



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

March 3, 2014

IN ATTENDANCE:

Sheldon Bossert, Councillor
Miranda Brun, Trustee
Brenda-Lee Dahlseide, 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: Alix Hennig, Trustee

Call to order: Kathleen Stevenson called the meeting to order at 6:00 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

Motion by Kelly Thompson to approve the Agenda as circulated. Seconded by Allison Santo. CARRIED

3. APPROVAL OF THE MINUTES OF February 3, 2014

Motion by Stuart McGowan to approve the minutes of February 3, 2014 as presented. Seconded by Kelly Thompson. CARRIED

Google plus – everyone must have an account prior to a group being set up. Ian will send e-mail to Board members re: instructions

4. FROM THE MINUTES
 - a. Special Events
 - a. Tabled to next meeting.
5. FINANCIAL REPORT
 - a. Monthly Financial Statements – Angela reviewed

Motion by Stuart McGowan that the Financial Statements for the month ending December 31, 2013, be accepted as information. Seconded by Sheldon Bossert. CARRIED

6. REPORTS

- a. Chair's Report – Kathleen Stevenson
 - a. Kathleen announced that Angela had resigned from her position of Library Director.
- b. Personnel Committee – Stuart McGowan
 - a. Kudos to all who attended the meeting – there was a lot to cover. Stuart appreciated the fact that Stacey presented the plan of service information to the committee.
- c. Finance, Development and Advocacy Committee – reviewed by Kelly Thompson. Kelly was pronounced the Chair at the previous meeting.
 - a. Allison did not attend that meeting therefore her name should be removed from the “In Attendance” line
- d. Fundraising Committee – Angela
 - a. Jim Sheasgreen left a portfolio of press releases and articles from the fundraising campaign
 - b. Sherritt has confirmed their \$25,000 donation for the fireplace zone
 - c. Jim will follow up with various people and groups who have said they are interested in donating to some of the zones
 - d. Naturalist Society plans on donating \$10,000 over 5 years for one study room
 - e. Total confirmed fundraising monies to-date is \$228,000
 - f. Ad hoc fundraising committee – will meet one more time to tie up loose ends and make suggestions on how to inform the community as to how the money is being dispersed.
- e. Report from Council – Sheldon Bossert
 - a. Announcement of a new school in South Pointe– September 2016 possible startup
 - b. Noise bylaw raised again – further discussion at next council meeting
 - c. Some community members have raised concerns over the water temperature in the swimming pool
- f. Director's Report – Angela reviewed the report and included:
 - a. Thank you to the Board for the support over the last 8 years. She has enjoyed all of the challenges.

Motion by Ian Hunt to accept reports (6a-f) as information. Seconded by Miranda Brun. CARRIED

7. NEW BUSINESS

- a. Review of Library Board Member Job Description.
 - a. Personnel Committee reviewed the job description but found no changes were needed at this time.
- b. Personnel Committee Mandate – Stuart McGowan
 - a. Stuart reviewed the changes

Motion by Sheldon Bossert that the revised Personnel Committee Mandate Statement be approved. Seconded by Miranda Brun. CARRIED

c. Plan of Service Committee Assignment - Stuart

Motion by Stuart McGowan that the Personnel Committee be appointed to oversee the development of a new Plan of Service. Seconded by Gail Shkolny. CARRIED

Kathleen wanted it noted that she was pleased to see everyone has been very involved in the meeting.

d. Appointment of Planning Coordinator for the Plan of Service Development Process

Motion by Stuart McGowan that Stacey Wenger, Public Services Librarian, be appointed to be the Planning Coordinator. Seconded by Brenda-Lee Dahlseide. CARRIED

e. Review of Library Director Job Description

- a. Gail Shkolny suggested that "Is" be inserted in the first line under the "Advice and Support to Library Board" section.

Motion by Gail Shkolny that Library Director Job Description be approved as amended. Seconded by Stuart McGowan. CARRIED

f. Recruitment Plan for Library Director Position

- a. Angela agreed to assist with interview questions.

Motion by Brenda-Lee Dahlseide that the Personnel Committee be appointed to conduct the Library Director recruitment and selection process. Seconded by Kelly Thompson. CARRIED

Motion by Kelly Thompson that the Library Director recruitment plan be approved for implementation. Seconded by Miranda Brun. CARRIED

Motion by Stuart McGowan that the Library Director salary range of \$80,000 - \$95,000 be approved. Seconded by Miranda Brun. CARRIED

Motion by Ian Hunt that the Library Director job posting be approved as amended. Seconded by Allison Santo. CARRIED

g. Appointment of Interim Library Director

Motion by Stuart McGowan to go "in camera" at 7:32 p.m. Seconded by Gail Shkolny. CARRIED

Motion by Miranda Brun to go "out of camera" at 7:50 p.m. Seconded by Ian Hunt. CARRIED

Motion by Kelly Thompson that the Library Board appoint Stacey Wenger as an Interim Director effective April 8, 2014. Seconded by Stuart McGowan. CARRIED

8. CORRESPONDENCE

- a. Letter from Susan Schulz
b. Letter from Business Council regarding the Casino Night

9. UPCOMING EVENTS

- a. Personnel Committee Meeting – Monday March 17, 2014, 6 p.m., Board Room at Fotty Stevenson and Wilson
- b. Finance, Development and Advocacy Committee meeting – Monday, March 17, 2014, 7 p.m., Board Room at Fotty Stevenson and Wilson


10. Round Table

- a. Kelly – suggested creating a video of children with new books that were purchased with their donation. Kelly is also looking forward to school being finished.
- b. Stuart – after the last Personnel Committee meeting he attended an ALTA meeting at SCL. Stuart may possibly be vice-chair of ALTA. Stuart much appreciates all of the people on Personnel Committee and all of the work that was accomplished.
- c. Ian asked if Angela was going to be attending the Metro Federation of Libraries meeting. Angela and Kathleen will both attend.
- d. Gail – she has lots of ideas for advocacy
- e. Brenda-lee – busy for the next couple of months but looks forward to working with the plan of service.
- f. Allison – looking forward to upcoming challenges.


11. Next meeting: Monday, April 7, 2014, 6 p.m., Fort Saskatchewan Public Library Program Room

12. Adjournment

*Motion by Stuart McGowan to adjourn the meeting at 8:15 p.m. Seconded by Brenda-Lee Dahlseide.
CARRIED*



Board Chair



Board Secretary