



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

June 2, 2014

IN ATTENDANCE:

Miranda Brun, Trustee
Brenda-Lee Dahlseide, Trustee
Alix Hennig, Trustee
Ian Hunt, Trustee
Allison Santo, Trustee
Stuart McGowan, Trustee
Gail Shkolny, Trustee
Kathleen Stevenson, Trustee
Kelly Thompson, Trustee
Stacey Wenger, Public Services Librarian
Remotely: David Larsen, Director

ABSENT:

Sheldon Bossert, Councillor

Call to order: Kathleen Stevenson called the meeting to order at 6:03 p.m.

1. APPROVAL OF THE AGENDA

a. Additions:

- a. 10) Add staff pictures to round table

Motion by Kelly Thompson to accept the agenda as amended. Seconded by Alix Hennig. CARRIED

2. APPROVAL OF THE MINUTES OF May 5, 2014

Motion by Stuart McGowan to approve the minutes of May 5, 2014 as presented. Seconded by Kelly Thompson. CARRIED

3. FINANCIAL REPORT

- a. Telephone over budget by 204%. There may be a mix-up. David Larsen will look into this issue, may be due to installation cost.
- b. David Larsen will talk to Colleen in the city financial department to discuss receiving monthly financial statements in order that financial reports are received sooner to be included in board package.

Motion by Kelly Thompson to accept financial statements. Seconded by Stuart McGowan. CARRIED.

4. REPORTS

- a. Chair's Report- Kathleen Stevenson
 - a. City moving towards direct deposit, will be mandatory, and only method for reimbursement. Forms distributed. It will be up to each person whether to enroll.
- b. Personnel Committee- Stuart McGowan
 - a. No comments regarding performance evaluations so no changes will be made to the evaluations
 - b. Board retreat September 27, 2013
 - c. Performance evaluations will be distributed to staff starting June 3, 2014
 - d. Every board member is expected to fill out and return before board retreat, preferably for the September board meeting
- c. Finance, Development and Advocacy Committee
 - a. Looking into an edgy marketing campaign and continued advocacy. Will meet after this meeting to discuss further.
- d. Fundraising committee
 - a. Disband ad hoc committee

Motion by Kelly Thompson to disband the ad hoc committee. Seconded by Alix Hennig. CARRIED

- e. Report from Council
 - a. Sheldon absent. Tabled until next meeting.
- f. Director's Report

Motion by Miranda Brun to accept Director's Report. Seconded by Kelly Thompson. CARRIED.

- a. Alix Henning would appreciate seeing agenda for staff meetings.
- b. Require separate Lion's Grant account because Lions received a grant for half of their donation from the Alberta Gaming Commission. According to Alberta Gaming rules it is necessary to directly account for the use of that money towards children's learning and literacy.

5. NEW BUSINESS

- a. Plan of Service: Stacey Wenger has included information in the board package.
 - a. Suggested to invite a council member for the committee planning. Stuart McGowan suggested Stu Henning, a long time council member.
 - b. Add Sheeptown Players contact Justin Amos, Kelly Call of the Youth Action Committee, the public health clinic and perhaps preschools to the list of groups to invite to the community planning committee meeting. Board members are advised not to attend this meeting.
 - c. Groups to contact to be divided up at end of meeting

- b. Closing procedures
 - a. On May 27, 2014 two patrons were locked in the library after closing. They contacted RCMP for assistance. RCMP called the City of Fort Saskatchewan. The RCMP let the patrons out, and the city contacted the alarm company. Council has asked for a report on the incident. This will be prepared by Library Director David Larsen.
 - b. Looking into changes that may help prevent this scenario in future including motion detectors, intercom system, gate for stairway, locking down the elevators. Unfortunately the area is large, so if someone is trying to hide it is very possible.
 - c. Closing procedures will now be the responsibility of adult staff.
- c. Dow Community Grants
 - a. This grant could help to finish the multipedia maker space area (old balcony). Ian Hunt to look into and move forward.

Motion by Stuart McGowan to apply for grant. Seconded by Allison Santo. CARRIED.

- d. ALTA –Stuart McGowan
 - a. ALTA board retreat took place on May 23, 2014 in Caroline, Alberta. Big initiatives were discussed including who and what ALTA is, revamp of website. ALTA currently has twitter page and will shortly have Facebook page. Question discussed as to what trustees want from ALTA. There are 2700 library trustees, 600 billion books in circulation, and 3.2 billion in assets in Alberta.
6. Correspondence
- a. No correspondence
7. Upcoming events
- a. Finance, Development and Advocacy Committee meeting- June 2, 2014 immediately following the Board meeting
 - b. Personnel Committee meeting-June 3, 2014. Allison Santo will be absent for meeting
 - c. Canada Day Parade – Library float, July 1, 2014
8. Round table
- a. Dividing community groups for contact for Community Planning Committee Meeting
 - a. City Rep: Richard Gagnon (Kathleen Stevenson)
 - b. City Council Rep: Stu Hennig (Stuart McGowan)
 - c. Families First: Heather Boonstra (Brenda-Lee Dahlseide)
 - d. Southfort Bend (The Gardens): Marge Littlejohn (Ian Hunt)
 - e. Turner Lodge and Rivercrest (Gail Shkolny)
 - f. Early Years Coalition: Nadine Fricke (Stacey Wenger)
 - g. Boys and Girls Club: Wendy Serink (Alix Hennig)
 - h. School principals, counsellors, and/or teachers, Next Step Outreach (Sheldon Bossert)

- i. Careers under Construction: Aimee Penny (Kathleen Stevenson)
- j. Kabisig Society (Filipino): Clarizze Truscott (Kathleen Stevenson)
- k. Multicultural Association: Lana Santana (Stuart McGowan)
- l. RCMP: Building Bridges member Sgt. Craig O'Neill (Allison Santo)
- m. Volunteer Centre/CALLS: Wendy Rhodes (Gail Shkolny)
- n. Pioneer House: Lorraine Hryaniw (Miranda Brun)
- o. Historical Society: Ray Thurston (Stuart McGowan)
- p. FCSS: Barb Bigelow, Gail Steeves (Alix Hennig), Kelly Call, Eleanor Heesing (Kelly Thompson), Tammy Lautner (Gail Shkolny)
- q. Daycares: Annies (Kathleen Stevenson), Wee Care (Alix Hennig), others (Stacey Wenger)
- r. Correctional Centre (Kathleen Stevenson)
- s. Hospital/PCN/Homecare/Public Health (Alix Hennig)
- t. Downtown Business Council (Kathleen Stevenson)
- u. Chamber of Commerce: Barb Bouwman (Miranda Brun)
- v. MLA: Jacquie Fenske
- w. Churches and Faith groups: 1st United (Kelly Thompson), Anglican (Kathleen Stevenson), Alliance and OLA (Miranda Brun) Others?
- x. Homeschool association (Sheldon Bossert)
- y. Scotford Colony (David Larsen)
- z. Aboriginal community: Norma Leader (Stuart McGowan)
- aa. Sheeptown Players: Justin Amos (Stuart McGowan)

b. Enrich the Experience contributors:

- a. Lions Club (Kathleen Stevenson)
- b. Shell Scotford (Allison Santo)
- c. Agrium (Kathleen Stevenson)
- d. Aux Sable (Miranda Brun)
- e. ATB Financial (Kathleen Stevenson)
- f. Denham's Crystal Chrysler (Kathleen Stevenson)
- g. Elks
- h. Fort Record (Gail Shkolny)
- i. Knights of Columbus (Jim Sheasgreen)
- j. Kinsmen (Kathleen Stevenson)
- k. Mix 107.9 (Stacey Wenger)
- l. Park Avenue Inn and Stars Inn (Gail Shkolny)
- m. Qualico (Ian Hunt)
- n. Legion (Gail Shkolny)
- o. Taurus (Gail Shkolny)
- p. Naturalist Society (Alix Hennig)
- q. Rotary Club (Kelly Thompson)
- r. Aboriginal /Metis rep

c. Send out packets in July, give Stacey Wenger contact information after contacting organization

9. Roundtable

- a. Alix Hennig pleased with Staff pictures. Will try to do board pictures in the fall
- b. Miranda Brun: Children's programming needs to be inclusive. Also need to grow programs to other demographics
- c. Stacey Wenger: Edmonton and District Historic Festival has a Fort Saskatchewan component. Library to have table, and Stacey Wenger will be speaking

10. Next meeting: Monday, September 8, 2014, 6 pm, Fort Saskatchewan Public Library Program Room

11. Adjournment

*Motion by Stuart McGowan to adjourn the meeting at 7:50 p.m. Seconded by Brenda-Lee Dahlseide.
CARRIED.*

Jan Zunt
Board Chair
Vice Chair

Brenda-Lee Dahlseide
Board Secretary