

**RPL BOARD OF DIRECTORS MEETING  
January 27, 2026  
Central Library Boardroom and Teams Videoconference**

**MINUTES**

**In Attendance:**

M. Gavigan, Chair  
M. Redenbach, Vice Chair  
C. Romanow  
J. Oni  
Mayor C. Bachynski  
Councillor D. Froh  
D. Lemieux  
L. Deets  
D. Hunter  
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  
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 4:49pm.

**2. ADOPTION OF THE AGENDA**

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

*J. Oni and D. Froh joined the meeting.*

**3. CHAIR'S REMARKS**

The Chair welcomed Lori Deets and Darren Hunter to their first board meeting. She noted this is possibly Carly Romanow's last board meeting and thanked her for her contributions on the board over the past few years. She noted that today is Family Literacy Day in Saskatchewan.

**4. CONFLICT OF INTERESTS DECLARATION**

*No conflict of interests were declared.*

**5. PREVIOUS MEETING MINUTES**

a. Board Meeting of November 25, 2025

b. In-Camera Session of November 25, 2025

M. Redenbach moved that the Board approve the regular meeting minutes and in-camera session minutes of November 25, 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. J. Barber noted that there are several pieces related to this item that are in motion.

b. Chair's Report

*No discussion.*

c. Referred Communications

One communication was received and was included in the package as Appendix A. By policy, it will be received and filed.

d. Role of PLLO

The Provincial Library and Literacy Office (PLLO) provided a document outlining their role within the provincial library system. Alison Hopkins, Provincial Librarian, was present to answer questions. The Board discussed this report and item 6e simultaneously.

e. Public Library System Year in Review 2024

A statistical summary of the public library system is produced annually by PLLO and made available publicly.

M. Redenbach asked whether PLLO has a strategic plan, and A. Hopkins explained that the Ministry of Education which PLLO is included in the Ministry's strategic plan, and PLLO has targets within that plan. There is also a Sector Plan for the library sector in Saskatchewan produced by PLLO with input from the entire library sector. The process of developing that plan gave PLLO a good idea of what areas libraries want to move forward.

D. Lemieux asked if there is any measurement done of library cardholders to overall literacy, A. Hopkins confirmed that there is not.

D. Lemieux asked whether census data is used to compare cardholders to population served, A. Hopkins confirmed it is Stats Canada census data. D. Lemieux noted the complication with counting users, as one cards can be used by multiple members of a household, and asked whether that complication is taken into account. A. Hopkins confirmed that it is not, as there can be no certainty of how many additional people use a given card. J. Barber noted that RPL reports on number of library cards rather than number of library users because of this.

J. Barber explained that RPL differentiates between cards of Regina residents and cards from elsewhere in Saskatchewan for things like digital materials and databases that only RPL has licensed. Some digital licenses are paid collectively by SILS, but RPL purchases additional ebooks and other digital materials as well. RPL customers accessing digital materials will have shorter wait times for holds on materials that RPL has purchased.

A. Hopkins stated that PLLO has other data tables available upon request.

J. Barber noted that the next orientation meeting for the Board will cover finance and data.

D. Hunter asked about a noted decrease in users from 2023 to 2024 across the province. J. Barber suggested that it may be due to the boom in digital usage at the beginning of covid, and that trend reducing slightly now, though this has not been felt as much at RPL.

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

## **7. DISCUSSION AND DECISION ITEMS**

### **a. Board Committees**

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

J. Oni stated that the Committee met on December 9 and reviewed the insurance summary for 2025-26 and the updated Risk Register.

##### **1. Risk Register Update**

J. Oni moved that the Board receive and file the Risk Register Update. CARRIED.

##### **2. Reserve Report**

This report outlines all transfers to and from reserves at the end of 2025. Balances are presented, but some transfers are made through the year end audit process, so exact balances are not known until then.

J. Oni moved that the Board approve reserve transfers as outlined in the Reserves report. CARRIED.

#### **ii. Governance Committee**

M. Redenbach noted there has been no meeting since the last board meeting, but the Committee has progressed with a General Bylaw that is ready for approval, and has approved the *Submissions and Delegations Policy* with a change that was not made in the version sent to the Board in November 2025.

##### **1. RPL General Bylaw**

This document is intended to complement and build upon provisions of *The Public Libraries Act* to clarify how the library Board operates.

M. Redenbach moved that the Board approve the Board General Bylaw as presented. CARRIED.

2. Submissions and Delegations Policy

M. Redenbach moved that the Board approve the *Submissions and Delegations Policy* as presented. CARRIED.

iii. Strategic Planning Committee

The Committee has had two meetings. The December meeting focused on City Council budget deliberations. The January meeting, besides being an introduction for the two new board members, the Committee reviewed the Three-Year Deliverables document included in the package.

1. Balanced Scorecard Three-Year Deliverables

M. Gavigan moved that the Board approve the Three-Year Deliverables for the 2026-2028 Strategic Plan. CARRIED.

M. Gavigan noted that new committee assignments have not yet been finalized. Assignments will wait until C. Romanow's replacement is appointed to the Board. The Governance Committee will meet soon to discuss nominations.

## 8. CONTRACTS

a. Agency of Record

J. Barber explained that RPL has worked with Bravo Tango for a few years, and it was time to RFP again. Bravo Tango was the successful proponent, and the contract would be for marketing and promotions support for two years with two optional one-year extensions.

D. Lemieux asked whether RPL had considered using influencers to market the Library. C. Hawkesford explained that this was a former strategy, but RPL did not find strong outcomes from it.

C. Romanow moved that the Board approve entering into a contract with Bravo Tango for Agency of Record. CARRIED.

## 9. CALENDAR OF EVENTS

a. Board Meetings Schedule 2026

M. Gavigan noted that the schedule is a draft until committee assignments are settled.

## 10. IN CAMERA SESSION

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

The Board began their in-camera session at 5:15pm.

The Board returned to the public meeting at 6:05pm.

C. Romanow moved to approve a general wage increase for the Library Director & CEO of 2.75% effective 1 January 2026, that the value of this increase be converted to vacation days, and that the Board authorize Board Chair Marj Gavigan to sign on its behalf the amendment to the Library Director & CEO's contract to reflect this adjustment. CARRIED.

## 11. ADJOURNMENT

D. Lemieux moved to adjourn the meeting at 6:06pm. CARRIED.



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Chair



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Secretary