



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

**April 10, 2017**

**IN ATTENDANCE:**

Renetta Peddle, Chair  
Miranda Brun, Vice-Chair  
Lisa Berry, Trustee  
Craig Blackmore, Trustee  
Nadia den Boon, Trustee  
Judy Raaschou, Trustee  
Don Segberg, Trustee  
Al Stewart, Trustee  
Sheldon Bossert, Councillor  
Kerri Twigge, Acting Library Director  
Kathy McDonald, Recording Secretary

**ABSENT:**

Morgan Northey, Trustee

**GUESTS:**

Carlie Persson, Audit Partner, PricewaterhouseCoopers  
Amna Rana, Audit Manager, PricewaterhouseCoopers  
Colleen Wagner, Senior Accountant, City of Fort Saskatchewan  
Michele Feser, Library Director designate

Call to order: Renetta Peddle called the meeting to order at 6:00 pm

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

*Motion by Judy Raaschou to approve the agenda. Seconded by Renetta Peddle CARRIED*

3. APPROVAL OF THE MINUTES OF THE MARCH 06, 2017 REGULAR BOARD MEETING

*Motion by Judy Raaschou to approve the minutes of March 06, 2017. Seconded by Nadia den Boon CARRIED*

4. FROM THE MINUTES

- a. None.

5. 2016 AUDIT REPORT AND FINANCIAL STATEMENTS

- a. Carlie Persson, Audit Manager from PricewaterhouseCoopers reviewed the Financial Statements and the Auditor's Report.

*Motion by Miranda Brun to approve the financial statements of the Fort Saskatchewan Public Library for the year ended December 31, 2016. Seconded by Renetta Peddle. CARRIED*

Carlie Persson, Amna Rana, and Colleen Wagner left the meeting

6. FINANCIAL REPORT

- a. Monthly Financial Statements – January 31, 2017

*Motion by Lisa Berry to accept the Financial Statement for the month ending January 31, 2017 as information. Seconded by Al Stewart. CARRIED*

- b. The February and March monthly financial statements should be available at the May 01 Board Meeting.

7. REPORTS

- a. Chair's Report – Renetta Peddle

- i. Craig Blackmore attended the Library Board Basics workshop in Warburg, and will share more during the roundtable.
- ii. Tim Evans from Mix 107.9 asked Renetta for a comment about her presentation at the Council meeting on March 28, 2017.

- b. Personnel Committee

- i. At the last meeting of the Personnel Committee, a vote was passed to extend a job offer to Michele Feser.
- ii. Upcoming meetings will focus on preparing formal policies for filling the car with gas, and ongoing vehicle maintenance; and a formal procurement policy. The year-end goal is to have all the policies available online.

- c. Finance, Development, and Advocacy Committee

- i. Meeting will be held after this Board meeting, and will focus on the 2018 budget which needs to be submitted by June 08.

- d. Report from Council – Sheldon Bossert
  - i. The City of Fort Saskatchewan Census is being currently being conducted, and it mentions the pool plebiscite occurring in conjunction with the fall's election.
  
- e. ALTA Report
  - i. Kathy will contact ALTA to have Miranda, Don, Judy, and Craig added to the ALTA email list. Colleen Burton-Ochocki (SCL Board) is the new Area 6 (Metro Edmonton) ALTA rep; Stuart McGowan is the Area 7 Alternate. (Note from Kathy – this is from the ALTA website)
  - ii. An invitation will be extended to the Area 7 ALTA representative to attend an upcoming Board meeting.
  
- f. Acting Director's Report – Kerri Twigge
  - Kerri reviewed her report and highlighted:
    - i. Mix 107.9's Classroom of the Month program runs from September to June and is a good fit for the library's participation. InTouch recordings that highlight upcoming events can be made at no cost to the library.
    - ii. Email distribution list is now at 711 subscribers.
    - iii. Welcome to Michele Feser, the new Library Director.
    - iv. Summer Student interviews are being held this week.
    - v. The Telus World of Science's Planetarium was a major hit: 27 x ½ programs were delivered in 7 days to 677 attendees.
    - vi. Cards in the Classroom had a soft launch this spring, and there will be a major push in the fall.
    - vii. The Literacy Coordinator at Elk Island Public Schools is coordinating a media event at the library on April 13. Emily is conducting a tour for the visiting Grade 7 class.
    - viii. Samantha and Emily will start a drop in after school STEM program in the FSPL Makerspace in May. Week long classes featuring the new equipment will begin in the fall.
    - ix. Computers are being updated to Windows 10 and Office 2016.
    - x. Samantha will be showing off our new technology at the Shell booth at the Trade Show.
    - xi. GoMo has travelled to Saint John XXIII school, and the Dr. Turner Lodge. It will be at Legacy Park Festival in June, and at the weekly Farmers Market's.

*Motion by Craig Blackmore to accept reports 7.a. through 7.f. as information.  
Seconded by Don Segberg CARRIED*

## 8. OLD BUSINESS / BUSINESS ARISING FROM THE MINUTES

### a. Hiring Process – Presentation to the Board

*Motion by Renetta Peddle to extend an offer of employment as Library Director to Michele Feser as per the employment contract as prepared by the Personnel Committee on April 1, 2017. Seconded by Miranda Brun. CARRIED*

### b. TRADE SHOW APRIL 21-23 – SIGN UP

- i. The sign up sheet was circulated. Kerri will also ask for staff members to participate.
- ii. This year's door prize is a Sphero Ollie App-Enabled, App-Controlled Driving Robot for iOS and Android.
- iii. Library card registrations will be available at the booth.
- iv. Sam will be driving GoMo to the Trade Show.
- v. Don Segberg is producing t-shirts (white) for Library Board and Staff members with Read (or Learn), Return, Repeat on the back of them.

## 9. NEW BUSINESS

### a. New Library Director May 01, 2017

- i. Michele Feser starts on May 01. She has a passion for children, youth, and families. She joins us from the Strathcona County Library.

### b. Alberta Library Conference

- i. Don, Judy, and Renetta are attending from the Board, and will share their experiences at the May Board meeting.
- ii. Kerri, Emily P., and Kathy are attending from staff.
- iii. Breakfast with the SCL Board is Saturday morning at 7:30.
- iv. All board members have been registered to attend the ALTA AGM

### c. Driver's Abstracts

- i. Board members were encouraged to obtain a "Summary of Driving Record" from Alberta Registries in Farnese Insurance, so they can drive GoMo. The policy says a 3 year abstract is required.

### d. Wooden Platform – Donate?

- i. Since the wooden platform is no longer required by the library, it will be donated to the Fort Saskatchewan Furniture Bank.



## 10. CORRESPONDENCE

- a. The City of Fort Saskatchewan webmaster forwarded this comment to the library *"Just want to say thank you to the library staff for the excellent service, anytime my wife and I have needed assistance the staff looked after us. Great PR, great attitude, and just super great people."*

## 11. UPCOMING EVENTS

- a. Fort Saskatchewan Chamber of Commerce Trade Show – April 21-23
- b. Alberta Library Conference – April 27-29
- c. Legacy Park Family Festival – Saturday, June 03
- d. Farmers Market – Thursdays, June 15 – September 21
- e. Canada Day Parade – Saturday, July 01, entry deadline is June 16
- f. River Fest (at West River's Edge) – Sunday, September 17

## 12. ROUNDTABLE

- a. Everyone thanked Renetta for her presentation at the recent Council meeting.
- b. Everyone also welcomed Michele Feser to the library.
- c. Craig attended the April 08 Library Board Basics workshop in Warburg, and learned interesting and valuable information. He was quite taken with Lethbridge's Red Chair Program (How do you fit a community into a library?), and the Human Library.
- d. Thanks were extended to Kerri for Acting as Director.
- e. Kerri said the March gate count was 31,276, and the February gate count was 11,921. She also said that full statistics on the Sunday opening initiative will be available at the June meeting.

13. NEXT MEETING(S): May 01, 2017

## 14. ADJOURNMENT

*Motion by Renetta Peddle to adjourn the meeting at 7:25 p.m. CARRIED*

  
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Board Chair

  
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Board Secretary