



**FORT SASKATCHEWAN PUBLIC LIBRARY
MINUTES OF THE REGULAR BOARD MEETING**

April 6, 2015

IN ATTENDANCE:

Sheldon Bossert, Councillor
Miranda Brun, Trustee
Alix Hennig, Chair
Stuart McGowan, Trustee
Morgan Northey, Trustee
Allison Santo, Trustee
Gail Shkolny, Trustee
Kelly Thompson, Trustee
David Larsen, Director
Susan Schulz, Recording Secretary

ABSENT: Kathleen Stevenson, Trustee and Brenda-Lee Dahlseide, Trustee

GUEST: Taylor Rolheiser, Auditor, KPMG and Colleen Wagner, Senior Accountant, City of Fort Saskatchewan

Call to order: Alix Hennig called the meeting to order at 6:07 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

Change the order of 5 & 6 for tonight's meeting

Motion by Stuart McGowan to accept the agenda as amended. Seconded by Gail Shkolny. CARRIED

3. APPROVAL OF THE MINUTES OF THE March 2, 2015 REGULAR BOARD MEETING

From the March minutes; Re: motion accepting financial statements: date should read, January 31, 2015.

Motion by Allison Santo to approve the minutes of March 2, 2015 as amended. Seconded by Miranda Brun. CARRIED

4. FROM THE MINUTES
 - a. None.

5. EMAIL MOTION/VOTE OF MARCH 18, 2015

Motion by Allison Santo that The Fort Saskatchewan Library Board approves the increased board expenditure of \$872.82 for Stuart McGowan's accommodation and food at the 2015 ALC. Seconded by Morgan Northey.

Vote via e-mail. 1 member absent. Motion DEFEATED

All trustees must review the e-mail policy and reply to motions by the Board Chair as per policy by:

- Using the "reply all" feature.
- Replying with "I vote yes" or "I vote no"
- Policy states that the Secretary counts the votes for an e-mail motion. The policy will go to the Personnel Committee for amendments regarding having the "Secretary or designate" count votes.

6. AUDIT FINDINGS AND FINANCIAL STATEMENTS 2014 – Taylor Rolheiser, KPMG

- a. Taylor Rolheiser presented the statements and indicated that the library had done a good job of creating and maintaining the budget.
- b. Colleen Wagner was available for questions.
- c. Two recommendations for 2015 are:
 - a. That the Library fully integrates the budget with the financial reporting.
 - b. That the Library is consistent in the financial statement presentation of expenses. The Donations – Designated should be reported by object.
- d. If the Library creates an annual report for publication, KPMG would like to review the numbers prior to distribution. Creating an annual report will be discussed at the next Finance, Development and Advocacy committee meeting.

Motion by Morgan Northey to accept the Audit Findings Report and Financial Statements for 2014 as presented by KPMG. Seconded by Miranda Brun. CARRIED.

7. FINANCIAL REPORT

- a. Monthly Financial Statements – David reviewed the financial statements. Re-formatting is required and will be conducted by David Larsen and Nicole Auger (COFS).

Motion by Stuart McGowan to approve the financial statements ending February 28, 2015. Seconded by Sheldon Bossert. CARRIED

7:05 p.m. – Kathleen Stevenson texted and apologized for not attending the meeting.

8. REPORTS

- a. Chair's Report – Alix Hennig
 - a. Alix thanked the Board for their help and attendance at the Board Basics Workshop
 - b. Ministers Award for Excellence & You – anyone is able to vote numerous times for the You award.
 - c. Session on Beavers presented by Glynnis Hood was very interesting. The Naturalist Society was impressed.

- b. Personnel Committee – Stuart McGowan
 - a. Meeting to be held after tonight’s board meeting.
 - b. Evaluation formats for Director will be discussed.
- c. Finance, Development and Advocacy Committee – Miranda Brun, Committee Chair
 - a. Trade Show and July 1st parade to be discussed later in the FDA meeting.
- d. Report from Council - Sheldon Bossert
 - a. Recreation Master Plan open houses – upcoming on April 8, 9, 15 & 16.
 - b. 20 storey building has passed first reading. Council to discuss again.
 - c. Developer request - Subdivision with zero lot lines.
 - d. Clearing of the old hospital to be completed by the summer.
 - e. Garbage survey – in the process of being compiled – hopefully completed next month.
 - f. Sheldon’s report to Council – David to send highlights to Sheldon by the fourth Monday of each month.
- e. ALTA report – Stuart McGowan
 - a. Stuart will be presenting at ALC
 - b. Trustee Voice – server issues at ALTA caused delays of distribution to Board members
 - c. Stuart to encourage the Board to apply for the following awards in 2016:
 - 1. Best Improved Library
 - 2. Lois Hole Award of Excellence
 - d. Stuart has been approached to help with the ALC planning committee for 2016
- f. Director’s Report – David reviewed his report and highlighted:
 - a. Library will provide space for the In-School and Library Settlement Services program.
 - b. Minister’s Award for Excellence in Public Library Service and “You Libraries” People’s Choice Award – vote as often as possible.
 - c. Horizon ILS Upgrade was completed on March 18.
 - d. Meeting with COFS facilities and bookings personnel – library staff will now have access to the elevator room and will turn it off at nights as part of their closing procedures.
 - e. Music Creation Station – now available to the public.
 - f. “Teen Takeover” night on March 27 was very successful.
 - g. DOW Station – furniture and computer have been received, but we are still waiting for the software and peripherals.
 - h. Work with a Graphic Designer has resulted in various templates for marketing purposes.
 - i. Library Audit of 2014 – David spoke with Justin. A realignment of the budget may mean a review of the budget by the Board. David also still waiting for a security fob from City of Fort Saskatchewan so he may be able to access our TD accounts to view directly.

Motion by Miranda Brun to accept reports a-f as information. Seconded by Allison Santo. CARRIED

9. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Trade Show April 24-26, 2015.

Motion by Miranda Brun to allow the Director to purchase up to \$500.00 promotional items for the Trade Show. Seconded by Stuart McGowan. CARRIED

- b. Library Director's office

- a. There are still a few questions regarding ventilation and re-wiring for security lights. David will contact Brian from KSN and the COFS facilities personnel for any changes or additions to the quote. David should have a more accurate quote by the next Board meeting.

- c. Accessing library accounts

Motion by Miranda Brun that the Board Chair formally contact Susan Morrissey, in writing, regarding investments made on behalf of the library without consent. Also to give David Larsen, Library Director, access to library accounts.

- d. Lockdown procedures/ERP

- a. We will get a radio from the Fire Hall, but in the meantime we'll use the phones
- b. Emergency Response Plan – it was suggested that the library has its own plan.

Motion by Allison Santo that the Lockdown Procedures be adopted and implemented as proposed/revised and circulated to staff immediately until further revision/inclusion in the city of Fort Saskatchewan's Emergency Response Plan. Seconded by Gail Shkolny. CARRIED

Motion by Miranda Brun that we ask David to prepare a draft Emergency Response Plan for the library's use, to be presented at the June Library Board meeting. Seconded by Morgan Northey. CARRIED

10. NEW BUSINESS

- a. VOIP phone "budgeting"

1. David to send Richard Gagnon an e-mail regarding the cost of the VOIP telephone system. David will cc Sheldon and Alix.

- b. Audit update – discussed earlier on the agenda (#6)

- c. Letter to ALTA re: ALC

1. Stuart said that the finance committee of ALTA will be looking into the matter.
2. A letter will be sent from the Library Board stating their concerns over the coverage for an ALTA representative from our area.

- d. Provincial funding and 2015 Operating Grant Application

1. Increased grant funds from the government is available in the amount of \$24,925 based on 2014 population figures and a per capita increase.
2. David will advertise the Programmer position as 20-24 hours per week.

- e. July 1 parade

1. Morgan will organize the parade this year.

Motion by Miranda Brun to spend up to \$500.00 to purchase a long-term structure to be used later. Funds will come from the capital furniture (Enrich the Experience) GL. Seconded by Sheldon Bossert. CARRIED.

Motion by Sheldon Bossert to spend up to \$200.00 on candy for the Canada Day Parade. Funds will come from the Office Supplies GL. Seconded by Gail Shkolny. CARRIED

11. CORRESPONDENCE – none

12. Upcoming Events - none

13. Roundtable

- a. David will be at APLAC and TAL meetings on April 16 & 17, 2015. He has been nominated as the Chair of The Alberta Library. Elections to take place at the meeting in April. David will also attend the CLA conference in Ottawa in June.
- b. Miranda – may need to miss meetings on short notice.
- c. Morgan – now is back at work.
- d. Stuart – has now finished his term in Hinton where he was responsible for the running of a branch of his company and training a new manager.
- e. Alix – enjoying Zinio and has downloaded numerous magazines. She may not be at the May 4th Board meeting.
- f. Gail – heading to Boston next week. She has also been approached by a member of the public who said that the ‘library staff are great’.

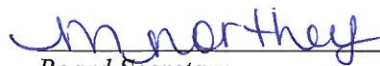
14. Next meeting: Monday May 4, 2015

15. Adjournment

Motion by Stuart McGowan to adjourn the meeting at 9:13 p.m.



Board Chair



Board Secretary
Trustee