

**RPL BOARD OF DIRECTORS MEETING
September 23, 2025
Central Library Boardroom and Teams Videoconference**

MINUTES

In Attendance:

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

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
A. Yau, Mgr., Planning & Research
Carlin Windrim, Colliers Project Leaders
H. Sackville, EA (mins)

Regrets:

M. Redenbach

1. CALL TO ORDER

M. Gavigan called the meeting to order at 4:31 pm.

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. 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. PREVIOUS MEETING MINUTES

- a. Board Meeting of July 22, 2025
- b. In-Camera Session of July 22, 2025

C. Zankl moved that the Board approve the regular meeting minutes and in-camera session minutes of July 22, 2025. CARRIED.

6. INFORMATION ITEMS

a. Action Items

One item is still under consideration by the Governance Committee, an assessment of policy related to Intellectual Freedom.

b. Referred Communications

A communication from Friends of the Regina Public Library has been included in the package for the Board's review.

c. Chair's Report

No discussion.

D. Lemieux moved that the Board receive and file the information items. CARRIED.

7. STRATEGIC PLAN ITEMS

a. Customer-Centredness 2024-25 Report (1.1.2/1.1.4/2.1.3) – K. Hintz

No discussion.

b. Equity, Diversity & Inclusion 2024-25 Report (1.1.3) – A. Christensen

No discussion.

c. Innovation to meet Community Needs 2024-25 Report (2.1.1/3.1.3) – K. Saunderson

No discussion.

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. Audit Services Plan 2025

a. Auditor Engagement Letter

J. Oni moved that the Board approve the Audit Services Plan for 2025 and authorize Board Chair Marj Gavigan to sign the audit engagement letter on its behalf. CARRIED.

2. Budget 2026 & 2027

a. Budget Approach & Overview

b. Scope & Variance Report 2026

- c. Scope & Variance Report 2027
- d. Mill Rate Request for Council

J. Barber explained that the Mill Rate Request will come before City Council's Executive Committee on October 15. The document will become public in Council's meeting package the Friday before.

J. Oni moved that the Board approve the 2026 and 2027 budgets and request of City Council the mill rates necessary to fund the budgets for those years. CARRIED.

3. Policies

- a. Investment

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

- b. Gifts and Prizes Offered to RPL Staff
- c. Tangible Capital Assets

The Gifts and Prizes Offered to RPL Staff Policy and the Tangible Capital Assets Policy are operational policies and are brought to the Board for input before being finalized by Library Administration. The three Audit Committee policies did not have any major changes and remain in compliance with CRA guidelines.

ii. Human Resources Committee

M. Gavigan and C. Zankl have been meeting with consultants from MNP to discuss the CEO Compensation Strategy. The HR Committee will be working on this item in October.

- 1. Annual Plan Update – September 2025

J. Barber noted that most items on the current Strategy Map have either made their way into operations or are being incorporated into discussions on the next Strategic Plan.

C. Zankl moved that the Board receive and file the Annual Plan September 2025 update. CARRIED.

iii. Strategic Planning Committee

Most of the Committee's time has been spent discussing the approach for procurement for Central Library Renewal Partnership. Discussion has also included the CEO Compensation Strategy and the new Strategic Plan, the latter of which will continue to progress with sessions for the Board and Administration.

- 1. Delegation – Friends of the Regina Public Library (FRPL)

FRPL detailed their frustration regarding the RFQ document not being available to the public in advance of posting and noted the heritage and sustainability impacts of any option for Central Library Renewal that does not seek to refurbish the current facility. They referred to a building plan completed in 1993 by Arnott Kelly & Associates for expansion of the current building.

C. Windrim noted for the Board that developers have been asked in the RFQ to follow guidelines for heritage buildings as provided in the *Victoria Park Heritage District Bylaw*.

M. Gavigan moved that the Board receive and file the presentation. CARRIED.

2. Request for Qualification Issuance

M. Gavigan noted that Mayor C. Bachynski and Councillor D. Froh had not yet arrived, and asked that the Board consider moving the RFQ issuance to later in the agenda so that they could be present to vote on the item.

C. Romanow moved that the Board defer item 8.a.iii.2. to later in the agenda. CARRIED.

b. Financial Statements to July 31, 2025

J. Oni moved that the Board approve the Financial Statements to July 31, 2025. CARRIED.

Mayor C. Bachynski joined the meeting.

c. Library Services Agreement 2025-26

RPL recently received the provincial services agreement. As noted at Provincial budget time in March, there is no change to funding – 631K including 29K specific to Indigenous services.

C. Romanow moved that the Board approve the 2025-26 Library Services Agreement with the Province and authorize the Chair to sign on its behalf. CARRIED.

9. CONTRACTS

a. Shelving Supplies and Services

N. MacKenzie confirmed that an RFP was completed as Concept3 Business Interiors' existing contract was due to expire. Concept3 was the business that won the RFP bid for this contract.

C. Kobayashi moved that the Board approve entering into a contract with Concept3 Business Interiors for the provision of shelving and related services. CARRIED.

10. CALENDAR OF EVENTS

a. Board Work Plan 2025

The Chair noted the need for a date for the CEO's annual evaluation.

8.a.iii.2. RFQ Issuance Letter

M. Gavigan explained that RPL has been working to advance Central Library Renewal. The RFQ document will ask developers to inform RPL of their skill and capacity so that RPL can determine which are best equipped to turn the vision for Central Library Renewal into a reality. The RFP will conclude with a shortlist of respondents to compete in a Request for Proposals.

Councillor D. Froh joined the meeting.

Administration has recommended posting the document in early October.

M. Gavigan moved that the Board delegate authority to Library Administration to finalize and post the Request for Qualifications for the Central Library Renewal Project as a public tender as soon as possible. CARRIED.

11. IN CAMERA SESSION

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

The Board began their in-camera session at 5:04pm.

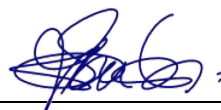
The Board returned to the public meeting at 6:52pm.

12. ADJOURNMENT

C. Bachynski moved to adjourn the meeting at 6:52pm. CARRIED.



Chair



Secretary