



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

January 6, 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 and Richard Gagnon, Culture Director for the City of Fort Saskatchewan.

Call to order: Kathleen Stevenson called the meeting to order at 6:02 p.m.

1. WELCOME AND INTRODUCTIONS
 - a. Round table of introductions
2. APPROVAL OF THE AGENDA
 1. Amendments
 - 3 a) approval of minutes should read December 2, 2013
 - 3 b) add – approval of the minutes of the December 15, 2013 special board meeting
 - 4 b) add – donor wall update and e-mail motion
 - 9 remove – the Board Christmas dinner
 - 9 a) add – Grand Opening events January 25, 2014
 - 11 next meeting should be Monday, February 3, 2014, instead of January 6, 2013

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

3. APPROVAL OF THE MINUTES OF December 2, 2013
 - a) 6.g. (a) should read “Ian Hunt has spoken with Troy Flemming and Grant Schaffer regarding the complaints that have been received about the ramps leading into the City building.”

Motion by Kelly Thompson to approve the minutes of December 2, 2013 as amended. Seconded by Stuart McGowan. CARRIED.

- b) Approval of the minutes of the December 15, 2013 special board meeting

Motion by Kelly Thompson to approve the minutes of the December 15, 2013 special board meeting as presented. Seconded by Ian Hunt. CARRIED

4. FROM THE MINUTES

- a. Grand Opening update – Angela reviewed.
 - a. Afternoon event 2-4 p.m. – numerous invitations have been mailed.
 - b. Evening event – tickets are available for purchase
 - 1. Circus carnival theme.
 - 2. Volunteers needed for two shifts throughout the evening 7:15-9:15, 9:15-11:15.
 - 3. Appetizers – Ken Wong from House of Hong.
 - 4. Cash bar – Volunteers from the Elks Club.
 - 5. Promotions and advertising on going with Mix 107.9 Radio station, Fort Record, posters, City website, DOW sign etc.
 - 6. Silent auction
 - 7. Tickets – each board member may take about 5 tickets to sell.
 - 8. Heather from ALTA would like the link to information for grand opening in order to place it in the Voice.
- b. Donor Wall Update and E-mail Motion - On December 20, 2013 the following motion was made by e-mail

Motion by Kathleen Stevenson that the Library Director be authorized to use her judgment and approve the costs necessary to ensure the donor wall is printed and installed by January 25, 2014. Seconded by Sheldon Bossert. CARRIED.

Motion by Stuart McGowan to accept the results of the December 20, 2013 e-mail motion. Seconded by Ian Hunt. CARRIED.

5. FINANCIAL REPORT

- a. Monthly Financial Statements. Angela reviewed the statements from November 30, 2013.

Motion by Kelly Thompson that the financial statements for month ending November 30, 2013 be accepted as information. Seconded by Stuart McGowan. CARRIED.

6. REPORTS

- a. Chair's Report – Kathleen reported:
 - a. Focus on grand opening
 - b. Hiring of four new board members
- b. Personnel Committee
 - a. Completed more policies and procedures

- c. Finance, Development and Advocacy Committee
 - a. Kelly hopes for a meeting early February
- d. Fundraising Committee
 - a. Jim reported that he still made contact with various people throughout the community during December 2013. A few contacts were, Kinsmen Club, TD Canada Trust, Shell, Royal LePage, Chamber of Commerce, Denham's Crystal Chrysler, Sawmill, Kanata Inns, and Comfort Inn.
 - b. Advertising for the grass roots campaign is on-going
 - c. Children's French Language collection was sponsored by the Sheasgreen grandchildren.
 - d. January 7, 2014 – Shell Canada photo op at 4 p.m.
- e. Report from Council – Sheldon Bossert
 - a. Nothing to report
- f. Director's Report – Angela reviewed the report and included
 - a. Valerie Johnson retired as of the end of 2013.
 - b. December stats – reviewed by Angela. Statistics were down for the year due to limited collections and open hours. Cardholders in November 2013 doubled from November 2012 and cardholders in December went from 95 in 2012 to 154 in December 2013.
- g. Library Expansion – Angela reported
 - a. Still a few deficiencies to be dealt with.

Motion by Stuart McGowan to accept reports (6a-g) as information. Seconded by Brenda-Lee Dahlseide. CARRIED

7. NEW BUSINESS

- a. Election of Library Board Officers for 2014

Motion by Ian Hunt that the Chair be passed to Sheldon Bossert (Councillor). Seconded by Stuart McGowan. CARRIED.

- i) Chair
 - 1. Kelly Thompson nominated Kathleen Stevenson
 - 2. Kathleen accepted.
 - 3. Brenda-lee Dahlseide nominated Ian Hunt. Ian did not accept.
 - a. Kathleen Stevenson was elected Chair.
- ii) Vice-Chair
 - 1. Kathleen Stevenson nominated Ian Hunt
 - 2. Ian accepted.
 - a. Ian Hunt was elected Vice-Chair.

- iii) Secretary
 - 1. Kathleen Stevenson nominated Brenda-Lee Dahlseide
 - 2. Brenda-Lee did not accept.
 - 3. Kathleen Stevenson nominated Miranda Brun
 - 4. Miranda accepted
 - a. Miranda Brun was elected Secretary.

Motion by Brenda-Lee Dahlseide that the meeting be passed back to Kathleen Stevenson as Chair of the Library Board. Seconded by Stuart McGowan. CARRIED.

- b. Library Board Standing Committee Appointments for 2014
 - (i) Finance, Development and Advocacy Committee – Kathleen Stevenson (Chair), Sheldon Bossert (Councillor), Alix Hennig, Kelly Thompson, Miranda Brun, Gail Shkolny
 - (ii) Personnel Committee – Kathleen Stevenson (Chair), Ian Hunt, Stuart McGowan, Brenda-Lee Dahlseide, Allison Santo.
- c. Appointments to the Ad Hoc Fundraising Committee
 - a. Stuart McGowan, Kathleen Stevenson, Kelly Thompson and Alix Hennig.
- d. Alberta Library Conference Delegates for 2014
 - a. Kathleen and Kelly are interested in attending. Stuart will attend as the ALTA representative, but the Library Board will contribute to his registration. Angela will take a look at the budget closer to the date of the conference as to whether there are funds for additional board members to attend.

8. CORRESPONDENCE

- a. Thank you card from Cherie McKeever
- b. Letter from Municipal Affairs requesting an updated plan of service. Revised plan of service for 2014 has been submitted.
- c. Letters from the City of Fort Saskatchewan announcing the appointments to the board for Alix Hennig, Gail Shkolny, Allison Santo and Miranda Brun.
- d. Letter from the office of the Premier thanking the library for the invitation to the Grand Opening celebration but indicated that she is unable to attend.

9. UPCOMING EVENTS

- a. Grand Opening events January 25, 2014
- b. Personnel Committee – Monday January 6, 2014 after the regular Board meeting.
- c. Finance Committee – Monday, February 3, 2014 after the regular Board meeting.

10. Round Table

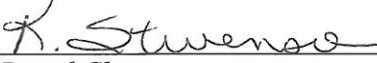
- a. Kathleen – PR events for 2014 to be discussed at the February board meeting.
- b. Miranda – asked about giving free cards to people in the community
- c. Alix – away for the March meeting; would like to see PR/visits to schools, more guest speakers coming into the library.
- d. Kelly – looks like it's going to be a great year. Kelly is working on a play for the grand opening.

- e. Richard – Richard gave an overview of his position as Culture Director to the City of Fort Saskatchewan and City liaison to the board. As Culture Director he provides Angela with assistance regarding various aspects of the City especially during the budget process. Richard connects Angela or board members with City staff and links Angela with city program information. There will be a meeting on February 19, 2014 at Pioneer House to update the public on the historical society's plans so far.
- f. Ian – welcomed the new board members.
- g. Stuart – also welcomed the new board members. Stuart is also on the historical society. Recommended reading: Fort on the Saskatchewan by Peter Ream.
- h. Brenda-Lee – welcome and you'll have a lot of fun.
- i. Gail – looking forward to the new programs


11. Next meeting: Monday, February 3, 2014, 6 p.m. (Program Room)

12. Adjournment

*Motion by Stuart McGowan to adjourn the meeting at 7:30 p.m. Seconded by Brenda-Lee Dahlseide.
CARRIED.*



Board Chair



Board Secretary