



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

June 1, 2015

IN ATTENDANCE:

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

ABSENT: Kelly Thompson, Trustee

Call to order: Alix Hennig called the meeting to order at 6:03 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

Motion by Stuart McGowan to accept the agenda as presented. Seconded by Miranda Brun. CARRIED

3. APPROVAL OF THE MINUTES OF THE May 4, 2015 REGULAR BOARD MEETING

Motion by Gail Shkolny to approve the minutes of April 6, 2015 as amended. Seconded by Brenda-Lee Dahlseide. CARRIED

4. FROM THE MINUTES
 - a. None.

5. FINANCIAL REPORT

- a. Monthly Financial Statements – David reviewed the financial statements.
 - a. Interest and bank charges are over, due to transaction fee charges for debit machine. This increase will be reflected in the 2016 budget.
 - b. Telephones - increase in VOIP charges will be included in the 2016 budget.

Motion by Sheldon Bossert to accept the financial statements ending April 30, 2015 as information. Seconded by Stuart McGowan. CARRIED

6. REPORTS

- a. Chair's Report – Alix Hennig
 - a. Presentation to City Council with David went well, with both Kathleen and Sheldon giving positive comments. The link to the Council meeting has been sent out to Board Members in order that they can view the presentation.
 - b. Sheldon explained why Board reports are no longer part of Council's agenda
 1. Council meetings are getting longer – as the City grows, so do the agendas.
 2. Notices from various Board meetings will be on the agenda if there is a need for Council to know specific details immediately. Social media will be used instead.
- b. Personnel Committee – Stuart McGowan
 - a. Stuart is looking forward to the policy review.
 - b. Feedback is already being received from Board members regarding the Library Director's evaluation.
- c. Finance, Development and Advocacy Committee – Miranda Brun
 - a. Meeting was held on May 28, 2015.
- d. Report from Council - Sheldon Bossert
 - a. Library presentation – information from this presentation was announced in the Record and Sturgeon Creek Post.
 - b. Urban bees – discussion was for information only at this time since there would be a \$2500.00 fee for reopening the land use bylaw.
 - c. Sheldon discussed public concerns on the Meadowview subdivision backing onto Southfort Estates.
 - d. June 9, 2015 – Sheldon to make a motion to Council to change the noise bylaw to include holiday hours for construction times beginning at 9 a.m. to coincide with the current weekend hours.
- e. ALTA report – Stuart McGowan
 - a. ALTA retreat has been postponed for 3 weeks.
 - b. ALTA website has been updated.
- f. Director's Report – David reviewed his report and highlighted:
 - a. David attended an outdoor "Play Mob" event of Families First on May 11, 2015.
 - b. Brian from KSN indicated that construction of the Director's office could start as early as July 7, 2015. Construction would take between 5 days and 2 weeks.
 1. Ron Hale has asked for plans of the office to see if permits are required.
 - c. Staffing
 1. Kylee Winterholt was hired as our Summer Library Assistant.

2. Samantha Sutherland was hired today as an additional Programmer for the library. She will start Monday June 8, 2015.
- d. David hosted the Metro Edmonton Federation Youth Services group meeting on May 12, 2015. One major topic of discussion was the taking of photos at library events.
- e. City of Fort Saskatchewan website – links to the Library, the Library Board minutes, and the Library’s events calendar will be placed on the City’s website.
- f. It was suggested that the new MLA be invited to the Library for a visit.
- g. Metro Edmonton Writer-in-Residence program – wages for this position will be increased in 2016.
- h. FS Library Board members met with Strathcona County Library Board members at the Alberta Library Conference. It was decided to continue this yearly and also add another joint meeting during the year at a date to be determined.

Motion by Morgan Northey to accept reports a-f as information. Seconded by Kathleen Stevenson. CARRIED

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Alberta Library Conference – Morgan, Gail, Allison and Stuart all shared comments about their time spent at the conference in Jasper.
- b. Library Director’s office
 - a. Discussed in Director’s report.
- c. Self Evaluation of Board (due June 30)
 - a. Please submit to Alix Hennig by June 30, 2015. Fold in half and staple once prior to placing in Alix’s mail slot.
- d. Evaluation of Library Director (due June 30)
 - a. Please submit to Stuart McGowan by June 30, 2015.
 - b. Copies will be given to staff at the staff meeting on June 10, 2015.
- e. July 1st parade update
 - a. Theme is “Up”.
 - b. Balloon Magic will donate balloons. Funds are needed to purchase helium for the balloons.
 - c. Any “catchy” slogans that could be used for the parade please submit to Morgan.
 - d. Those helping set up the float will meet at the library on Tuesday June 30, 2015.

Motion by Miranda Brun that the July 1st parade committee be given \$60.00 for helium for the balloons. Seconded by Sheldon Bossert. CARRIED

- f. September Board retreat (ideas and guest speakers) – September 26, 2015, 9-4 p.m.

- a. Various names of people were discussed as potential guest speakers at the Board retreat. Alix will contact Jessica Littlewood and Todd Babiuk to see if they are available.
 - 1. Agenda items include: brief update on the Plan of Service, Board Self-evaluation results, 2 guest speakers and if time permits, Stuart's presentation from ALC.

8. NEW BUSINESS

- a. 2016 budget approval and COFS Operating grant request
 - a. Column E & F and the notes field will be removed before presentation to Council.
 - b. Increase in request is based on increase in staffing for IT support
 - c. Proposed elimination of library card fees if increase in provincial funding comes through
 - d. Fines – the revenue for this will likely decrease as there has been an increase of e-book usage and pre-overdue e-mail notifications being mailed out.
 - e. Cost Shared Positions (SCL) – increase due to the increase of 7 hours per week to our Part-time IT staff position.
 - f. Online magazines – the library will now contribute \$2000.00 to this service giving us the opportunity to select some magazines.
 - g. Books have now gone into the Capital expenditures as the auditors and the City considers these to be Capital items.

Motion by Sheldon Bossert to accept the 2016 budget in order for it to go to the City by June 10, 2015. Seconded by Stuart McGowan. CARRIED

- b. 2015 budget and provincial Grant application
 - a. Potential increase from the province may be available
 - 1. This increase will be applied to four collection areas.
 - b. A copy of our budget needs to go to the provincial government in order for us to receive our grant for the year. The mid-year adjusted 2015 budget will go to the government.

Motion by Miranda Brun to accept the revised 2015 budget for application to the Province for our Operating grant. Seconded by Morgan Northey. CARRIED

- c. Board Trustee terms ending 2015
 - a. Kathleen will be leaving and plans to work with the Friends of the Library Society.
 - b. Alix asked Board members to put the word out that we will need new members.
- d. Shelving for collection
 - a. Shelving will be added to the cinderblock walls.
 - b. Enrich the Experience funds are to go mostly into Capital
 - c. Expenditures of \$20,404.97 to be withdrawn from Capital Reserves for shelving.

- d. Funds received from the Lions Club had to be presented to the Friends of the Library Society before it could be spent. These funds that were to be spread over 5 years now need to be expended by June 21, 2015.
 1. Funds are restricted to children's materials according to the Lottery Board.

8:35 p.m. Sheldon needed to leave the meeting.

Motion by Miranda Brun to expend \$20,404.97 from Enrich the Experience funds to purchase additional shelving. Seconded by Gail Shkolny. CARRIED

9. CORRESPONDENCE

- a. From the Sturgeon Creek Post – on Father's Day at Modo Mio restaurant 3% of all funds will go to the local library.
- b. EPL "We rock!" annual report was received
- c. Information presented about the federal grant "Canada 150 Fund" project.

10. Upcoming Events

- a. Personnel Committee meeting following board meeting
- b. Neighbour Day, Saturday September 12 – Allison, Gail Kathleen and Alix are willing to help
- c. June 23, 2015 Metro Edmonton Federation meeting to be held at EPL

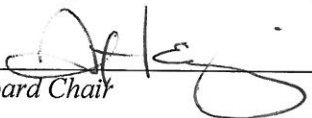
11. Roundtable

- a. Brenda-Lee – 2 new grandchildren (twins)
- b. Kathleen – Rotary Club will be having a booksale on June 20, 2015 at the Kanata Inn. Proceeds go to the Imagination Library project.
- c. Morgan – applied for a new position
- d. Miranda – studying for exams. Her title would be Dr.

12. Next meeting: Monday September 14, 2015

13. Adjournment

Motion by Miranda Brun to adjourn the meeting at 9:00 p.m.



Board Chair



Board Secretary

