



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

**May 5, 2014**

**IN ATTENDANCE:**

Sheldon Bossert, Councillor  
Miranda Brun, Trustee  
Alix Hennig, Trustee  
Ian Hunt, Trustee  
Allison Santo, Trustee  
Stuart McGowan, Trustee  
Kathleen Stevenson, Trustee  
Kelly Thompson, Trustee  
David Larsen, Director  
Susan Schulz, Recording Secretary  
Stacey Wenger, Public Services Librarian

**ABSENT:** Brenda-Lee Dahlseide, Trustee and Gail Shkolny, Trustee

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

1. WELCOME AND INTRODUCTIONS – Roundtable of introductions for the benefit of new Director, David Larsen.
2. APPROVAL OF THE AGENDA
  - a. Additions:
    - a. 7d) Performance Evaluation Instrument for the Director
    - b. 7e) Plan of Service
    - c. 7 f) Corporate Credit Card Update – Financial Policy #99/04

*Motion by Stuart McGowan to accept the agenda as amended. Seconded by Ian Hunt. CARRIED*

3. APPROVAL OF THE MINUTES OF April 7, 2014

*Motion by Kelly Thompson to approve the minutes of April 7, 2014 as presented. Seconded by Miranda Brun. CARRIED*

4. FROM THE MINUTES

- a. Special Events – Advocacy – Upcoming Events

- a. July 1<sup>st</sup> Canada Day Parade – Miranda will look after our entry into the parade this year. Kathleen will help with preparations prior to July 1<sup>st</sup>. The theme for the summer programs this year is “Eureka”. Candy and brochures advertising library programs will be available for handouts during the parade. David offered his help, with Kelly possibly being available.

- b. Neighbour Day – September 6, 2014 – Kathleen asked for four Board members to assist Library staff at this event; Ian, Allison, Alix, and Kathleen as a backup. Kathleen will also ask absent Board members of their interested to allow for sharing of shifts during the event.
- c. Book for Every Child – this campaign should begin with delivery of information to schools in early November. Alix and Kathleen will be in charge of this campaign.
- d. Santa Claus Parade – Kelly and Kathleen will organize.

## 5. FINANCIAL REPORT

- a. Monthly Financial Statements – not available this month.

## 6. REPORTS

- a. Chair's Report – Kathleen Stevenson
  - a. The 2014 Minister's Award for Excellence and Innovation in Public Library Service was presented to Library Board members and staff from all four Metro Libraries by Acting Municipal Affairs Minister Greg Weadick at the Alberta Library Conference, April 25, 2014. This award was for the "Metro Edmonton ME Card Service" initiative.
  - b. Angela received her gift of a painting today. She once again expressed her thanks.
  - c. Kathleen attended the Alberta Library Conference.
- b. Personnel Committee – Stuart McGowan
  - a. No meeting last month
  - b. Plan of Service to be discussed later in this meeting
  - c. Stuart received many positive comments from colleagues at the library conference when mentioning that David Larsen had been hired. David thanked Stuart for informing the Board of these comments.
- c. Finance, Development and Advocacy Committee – Kelly Thompson
  - a. Kelly reviewed the minutes from the April 23, 2014 meeting.
  - b. One specific budget recommendation for 2015-2018 was to increase IT hours each year.
  - c. Advocacy ideas were discussed
- d. Fundraising Committee – no meeting
- e. Report from Council – Sheldon Bossert discussed:
  - a. Internal transit pilot made its debut during the trade show – good feedback was received regarding times and location of pickup/service.
  - b. Organics pilot project now up and running. 1000 households have received their bins.
  - c. City of Fort Saskatchewan will conduct a growth study. Numbers from the upcoming census, whether similar to or higher than previous years, will give the City Administration a handle on what needs to be reported to the government.
- f. Director's Report – David reviewed his report
  - a. Really enjoying his time, fantastic facility and staff.

- b. David will be meeting with individual staff members one on one within the next few weeks.
- c. Letters of resignation were received from Heather Jabusch and Louise Donnelly.
- d. New payroll system working fine, with only a few minor exceptions.
- e. David attended the library conference

g. TAL and APLAC report – Stacey reviewed the report

*Motion by Stuart McGowan to accept reports (6a-g) as information. Seconded by Sheldon Bossert. CARRIED*

## 7. NEW BUSINESS

a. 2015 – 2018 Budget – David reviewed the budget

*Motion by Alix Hennig that the 2015-2018 Budget be accepted as presented. Seconded by Stuart McGowan. CARRIED.*

- b. Enrich the Experience Campaign Expenditures Plan/Outline – Stacey reviewed the plan, indicating a large focus on technology.
  - a. Handicapped accessibility
  - b. David will look into the possibility of a Board field trip to EPL to view their makerspace area.
- c. Library Board Basics Workshops
  - a. David will contact the Metro libraries to discuss having a workshop in this area.
  - b. Workshop information is available on the ALTA website.
- d. Performance Evaluation Instrument for the Director – Stuart reviewed
  - a. Stuart asked Board members to review the forms handed out prior to the next Board meeting and bring any changes required.
    - 1. If there are no changes to be made, Board members will be asked to complete the forms and return to Stuart.
    - 2. If changes are needed, forms will be revised and redistributed to Board members for completion.
    - 3. Form must be completed prior to the Board retreat – September 27, 2014
  - b. Stuart will tabulate results once all forms are received.
- e. Plan of Service – Stacey reviewed
  - a. Community surveys will be distributed prior to Neighbour Day in September.
- f. Corporate Credit Card Update – Financial Policy #99/04
  - a. David requested that the Board revise Financial Policy #99/04 to say that two designates will hold a corporate credit card with a limit of \$3000.

*Motion by Ian Hunt, that the Financial Policy, #99/04 be revised to say “The Director and/or two people designated by the Director shall be responsible for security and use of the corporate credit cards for the Fort Saskatchewan Public Library” and that the limit on the secondary cards shall be \$3,000. Seconded by Sheldon Bossert. CARRIED*

8. CORRESPONDENCE

- a. Thank you card from Angela
- b. Letter indicating that Fort Saskatchewan Public Library Board did not win the 2014 Minister's Award for Excellence and Innovation in Public Library Service however, it was won by the Metro Libraries of which we are part.

9. UPCOMING EVENTS

- a. Finance, Development and Advocacy Committee meeting – Monday May 5, 2014, immediately following the Board meeting

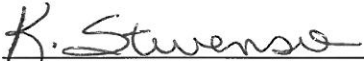
10. Round Table

- a. Alberta Library Conference – highlighted by Alix, Kelly, Kathleen, David, Sheldon, Susan and Stuart.

11. Next meeting: Monday, June 2, 2014, 6 p.m., Fort Saskatchewan Public Library Program Room

12. Adjournment

*Motion by Stuart McGowan to adjourn the meeting at 8:35 p.m. CARRIED*

  
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Board Chair

  
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Board/Secretary