



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

December 1, 2014

IN ATTENDANCE:

Sheldon Bossert, Councillor
Miranda Brun, Trustee
Brenda-Lee Dahlseide, Trustee
Alix Hennig, Trustee
Ian Hunt, Trustee
Stuart McGowan, Trustee
Allison Santo, Trustee
Gail Shkolny, Trustee
Kathleen Stevenson, Chair
Kelly Thompson, Trustee
David Larsen, Director
Susan Schulz, Recording Secretary

ABSENT:

Call to order: Kathleen Stevenson called the meeting to order at 6:00 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA
Additions: 7 b) Santa Claus Parade

Motion by Stuart McGowan to accept the agenda as amended. Seconded by Kelly Thompson. CARRIED

3. APPROVAL OF THE MINUTES OF THE November 3, 2014 REGULAR BOARD MEETING

Motion by Alix Hennig to approve the minutes of November 3, 2014 as circulated. Seconded by Brenda-Lee Dahlseide. CARRIED

4. FROM THE MINUTES
 - a. Nothing to report.
5. FINANCIAL REPORT
 - a. Monthly Financial Statements – David reviewed the financial statements:
 - a. David will check into why the higher amount of interest & bank charges
 - b. David will review the amounts of the line, Donations – Designated
 - c. Public Relations is high due to increased marketing
 - d. The invoice for e-books from Overdrive will get expended prior to year-end

Motion by Stuart McGowan to accept the financial statements ending October 31, 2014. Seconded by Kelly Thompson. CARRIED

6. REPORTS

- a. Chair's Report – Kathleen Stevenson.
 - a. Monday November 10, 2014 – Kathleen held a “Book “party which was well attended. Approximately 80 books were purchased which will go to the Book for Every Child campaign.
 - b. November 18, 2014 – Kathleen attended the Council budget deliberations
 - c. November 25, 2015 – presentation of \$5,000 cheque from Plains Midstream
 - d. Nov 25, 2014 – Kathleen and David attended the Metro Federation meeting
 - e. Ian's last meeting as a member of the Board – Kathleen thanked Ian for his work and dedication while on the Board. Ian was a strong advocate for the library. Presentation of gift to Ian.
 - f. Budget deliberations – discussion with Sheldon.
- b. Personnel Committee – Nothing to report at this time.
- c. Finance, Development and Advocacy Committee – committee met twice to adjust the 2015 budget post Council motion reducing the Libraries' grant request by \$37,000.
- d. Report from Council - Sheldon Bossert
 - a. There will be an extra budget deliberation day this year due to Council asking for more details from many groups.
 - b. Busing – Sheldon informed the Board that Council are discussing if Fort Saskatchewan is big enough to sustain both the current bus transit within Fort Saskatchewan and the Clairview commuter.
 - c. New schools – a new Public school (Grade 1-9) will be built in Southpoint and a new Catholic high school in the vicinity of the DOW Centre.
 - d. Library operating budget discussion
 1. Sheldon explained why he made his motion to Council of a \$90,000 budget increase for the library rather than the original Board approved request of an additional \$127,000 for 2015.
 2. The Board expressed their concerns and disappointment over the process of this year's budget presentations including the lack of notice given by counsel in requesting that the Director and Chair attend Council deliberations to answer questions regarding the Libraries' budget.
- e. Director's Report – David reviewed his report and highlighted:
 - a. Current shelving issues especially regarding end panels. Carl Heywood from Nansen Group will be bringing a sample (repaired) end panel for David's review hopefully by the end of the year.
 - b. David attended the recent Alberta Library (TAL) meeting
 1. TAL will no longer be funding the yearly Netspeed (technology) conference.
 2. Universal core of databases also will not be funded by TAL past October 2015.

Motion by Miranda Brun to accept reports a-e as information. Seconded by Alix Hennig. CARRIED

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Location of Library Director's Office
 - a. David has received a quote from KSN and will be meeting with two additional contractors on December 2, 2014.
- b. Santa Claus Parade – was cancelled due to the weather. Brenda-Lee does not require reimbursement for purchases she made.
- c. Lights-Up – was very well attended. Since the library stayed open for the evening one extra staff member was brought in to work.

8. NEW BUSINESS

- a. 2015 Operating Grant Request to Council
 - a. The following changes were made to the grant request in order to meet the \$80,000.
 1. Cancel the additional Children's Programmer hours, but will re-introduced in 2016.
 2. Web development contract was removed, but will also be re-introduced in 2016.
 3. Increase in the Adult Programming Services budget by approximately by \$1600.

Motion by Miranda Brun to accept the revised budget as presented. Seconded by Sheldon Bossert. CARRIED.

- b. Plan of Service (draft 2) – David highlighted information from the second draft of the Plan of Service which will be sent to Alberta Municipal affairs once finalized.

Motion by Stuart McGowan to accept the 2015-2018 Plan of Service as presented which is to be sent to Alberta Municipal Affairs. Seconded by Ian Hunt. Carried.

- c. Book for Every Child – review
 - a. Schools will be contacted in the fall of 2015.
 - b. 271 books were received during the campaign – the committee divided them into age groups and then dropped them off at the Food Bank.
 - c. \$292 was raised through our Book for Every Child and the Light's Up for Literacy campaigns. Books for the 0-4 year age group will be purchased.
 - d. A thank you will appear on the library website.
- d. Electronic voting policy

Motion by Miranda Brun to adopt the "Board Voting by Email" policy. Seconded by Brenda-Lee Dahlseide. CARRIED.

e. Services to homebound patrons – discussion on this service.

f. 2015 closures

Motion by Kelly Thompson to approve the 2015 closures. Seconded by Gail Shkolny. CARRIED.

g. Recording volunteer hours of the Board

a. At the present time the Board Secretary records all volunteer hours. These statistics are needed for the annual report that is sent to Municipal Affairs each year.

b. 2015 will see a new method of retrieving these statistics.

h. Minute taker for meetings

Motion by Stuart McGowan to table this discussion to the January 2015 meeting. Seconded by Brenda-Lee Dahlseide. CARRIED.

i. Reappointment of the Alberta Library Trustees Association (ALTA) representative.

Motion by Kathleen Stevenson to reappoint Stuart McGowan as the ATLA representative. Seconded by Allison Santo. CARRIED

9. CORRESPONDENCE - none

10. Upcoming Events

a. Christmas party – December 14, 2014, at 6 p.m. at Modo Mio.

11. Roundtable

a. Kelly – Deadwood planning for a new year.

a. Great to be Chair of the Finance, Development and Advocacy committee

b. Miranda – will not be Secretary in 2015.

c. Gail – will miss Ian on the Board

a. Great time was had at the Multicultural night event

d. Alix – Alix's husband is donating his volunteer hours from his place of employment to the Library. The Library will receive \$400 from Telus in the first quarter of 2015.

a. Stuff Youth conference was cancelled – only 30 teens had registered.

e. Stuart – thanked the Personnel committee for all that was accomplished this past year.

a. Historical Society – vintage snowmobile display

b. Sheeptown Players – will hold the Fort's Got Talent event in the New Year.

c. Stuart inquired about the RISE video conferencing system availability within the library.

f. Allison – thanked Kelly for the Christmas gift handed out tonight.

g. Kathleen – thanked everyone for all of their hard work.

