moment, even in cases where Administration has already adjusted appropriately for a previously unexpected change. There will likely be a new Strategic Plan ready for approval at the September Board meeting.

C. Kobayashi moved that the Board receive and file the Annual Plan July 2025 Update.
CARRIED.

2. Policy Review

- a. Attendance Management
- b. Employment of Relatives
- c. Remote Work

Minor changes have been made to these three policies, including clarifying language that refers to in-scope staff exclusively, or all staff.

These policies are operational in nature and do not require Board approval but are presented for review and comment before being finalized by RPL Administration.

iii. Governance Committee

M. Redenbach noted that the Committee has reviewed applications to the Board to fill the current vacancy. He and M. Gavigan met with preferred candidates, and a nomination has been referred to the City for Council's review at the end of July.

In addition to reviewing a few operational policies, the Committee also approved their own workplan and discussed a new Board Bylaw which they hope to finalize in November.

C. Kobayashi noted that this Fall the Board will have two open appointments and encouraged everyone to promote the opportunity to serve on the Board. The City's

process for accepting applications begins in September. In the two week application period in June 2025, 19 applications were received, and people are excited to serve on the Board.

1. Policy Review

a. Customers with Court Ordered Restrictions

J. Barbed had a conversation with the Deputy Minister of Justice who will be putting RPL in touch with the right contact to address individuals with Criminal Code Section 161 orders and their use of library services. A Saskatchewan Court of Appeals decision that categorizes libraries as community centres for the purposes of restrictions for these individuals seems to not be incorporated into practices of the probation office, so discussion is needed.

b. Internet Access

c. Video Surveillance

C. Kobayashi received a call from RPS a week ago requesting her help in obtaining video footage from the Library. She discussed with J. Barber at the time and understood it to be an urgent situation concerning public safety, which explained why RPS was trying to acquire footage more quickly than through RPL's standard process. While already possible, the possibility of an urgent exception to the process has been built into the revised wording on this policy.

These policies are operational in nature and do not require Board approval but are presented for review and comment before being finalized by RPL Administration.

iv. Strategic Planning Committee

M. Gavigan explained that the Committee continues to work on the procurement process for Central Library Renewal and managing associated risks. The Committee has also met with a consultant to develop a new Strategic Plan which may be complete for approval at the September Board meeting. There have also been informal meetings with City Council to update them on the status of the CLR project.

b. Financial Statements to May 31, 2025

C. Smith highlighted the surplus of around \$1M to budget, which is an accrual accounting surplus. Once RPL accounts for budgeted transfers to reserves, that surplus is close to zero.

D. Froh moved that the Board approve the Financial Statements to May 31, 2025. CARRIED.

c. Artwork Donation – Belinda Harrow

J. Barber reminded everyone of the gallery's status with Canada Council for the Arts, which requires that the Board approve acquisitions to the Permanent Collection.

M. Redenbach moved that the Board approve acquisition and acceptance of the following two artworks into the Permanent Collection:

- Belinda Harrow, *Governing*
- Belinda Harrow, *Downtown Coterie*

9. CALENDAR OF EVENTS

a. Board Work Plan 2025

No discussion.

10. IN CAMERA SESSION

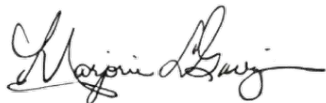
D. Froh moved that the Board enter an in-camera session. CARRIED.

The Board began their in-camera session at 4:59pm.


The Board returned to the public meeting at 5:47pm.

11. ADJOURNMENT

C. Kobayashi moved to adjourn the meeting at 5:47pm. CARRIED.



Chair



Secretary