



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

February 2, 2015

IN ATTENDANCE:

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

ABSENT: Allison Santo, Trustee

Call to order: Alix Hennig called the meeting to order at 6:05 p.m.

1. WELCOME AND INTRODUCTIONS – Guests: Justin J. Kinal and Taylor Rolheiser from KPMG auditors.
2. APPROVAL OF THE AGENDA

*Motion by Stuart McGowan to accept the agenda as circulated. Seconded by Kathleen Stevenson.
CARRIED*

3. APPROVAL OF THE MINUTES OF THE January 12, 2015 REGULAR BOARD MEETING

Add amendment: Miranda Brun left the meeting at 7:30 p.m.

Motion by Miranda Brun to approve the minutes of January 12, 2015 as amended. Seconded by Stuart McGowan. CARRIED

Alix Hennig passed the meeting over to our guests from KPMG.

4. FROM THE MINUTES
 - a. 8. c.b.) Library/City Hall lockdown - David Larsen has contacted the City's Health and Safety Advisor and is waiting to hear back regarding questions about the Emergency Response Plan.

5. AUDITORS VISIT AND AUDIT PLAN PACKAGE – Jason and Taylor reviewed the planning package for the upcoming audit.
6. FINANCIAL REPORT
 - a. Monthly Financial Statements – David reviewed the year end, pre-audited financial statements:
 - a. Attached statements are for December 31, 2014 and not November 30, 2014 as indicated on the statements
 - b. David met with Colleen Wagner regarding year end information; capitalization of some items and new GL codes to assist with fundraising monies.
 - c. General Contracted Services – Invoice for custodial services has not been received from the City as of today.
 - d. Insurance – David will review our insurance coverage and report back to the Board at the next meeting.
 - e. David will discuss with Justin, from KPMG, the possibility of increasing the Operating Reserve level of 5% of the current annual operating budget, to a higher percentage.

Motion by Kelly Thompson to accept the financial statements ending December 31, 2014. Seconded by Gail Shkolny. CARRIED

7. REPORTS

- a. Chair's Report – Alix Hennig.
 - a. David and Alix will attend the Metro Federation meeting on March 4, 2015
 - b. Alix's husband received a letter from his place of employment stating that the \$400.00 from his volunteer hours is being sent to the Library
- b. Personnel Committee – Stuart McGowan.
 - a. Nothing to report – next meeting will be held after board meeting tonight.
- c. Finance, Development and Advocacy Committee – Kelly Thompson.
 - a. Elections for Chair of the committee will be held at the next meeting.
- d. Report from Council - Sheldon Bossert
 - a. Welcome to Morgan Northey as new Board member
 - b. Approximately \$37,000 was re-implemented to library funds after motion was presented to Council.
 - c. Schools – Elk Island Public Schools website provides information on upcoming consultations regarding boundaries and the naming of the planned new school. Don't wait until the last minute to give your input.
 - d. Plebiscite on the Historical Precinct was reversed. Council will explore ideas for another project costing no more than 3 million dollars.

- e. Director's Report – David reviewed his report and highlighted:
 - a. New CEO for TAL – Grant Chaney will be TAL's CEO starting March 2, 2015.
 - b. David to receive a quote from Inland Audio Visual for a PA system and interactive whiteboard for the library.
 - c. Metro Electronic Resources group – David will be attending upcoming meetings.
 - d. David is looking into the availability of an online registration system which will also allow for patrons to register for programs, Program Room and appointment bookings.
 - e. AED will be mounted on the wall close to its current location at the circulation desk.
 - f. David has purchased a 1-year subscription to Lynda.com tutorial software which is now available for staff use.

Motion by Miranda Brun to accept reports a-e as information. Seconded by Morgan Northey. CARRIED

8. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Board Basics Workshop March 14, 2015 – Alix reviewed details of the workshop; maximum number of attendees is 30. Room 1-2 has been booked. Board members should register individually. No fees are charged and lunch is provided. Miranda, Allison, Morgan and Sheldon plan to attend.
 - a. Copies of the Library Act and Regulations will be ordered for all Board members.
 - b. David & Alix to invite city representatives to the workshop. Invitations will be sent to Barb Aitken for distribution.
- b. Library Director's office – quotes for information.
 - a. 3 quotes have been received for Director's office; two companies also provided quotes on the proposed Makerspace.
 - b. David will send copies of quotes to Board members in preparation for a discussion at the next Board meeting.

9. NEW BUSINESS

- a. Board committee appointments
 - a. Finance, Development and Advocacy – Sheldon Bossert, Brenda-Lee Dahlseide, Gail Shkolny, Miranda Brun and Morgan Northey. Alix Hennig and David Larsen will also attend.
 - b. Personnel – Stuart McGowan, Kathleen Stevenson, Allison Santo and Kelly Thompson. Alix Hennig and David Larsen will also attend.
- b. Minister's Awards for Excellence
 - a. Letter received inviting us to apply. Deadline is March 13, 2015. David will send information to Board members for discussion at the next Board meeting.
- c. Peoples of the north Saskatchewan historical event

- a. May 7/8, 2015 – Stuart thanked the Board for their interest in this event. Due to time restrictions of Board members this year the Board will consider participating in 2016.

Kathleen Stevenson left the meeting at 7:48 p.m.

- d. Budget email motion and email voting procedures
 - a. Amendment: the motion was seconded by Sheldon Bossert. 9/9 respondents with 1 absent.

Motion by Kelly Thompson that the FSPL Board adopt the revised budget as per the City of Fort Saskatchewan grant of \$1,029,498.94. This will include re-implementing the web development contract, adding a second part time programming position and an additional \$322.19 to adult programming services. Seconded by Sheldon Bossert.

- b. E-mail voting procedures were reviewed
 1. Wait for the call to vote from the Chair.
 2. Leave subject line of e-mail the same throughout all e-mails, but include **Vote** when the Chair asks for said vote.
- e. Friday Teen Nights opening
 - a. Library has received a grant from Operation Red Nose in the amount of \$600 to host a Teen program after hours once per month at approximately 6-8 p.m.
 - b. Advertising will include through social media, schools (student councils) and at Harbour Pool.

Motion by Stuart McGowan to support the library in running Teen Nights. Seconded by Kelly Thompson. CARRIED.

- f. Board minutes to be placed on Library and City websites

Motion by Miranda Brun to put Board minutes on Library website and request for placement on City website. Seconded by Brenda-lee Dahlseide.

- g. Board Trustee Roles and Library Director Roles – David and Alix reviewed the difference between the two types of roles.
- h. Trade Show update and parade display
 - a. Parade –July 1st parade will be placed as an agenda item for the next Finance, Development and Advocacy meeting.
 - b. Trade show – registration is now open. April 24-26, 2015.
 1. David to bring ideas for the Trade Show to next Finance, Development and Advocacy meeting
 2. A schedule will be set up for Board member help

- i. ACL Board member attendees – April 30-May 2, 2015. Gail Shkolny, Morgan Northey and Allison Santo plan to attend. Registration now open. Early bird deadline March 15, 2015.

10. CORRESPONDENCE –

- a. Letter from City of Fort Saskatchewan indicating approval of grant funding for 2015.
- b. Invitation from the Volunteer Centre to attend a Leadership & Network Opportunity that is being held February 25, 2015 from 7-9 p.m. at the DOW Centennial Centre. Please call the Volunteer Centre prior to February 18, 2015 to register,

11. Upcoming Events

- a. None.

12. Roundtable

- a. Miranda is now writing her thesis. Please excuse her if meetings are missed.
- b. Stuart
 - a. Would like to see Alberta Library Trustees Association included as a standing agenda item under Reports for the next Board meeting.
 - b. Person approached Stuart with a complaint.
- c. Kelly
 - a. Kelly would like to create a fun program around the song “Into the Wild”
 - b. Fort’s Got Talent participant
- d. Alix thanked the Board for making her first meeting as Chair a good meeting.

13. Next meeting (s): Monday, March 2, 2015, 6 p.m. Fort Saskatchewan Public Library Program Room; April Board meeting (Easter Monday?)

14. Adjournment

Motion by Gail Shkolny to adjourn the meeting at 8:38 p.m. CARRIED.



Board Chair



Board Secretary