



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

May 4, 2015

IN ATTENDANCE:

Brenda-Lee Dahlseide, Trustee
Alix Hennig, Chair
Stuart McGowan, Trustee
Morgan Northey, Trustee
Gail Shkolny, Trustee
Kelly Thompson, Trustee
David Larsen, Director
Susan Schulz, Recording Secretary

ABSENT: Kathleen Stevenson, Trustee, Miranda Brun, Trustee, Allison Santo, Trustee and Sheldon Bossert, Councillor

Call to order: Alix Hennig called the meeting to order at 6:04 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

Motion by Stuart McGowan to accept the agenda as modified through the meeting. Seconded by Kelly Thompson. CARRIED

3. APPROVAL OF THE MINUTES OF THE April 6, 2015 REGULAR BOARD MEETING

Motion by Gail Shkolny to approve the minutes of April 6, 2015 as amended. Seconded by Kelly Thompson. CARRIED

4. FROM THE MINUTES
 - a. None.

5. FINANCIAL REPORT
 - a. Monthly Financial Statements – David reviewed the financial statements.
 - a. A report containing investment details will be generated by City Finance and forwarded to David monthly.

Motion by Stuart McGowan to accept the financial statements ending March 31, 2015 as information. Seconded by Brenda-Lee Dahlseide. CARRIED

6. REPORTS

- a. Chair's Report – Alix Hennig
 - a. David and Alix will make a presentation to City Council on May 26, 2015.

- b. Personnel Committee – Stuart McGowan
 - a. Performance evaluations for the Director were handed out to Board members. Similar forms for staff will be handed out at the June staff meeting
 - b. Board self-evaluation forms are included with the above package for Board members.
 - c. Please return the performance evaluation forms to Stuart by June 30, 2015. Stuart will compile information and bring initial results to the Personnel Committee meeting in September.
 - d. Please return the board self-evaluation forms to Alix by June 30, 2015.
 - e. Both evaluation forms to be folded once and stapled once or placed in an envelope to maintain confidentiality.

- c. Finance, Development and Advocacy Committee – Miranda Brun, Committee Chair absent
 - a. Meeting to be held after tonight's board meeting.

- d. Report from Council - Sheldon Bossert absent

- e. ALTA report – Stuart McGowan
 - a. Presentation at ALC went well.
 - b. Stuart attended the ALTA forum on Saturday at ALC

- f. Director's Report – David reviewed his report and highlighted:
 - a. Trade Show – 430 entrants for the draw with an estimated 1600 people showing up at the booth.
 - b. Teen Takeover night was another success
 - c. New summer employee starting tomorrow.
 - d. Programmer position interviews to start as soon as possible

Motion by Kelly Thompson to accept reports a-f as information. Seconded by Gail Shkolny. CARRIED

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Library Director's office
 - a. City maintenance and facilities staff are in agreement with suggestions for the renovations.

Motion by Morgan Northey to proceed with spending approximately \$15,000 from Capital Reserves to fund the renovations of the Director's office. Seconded by Brenda-Lee Dahlseide. CARRIED

- b. VOIP phone "budgeting"

- a. City of Fort Saskatchewan will cover the costs for 2015. The Library's budget for 2016 will be just under \$3500.00.
- c. Letter to City Finance Director and meeting April 21
 - a. David and Alix met with City Finance employees and Richard Gagnon
 - b. David now has access to the Library's bank account using a FOB for online access
 - c. David and staff from the Finance Department will discuss future library investments together.
- d. July 1st parade update
 - a. Morgan purchased a playhouse that can be used for the parade and future events.
 - b. Morgan and Kathleen will meet this week to discuss plans for the parade.
- e. Trade Show comments – very successful and positive.

8. NEW BUSINESS

- a. Provincial funding
 - a. The library will receive a \$24,925.00 increase in funding due to the per capita being based on the 2014 population.
 - b. Decision still to be made as to where the funds will be allocated.
- b. Staff medical appointments
 - a. David will review, with staff, the procedure when requiring time off for medical appointments.
- c. Alberta Library conference
 - a. Highlights of the conference will be added to the June board meeting agenda.
 - b. When claiming mileage, a copy of the google map search showing mileage to and from Jasper, will be required.
- d. 2016 budget and COFS Operating grant process
 - a. Initial 2016 budget will be sent to City Council and Administration by June 10, 2015.
- e. Sept. Board retreat ideas
 - a. Please send all ideas for the retreat to Alix or bring to the June meeting.
 - b. Possible date for the Board retreat is September 26, 2015.

9. CORRESPONDENCE

- a. Letter from ALTA regarding Stuart McGowan's expenses to the conference.

10. Upcoming Events

- a. Finance, Development and Advocacy committee meeting following board meeting
- b. Special meeting of FDA Committee May 28, 2015

Stuart and Kelly left the meeting at 7:04 p.m.

11. Roundtable - none

12. Next meeting: Monday June 1, 2015

13. Adjournment

Alix Hennig declared the meeting adjourned at 7:06 p.m.


Board Chair


Board Secretary