



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

**February 3, 2014**

**IN ATTENDANCE:**

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

**ABSENT:**

**GUEST:**

- Jim Sheasgreen, Fund Development Coordinator for the Fort Saskatchewan Public Library
- Susan Morrissey and Rebecca Meier from the City of Fort Saskatchewan Finance Department.
- Taylor Rolheiser and Justin Kinal from KPMG

Call to order: Kathleen Stevenson called the meeting to order at 6:04 p.m.

1. WELCOME AND INTRODUCTIONS
  - a. Round table of introductions
2. APPROVAL OF THE AGENDA

*Motion by Stuart McGowan to approve the Agenda as circulated. Seconded by Brenda-Lee Dahlseide. CARRIED*

3. APPROVAL OF THE MINUTES OF January 6, 2014
  - 10 e. should read: There will be a meeting on February 19, 2014 at Pioneer House to update the public on the Historical Precincts plans so far.

*Motion by Stuart McGowan to approve the minutes of January 6, 2014 as amended. Seconded by Allison Santo. CARRIED.*

4. AUDIT PLANNING REPORT – Taylor Rolheiser, KPMG, and City Finance Department.

Taylor reviewed the Audit Planning Report, including asking Board members the questions under the section “Annual inquiries of the Board of Directors. These questions will also be discussed with the Library Director at a later date.

## 5. FROM THE MINUTES

- a. Grand Opening Recap – Angela reviewed.
  - a. Afternoon went very well with a large turnout.
  - b. Evening event –
    - 1. House of Hong prepared the appetizers
    - 2. Add Sharper Image to event budget
    - 3. Thank you notes are on their way out. A thank you to everyone will be posted on Facebook, the Library's website, and twitter.
    - 4. Kathleen was pleased that all board members were in attendance.
    - 5. Leftover prizes will be donated to children's summer programs and some items will be donated to the Food Bank.
    - 6. Ian gave a special thank you to Kathleen, Angela, Stuart and Jim for all their hard work.
    - 7. Stuart – informed the Board that he had received many positive comments from the public about the event.
- b. Alberta Library Conference Delegates
  - a. Stuart will be subsidized but amount still unknown at this time. The Board decided that one more board member can attend the conference. Alex Hennig will confirm her attendance with Angela.
    - 1. Registration information is available on line. Angela will send the information to Board members who will be attending the conference.

## 6. FINANCIAL REPORT

- a. Monthly Financial Statements- unavailable this month due to year end

## 7. REPORTS

- a. Chair's Report – Nothing to report
- b. Personnel Committee - Stuart reviewed the tasks to be completed in 2014.
  - a. Fall board retreat will be in October 2014
- c. Finance, Development and Advocacy Committee – meeting will be after tonight's board meeting.
- d. Fundraising Committee – Jim Sheasgreen reported:
  - a. Contacts and presentations continued throughout January.
  - b. Grassroots Campaign – donations continue. So far there have been 103 donations from 177 individuals/families totaling \$12,722.
  - c. Angela will attend the assembly at Fort Elementary School on Tuesday in order to be presented with a donation from the students.
  - d. Named Opportunities – Six new and confirmed sponsorships were received since the last Board meeting.
  - e. Total to date of the Grassroots Campaign and the Named Opportunities is at \$187,463.
  - f. Jim offered his services on a volunteer basis once the contract has ended.
  - g. He also offered a huge thank you to the Library Board for the opportunity to have been the Fund Development Coordinator. Also a thank you to Kathy and Angela and the Library staff for their assistance and guidance to him during the campaign.

- e. Report from Council – Sheldon Bossert
  - a. CN agreed to contribute 60,000 trees to be planted in the West Rivers Edge area.
  - b. Annexation – ongoing discussions
- f. Director’s Report – Angela reviewed the report and included:
  - a. Temporary staff member starting Tuesday
  - b. Security gates to arrive in about 4 weeks

*Motion by Miranda Brun to accept reports (6a-f) as information. Seconded by Alix Hennig. CARRIED*

## 8. NEW BUSINESS

- a. 2013 Annual Report

*Motion by Ian Hunt that the Board approve the 2013 Annual Report for submission to Alberta Municipal Affairs and Housing, Public Services Branch as amended. Seconded by Gail Shkolny. CARRIED.*

- b. PR and Special Events – Kathleen Stevenson
  - a. Special events from 2013 included a book sale, participation in the Canada Day parade, Neighbour Day, the Santa Claus parade and a smaller version of the Book for Every Child promotion for the Christmas hamper. Kathleen asked the Board to bring their thoughts back to the next Board meeting regarding suggestions and participation in events for the coming year.
  - b. Ian will set up a group on Google Plus.

## 9. CORRESPONDENCE

- a. None.

## 10. UPCOMING EVENTS

- a. Finance, Development and Advocacy Committee meeting – following the February 3, 2014 Board Meeting
- b. Personnel Committee Meeting – Monday February 24, 2014, 6 p.m.

## 11. Round Table

*Motion by Miranda Brun to go in camera at 7:45 p.m. Seconded by Ian Hunt. CARRIED*


*Motion by Miranda Brun to go out of camera t 8:16 p.m. Seconded by Brenda-Lee Dahlseide. CARRIED*

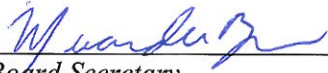
- a. Alix – will be away on holidays for the next Board meeting.
- b. Angela – heading on holidays for two weeks. Contact Susan Schulz if needed.
- c. Ian – will set up Google Plus
- d. Kelly – getting in to full force of school.
- e. Gail – gala, grand opening was a good time for newcomers to get into the swing of things with the Board. It was a time to get to know people.
- f. Brenda-Lee – gala was a comfortable, low-key time and she felt like she was playing with young kids again.
- g. Allison – good time at grand opening. Kudos to the planning group.

12. Next meeting: Monday, March 3, 2014, 6 p.m., Fort Saskatchewan Public Library Program Room

13. Adjournment

*Motion by Ian to adjourn the meeting at 8:23 p.m. Seconded by Brenda Lee. CARRIED.*

  
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Board Chair

  
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Board Secretary