



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

Dec 5, 2016

IN ATTENDANCE:

Morgan Northey, Chair
Gail Shkolny, Trustee
Renetta Peddle, Trustee
Judy Raaschou, Trustee
Miranda Brun, Trustee
Lisa Berry, Trustee
Sheldon Bossert, Councillor
Don Segberg, Trustee
Stuart McGowan, ALTA Rep
David Larsen, Director
Kerri Twigge, Recording Secretary

ABSENT:

Allison Santo, Vice Chair

Call to order: Morgan Northey called the meeting to order at 6:05 p.m.

1. WELCOME AND INTRODUCTIONS
 - a. Welcome to Stuart McGowan, ALTA Rep.
2. APPROVAL OF THE AGENDA
 - a. Add to New Business :
 - i 8. h. Gift Wrapping

Motion by Miranda Brun to accept the agenda as amended. Seconded by Lisa Berry.
CARRIED

3. APPROVAL OF THE MINUTES OF THE OCTOBER 3, 2016 REGULAR BOARD MEETING
 - a. Remove from minutes:
 - i 8 .c. ii

Motion by Gail Shkolny to approve the minutes of October 3, 2016 as amended. Seconded by Renetta Peddle. **CARRIED**

4. FROM THE MINUTES
 - a. Board Christmas Brunch - Allison has booked the Sawmill Dec 18, 2016 at 11 am for 20 people. Please let her know asap if you will be attending.

5. FINANCIAL REPORT

- a. Monthly Financial Statements – October 31, 2016
 - i David presented the Monthly Statement from October 31, 2016
 - ii Investing more accurately, doing well
 - iii Donations and fundraising over and above budgeted revenue
 - iv Some savings in Salaries/Wages/Benefits

6. REPORTS

- a. Chair's Report – Morgan Northey
 - i Sorry for missing last month
- b. Personnel Committee
 - i Meeting tonight directly following the regular Board Meeting.
- c. Finance, Development and Advocacy Committee (Gail Shkolny)
 - i Art displays – David will be asked to contact Diane Yanch about displaying art from schools in the library.
- d. Report from Council (Sheldon Bossert)
 - i Virtual high-five – library budget approved as asked
 - ii Football field 1.5 million over budget
 - iii Universal change room at Harbour Pool will cost 1 million
 - iv Curling rink – 5 million dollar face-lift and re-do (will also add a meeting room)
 - v Transit report will be coming out in the next few months
 - vi Hwy 21 development went through – commercial development
 - vii Dec 13 Council meeting – tax split will be discussed
 - viii Invite to the 2nd Coffee with Councillor Bossert, at Ann's Afterschool 7 - 8:30 pm
- e. ALTA Report – Stuart McGowan
 - i Stuart is approaching the end of his tenure, Colleen Burton Ochocki from Strathcona County Library will be taking over. Looking for someone from St. Albert Library Board, or FSPL Board as Alternate Rep.
 - ii ALTA Retreat – examined the purpose and objectives of ALTA
 - To be a collective voice for all library trustees
 - iii Library Act scheduled to be reviewed in 2017, going into 2018. Public Library Services Branch (PLSB) will be working closely with them
 - iv ALTA website updated - <http://www.librarytrustees.ab.ca>
 - v ALC library awards – apply for awards through the website
- f. Director's Report
 - i David reviewed his report and highlighted:
 - Media week – AMI-TV's segment came out, 3D printer featured on fortsaskonlin.com, mention of COFS grant approval in the Fort Record

- Staffing – will be filling open position, more hours available for Circ, ILL, and programming, will have 4.5 days onsite Tech support in 2017
- Happy to have full ask of budget approved – thank you to Sheldon for his words of support for the library.
- Still waiting to hear about \$36,000 grant
- Co-op presented the library with a cheque for Book for Every Child campaign
- Lights Up! event was great; around 1700 people attended; received many "thank you's" from Mayor Katchur and others for staying open, and hosting Santa in the library.
- Loaned our projector and screen on Dec 2, 2016 for UN's International Day of Persons with Disabilities in City Hall atrium
- Next Writer in Residence (WiR) announced – Richard Van Camp

Motion by Miranda Brun to accept reports 6.a. through 6.f. as information. Seconded by Renetta Peddle. CARRIED

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

a. Friends of the Library

- i Kathy Stevenson will take over. Friends group will be names on paper rather than active group.

b. Library vehicle

- i Vehicle available as of today
- ii Local firm will give quote for graphics and wrapping
- iii Once wrapped, will have a full on media blitz
- iv Vehicle naming will be opened up as a contest to public, school kids, etc. Contest will be open for a while, possibly announce winner at Registration Day.
- v Personnel Committee will draft a Library Personnel Use policy

c. Email Votes/Motions (vehicle, graphics)

Motion by Sheldon Bossert that the Board approve an expenditure of up to \$24,000 from the Enrich the Experience funds (currently in capital reserves) to purchase a vehicle for the library. Seconded by Don Segberg. CARRIED.

Motion by Morgan Northey to approve expenditure on vehicle wrapping/graphics up to \$6000 from Enrich the Experience funds (currently in capital reserves). Seconded by Miranda Brun. CARRIED.

d. Remaining Motions (vehicle operating/insurance/maintenance funds)

Motion by Sheldon Bossert to approve \$3000 for remainder of 2016 and through 2017 to cover cost of insurance, gasoline (staff travel) and maintenance from EE funds (transferred from existing capital reserves into a special operating reserve/GL for vehicle). Seconded by Judy Raaschou. CARRIED.

Motion by Morgan Northey to approve \$5000 for ongoing maintenance/repairs for non-warranty items 2017 forward from EE funds (set aside from/within current capital reserves). Seconded by Judy Raaschou. CARRIED.

- e. Policy 99/04 Schedule A
 - i David consulted with the City, they do not have a personal vehicle policy.

Motion by Renetta Peddle to approve Policy 99/04 Schedule A as presented Sept 12, 2016, after consulting with the city. Seconded by Lisa Berry. CARRIED.

- f. A Book For Every Child/Lights Up For Literacy update (Gail Shkolny)
 - i 6 boxes picked up from schools with some beautiful new books
 - ii Recommendations for next year
 - Speak with teachers and stress NEW books only
 - Check with Food Bank ahead of time to see what levels of books needed
 - iii Will know how many books need to be purchased soon

- g. New Board members (Sheldon Bossert)
 - i We had more applications than members needed.
 - ii Names will be announced after the Dec13, 2016 Council Meeting

- h. 2017 Budget Update
 - i Appreciative of Council for approving 7.7% increase
 - ii Thank you to Sheldon for his great words
 - iii Thank you to Miranda for presenting proposal to Council with David

8. NEW BUSINESS

- a. Chair Position
 - i Morgan will not be taking the Chair position for the next year, position will be open for nominations in January.
- b. Parade
 - i. Participation in the Santa Claus Parade did not happen this year.
- c. 2017 closures
 - i. Remove (see Nov 7, 2016 minutes)
- d. Minister's Awards
 - i. Nominations open now until Feb 24, 2017
 - ii. Would like to put through our Accessible Technologies – Adaptive Technology Station, LP collection, rollator, magnifier, NNELS, CELA for the Minister's Award.
 - iii. Morgan proposes to put through Book For Every Child program for ALTA award. Morgan will put it together.

- e. Website funding deferral (motion required) & EE expenditures from Capital Reserves (motion)

Motion by Miranda Brun to defer Web Development Contract funds (from 2015/2016) to 2017 in the amount of \$15,600. Seconded by Renetta Peddle. CARRIED.

Motion by Morgan Northey to approve expenditures for 2016 from Enrich the Experience Fundraised amounts above as listed in 2016 budget up to the amount remaining for EE funds as existing in Reserves (up to \$90, 661). Seconded by Miranda Brun. CARRIED.

- f. Transfer of funds from Capital Reserves to Operating Reserves (motion)

Motion by Sheldon Bossert to transfer appropriate funds from Capital Reserves to Operating Reserves to reach 25% of annual Operating budget as per Financial Policy 99/04 "Reserves, Operating Reserves, 2" effective immediately. Seconded by Renetta Peddle. CARRIED.

- g. Digital Resources, Office Expenses and other 2016 budget motions

Motion by Judy Raaschou to approve expenditures in excess of 2016 budgeted amounts by up to \$30,000 for 2016 for Licensing Costs On-Line Databases, Public Relations, Photocopier Lease, Emerging Technologies and e-Collections in lieu of greater than budgeted revenue in Provincial Operating Grant, Copier and Laminating Services, and Sale of Goods, and under-expenditures in Youth Programming Services, Adult Programming Services, Salaries, and other areas. Seconded by Lisa Berry. CARRIED.

- h. Gift wrapping (Renetta)

- i. Saturday, Dec 10 10 am – 2 pm

- Sunday, Dec 18 2 pm – 5 pm

- Tuesday, Dec 20 5 pm – 8 pm

- ii. Booksale funds will be used to purchase wrapping paper, bows, and tags

- i. Auditors

- i. City of Fort Saskatchewan will be changing auditor services this year to PCMG. Library will switch as well.

9. Correspondence

- a. Thank you card from Leduc Public Library for tour of the Makerspace in November.

10. Upcoming Events

- a. Personnel Committee meeting immediately following the Board meeting.

11. Roundtable


- a. Renetta – bring gifts in for gift wrapping!
- b. Judy – Gail's last meeting – It's been nice working with you!
- c. Don – Star Wars Marathon was last Saturday – still tired. Ran for 15+ hours, raised \$150 for Families First and Food Bank donations.

- d. Sheldon – recommends reading the book "The Imperfect Board Member" by Jim Brown, easy read, and good read.
- e. Gail – last meeting – has enjoyed the last 3 years, enjoyed meeting and working with everyone, enjoyed working with a multigenerational board.
- f. Morgan – new job with Child Protection

12. Next Meeting (s): January 9, 2017

13. Adjournment

Motion by Morgan Northey to adjourn the meeting at 8:19 p.m. CARRIED.



Board Chair



Board Secretary