



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

April 4, 2016

IN ATTENDANCE:

Morgan Northey, Chair
Miranda Brun, Trustee
Alix Hennig, Trustee
Gail Shkolny, Trustee
Judy Raaschou, Trustee
Lisa Berry, Trustee
Renetta Peddle, Trustee
Sheldon Bossert, Councillor
Allison Santo, Trustee
Kathy Stevenson, Fort Saskatchewan Rotary Club
Taylor Rolheiser, KPMG
Justin Kinal, KPMG
Nicole Auger, CoFS General Accountant
Colleen Wagner, CoFS Senior Accountant
Susan Morrissey, CoFS Finance Director
Diane Yanch, Acting Library Liaison
David Larsen, Director
Kerri Twigge, Recording Secretary

ABSENT:

Don Segberg, Trustee

Call to order: Morgan Northey called the meeting to order at 6:03 p.m.

1. WELCOME AND INTRODUCTIONS

- a. Introductions around the table to meet and introduce Kathy Stevenson, Fort Saskatchewan Rotary Club, Taylor Rolheiser and Justin Kinal, KPMG, Nicole Auger, Colleen Wagner, and Susan Morrissey, City of Fort Saskatchewan Financial Services, and Diane Yanch, Acting Culture Director and Library Liaison to Board members and staff.

2. APPROVAL OF THE AGENDA

- a. Add to New Business:
 - i 9. g. Library card key fobs
 - ii 9. h. Kathy Stevenson, Fort Saskatchewan Rotary Club

Motion by Alix Hennig to accept the agenda as amended Seconded by Gail Shkolny.
CARRIED

3. APPROVAL OF THE MINUTES OF THE March 7, 2016 REGULAR BOARD MEETING

Motion by Renetta Peddle to approve the minutes of March 7, 2016 as amended. Seconded by Lisa Berry. CARRIED

4. FROM THE MINUTES

- a. None.

5. KPMG AUDIT REPORT

- a. Susan Morrissey, Financial Director for the City of Fort Saskatchewan presented the Financial Statements of Fort Saskatchewan Public Library, Year Ended December 31, 2015.
- b. Justin Kind and Taylor Rolheiser presented the Audit Findings Report for year ended December 31, 2015.
- c. Financial statements are good.
 - a. Clean Audit Report – no adjustments
 - b. Year end result is consistent with budget. The Library has a good handle on the budget for library operations and the coming year.

Motion by Lisa Berry to approve the Financial Statements of Fort Saskatchewan Public Library, Year Ended December 31, 2015 as presented. Seconded by Alix Hennig. CARRIED

Motion by Sheldon Bossert to accept the Audit Findings Report for year ended December 31, 2015 as information. Seconded by Judy Raaschou. CARRIED

6. FINANCIAL REPORT

- a. Monthly Financial Statements – February 29, 2016
 - i David presented the Monthly Statement from February 29, 2016

Motion by Miranda Brun to accept Financial Statement from February 29, 2016 as information. Seconded by Gail Shkolny. CARRIED

7. REPORTS

- a. Chair's Report – Morgan Northey
 - i Welcome to Diane Yanch – Diane is the Acting Culture Director for the City of Fort Saskatchewan and Library Liaison while Richard Gagnon is away. The term will be for 3 months with the possibility of extension.
 - ii Friends of the Library - Morgan's husband has volunteered to take over the Friends of the Library. They hopefully have 5 people in place to keep the Friends group viable.
 - iii Metro Meeting – cancelled
 - iv ALC at the end of the month – Board members going are asked to bring back something they learned to the next Board meeting.
- b. Personnel Committee – Allison Santo
 - i Meeting after tonight's Board Meeting.
 - ii More policies to review

- c. Finance, Development and Advocacy Committee
 - i Short meeting last month

- d. Report from Council
 - i Habitat Homes update – the proposed plot of land was not accepted, discussion shut down. Further exploration will be done for an area to build.
 - ii Land off Hwy 21 on Pineview side for sale. Not city owned, will city purchase for development?
 - iii Pool Plebiscite coming in the fall
 - iv City of Fort Saskatchewan wants to institute a hiring freeze until December 2017, it will be voted on at the next Council meeting April 12, 2016.

- e. ALTA report
 - i ALTA has a new president (previous president re-elected).

- f. Director's Report – David reviewed his report and highlighted:
 - i Liz Richardson, Library & Information Technology student from MacEwan University is here for 20 days. She is shadowing and working in Circulation and Programming.
 - ii Some great ideas and changes have been implemented as an outcome of the staff performance appraisals.
 - iii The Audit went very smoothly, with fewer questions than last year. The City does a lot of work on behalf of the Library.
 - iv Targeted marketing promotion of the Adaptive Technology Station in the works.
 - v The library has a regular radio spot on Mix 107.9 FM every second Thursday morning.
 - vi Library swag being purchased to sell at the front desk, "Library Boutique"
 - Flash drives, ear buds, book bags with our logo on them
 - vii Will be setting up a monitor on the front desk to run a continuous power point promoting Library programs and services.

Motion by Alix Hennig to accept reports 7.a. through 7.f. as information. Seconded by Allison Santo. CARRIED

8. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Trade Show April 22-24
 - i Sign up going well
 - ii Need at least 2 people, can possibly have 3 for each slot.
 - iii Have a copy of the sign-up sheet with phone #'s at the booth.

- b. ALC – April 28-May 1- Staff and Board members looking forward to it

9. NEW BUSINESS

- a. Audit – Library Director's Comments

- i. David found it went quite smoothly this year
 - ii. Recommendation for the library to fully integrate its budgets with its external financial reporting.
 - iii. The library submits its budget to the City of Fort Saskatchewan by June 8th, and goes before Council in October. Should the library have a 3 year capital plan? 1 year budget, plus a 2 year forecast.
- b. July 1st Parade
 - i. Applications will be ready May 1, 2016.
 - ii. Library has a playhouse, need ideas for themes for parade float.
 - iii. Need a separate Parade Committee. So far, Renetta, Miranda, Lisa have volunteered to help work on the float once a theme is picked.
- c. Metro Meeting
 - i. Meeting was cancelled.
- d. Administrative Assistant/Technical Services Assistant and Technical Services Assistant p/t; f/t
 - i. Sandra Jones-Brookes will be permanent part-time Technical Services Assistant, 3 days per week
 - ii. Kathy McDonald will be permanent full-time, with benefits, Admin Assistant/Technical Services Assistant

Motion by Gail Shkolny to create Administrative Assistant/Technical Services Assistant as a permanent full-time, with benefits, position. Seconded by Lisa Bery. CARRIED

Motion by Miranda Brun to make a permanent part-time Technical Services Assistant position. Seconded by Renetta Peddle. CARRIED

- e. YOU Libraries award (Minister's Award) voting: opens April 4
 - i. YOU Libraries logo/voting link on our website
 - ii. Vote, vote, vote
 - iii. Will be on the fortsask.ca webpage
 - iv. Can vote for both entries at the same time
- f. Radio Spots
 - i. Once every two weeks, Thursdays 8:30-9 am
 - ii. David, Emily, and Board members will be on air
- g. Library Card Key Fobs
 - i. FDA Committee will look at library cards with key fobs
 - ii. Also look into creating a mobile app for the library
- h. Kathy Stevenson – Fort Saskatchewan Rotary Club
 - i. Rotary is interested in an informal partnering with the library
 - ii. Would like to do a joint booksale with the library
 - iii. Rotary members are willing to collect, and have a place to store books.

- iv. City wide Garage Sale June 18, 2016 a good date, though maybe hold booksale over 2 days.
- v. FS Rotary Club is always looking for projects if the library needs anything done.
- vi. Kathy invited all Board members to come to a Rotary meeting/lunch.

10. Correspondence

- a. None

11. Upcoming Events

- a. Personnel Committee meeting immediately following the Board meeting

12. Roundtable

- a. Alix – Renetta and Don still need to take Board Basics course, will get a list of the next workshops
- b. Sheldon – today kicks off Census day in the city, log in and count yourself
- c. Miranda – away for the Trade Show
- d. Allison – away for the Trade Show
- e. Lisa – looking forward to ALC
- f. Diane – Culture has some special events coming up
 - Historical Society's Peoples of the North Saskatchewan Festival May 8
 - Legacy Park Family Festival June 4, the sheep are back!
- g. Renetta – getting a puppy! A Brittany Bird dog, family is very excited.
- h. Morgan – if anyone hears of any accounting jobs, let her know.

13. Next Meeting(s): Monday, May 2, 2016

14. Adjournment

Motion by Miranda Brun to adjourn the meeting at 8:10 p.m. CARRIED.


Board Chair


Board Secretary