



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

**March 2, 2015**

**IN ATTENDANCE:**

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

**ABSENT:** Sheldon Bossert, Councillor and Kelly Thompson, Trustee

Call to order: Alix Hennig called the meeting to order at 6:02 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA
  - a. Additions: 8d Emergency Response Plan

*Motion by Brenda-Lee Dahlseide to accept the agenda as amended. Seconded by Morgan Northey.  
CARRIED*

3. APPROVAL OF THE MINUTES OF THE February 2, 2015 REGULAR BOARD MEETING

Change Chair and Trustee designations, and add Morgan Northey as Trustee

*Motion by Stuart McGowan to approve the minutes of February 2, 2015 as amended. Seconded by Gail Shkolny. CARRIED*

4. FROM THE MINUTES
  - a. None.

- g. Marketing – Graphic Designer Adriana Cruces will design trade show banner. The goal is to have more consistent branding throughout, e.g. plans are in the works to revamp the Bookshelf, posters, and social media campaigns.
- h. EBSCO – promotion of these products (databases) is ongoing.
- i. IT support increase – David has arranged an additional 7 hours per week beginning March 17, 2015.
- j. Job posting is being prepared for the 17 hours per week, new programming position.

*Motion by Miranda Brun to accept the Director's report as information. Seconded by Stuart McGowan. CARRIED.*

f. ALTA Report

- a. ALTA works in conjunction with ALC each year. If anyone is interested in being on subcommittees for planning purposes for the 2016 ALC please speak to Stuart.
- b. Stuart is now on the Board of Directors for ALTA.

*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. Board Basics Workshop March 14, 2015
  - a. Stuart, David, Gail, Kathleen and Alix met to discuss set up, food, etc. Sheldon and Arjun will be attending. Tour of library at lunch.
  - b. Set up by Library staff and Board
- b. Library Director's office

*Motion by Stuart McGowan that David Larsen approach the City with the middle quote received. Seconded by Brenda-Lee Dahlseide. CARRIED*

c. Minister's Awards for Excellence

- a. This award is presented at the Alberta Library Conference each year.
- b. David will submit our International Pen Friends program.

8. NEW BUSINESS

- a. Trade Show April 24-26, 2015 to be discussed at the Finance Development and Advocacy meeting after tonight's Board meeting. A sign up sheet of times for helping at the trade show will be established for Board members.
- b. ALC Board member attendees - Gail, Morgan and Allison will be registered.
- c. 2014 Annual Survey and 2015 Annual Report (PSLB)

*Motion by Miranda Brun to accept the 2014 Annual Survey and 2015 Annual Report as presented. Seconded by Stuart McGowan . CARRIED*

## 5. FINANCIAL REPORT

- a. Monthly Financial Statements – David reviewed the financial statements:
  - a. Statement of account balances needs to be revised to reflect correct figures for the end of January 2015. David will report back to the Board at the next Board meeting along with the February 28, 2015 financials.
  - b. Audit will take place during the 3<sup>rd</sup> week of March.

*Motion by Stuart McGowan to accept the financial statements ending January 31, 2015 as is. Seconded by Morgan Northey. CARRIED*

## 6. REPORTS

- a. Chair's Report – Alix Hennig.
  - a. Council presentation – David has sent a request to council asking that the Board be allowed to make a presentation to Council May 26, 2015.
  - b. David, Alix and Kathleen met with Richard Gagnon, Culture Director and Library Liaison, and Len Mueller from Finance regarding the concern over the one time funding of \$10,000. Shannon Andruchow, Senior Accountant with the City of Fort Saskatchewan will be the Libraries' financial contact.
    1. David will contact Shannon.
  - c. Alix attended the Leadership and Networking Opportunity, February 25, 2015.
  - d. Metro Federation meeting for March 4, 2015 is cancelled.
  - e. Congratulations to Kathleen on her nomination for an International Women's Day award.
- b. Personnel Committee – Stuart McGowan.
  - a. The committee reviewed the Board/Staff evaluation forms. Slight change was to include Board member names on the forms.
  - b. Self-evaluation forms for the Board to be completed this year.
- c. Finance, Development and Advocacy Committee – Kelly Thompson absent.
  - a. No report.
- d. Report from Council - Sheldon Bossert absent.
  - a. No report.
- e. Director's Report – David reviewed his report and highlighted:
  - a. David met with Mike Tiernan from World Book to discuss options for purchasing reference books and adding an online resource.
  - b. Approved Board minutes are now on the Library website. David will discuss with City staff the possibility of placing Board minutes on the City website.
  - c. Collections – we will see an increase in non-fiction materials.
  - d. Aroga – accessible computer equipment has been ordered, including the Dragon Naturally Speaking software.
  - e. Freedom to read week is now over.
  - f. Representatives from Centre for Equitable Library Access (CELA), Public Library Services Branch (PLSB), and the National Network for Equitable Library Service (NNELS) met with David, Sue and Stacey.

d. Emergency Response Plan

1. David reported on the March 2014 draft from City Hall. He has been checking into the status of the City's emergency response plan and that the Library is included.
2. David to review lockdown procedures and review with staff at the next staff meeting.
3. David will speak with Richard Gagnon regarding concerns from Board
4. David will check with Strathcona County Library as to their procedures since they are also located within a City building.

9. CORRESPONDENCE – none

a.

10. Upcoming Events

- a. First Friday Teen night – March 27, 2015, 6-8 p.m.
- b. Sheeptown Players annual murder mystery, May 8 & 9, 2015 – Kelly Thompson, Director and Stuart McGowan, Associate Producer
- c. Peoples of the North Saskatchewan event, May 7-8, 2015 – 10-3 p.m.

11. Roundtable

- a. Kathleen has joined the Families First fundraising group who are looking for donations to complete renovations to the old RCMP building – she is hosting a Pampered Chef party next Monday from 6-9 p.m.
- b. David – will be attending a Neil Diamond concert and Martin Short
- c. Morgan – was away in Tucson for 2 weeks.
- d. Brenda – has been doing some ancestry research

12. Next meeting (s): Monday April 6, 2015

13. Adjournment

*Motion by Kathleen Stevenson to adjourn the meeting at 8:10 p.m. Seconded by Brenda-Lee Dahlseide.  
CARRIED.*

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Board Chair



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Board Secretary

