



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

**February 1, 2016**

**IN ATTENDANCE:**

Alix Hennig, Chair  
Allison Santo, Trustee  
Miranda Brun, Trustee  
Morgan Northey, Trustee  
Don Segberg, Trustee  
Judy Raaschou, Trustee  
Lisa Berry, Trustee  
Gail Shkolny, Trustee  
Renetta Peddle, Trustee  
Sheldon Bossert, Councillor  
David Larsen, Director  
Kerri Twigge, Recording Secretary

Call to order: Alix Hennig called the meeting to order at 6:08 p.m.

1. WELCOME AND INTRODUCTIONS
  - a. Introductions around the table to allow Miranda to meet and introduce herself to the new Board members and staff.
2. APPROVAL OF THE AGENDA
  - a. Add to New Business:
    - 1) 8.m. Makerspace Staff Retreat

*Motion by Morgan Northey to accept the agenda as amended. Seconded by Renetta Peddle.  
CARRIED*

3. APPROVAL OF THE MINUTES OF THE January 4, 2016 REGULAR BOARD MEETING

*Motion by Sheldon Bossert to approve the minutes of January 4, 2016 as circulated. Seconded  
by Gail Shkolny. CARRIED*

4. FROM THE MINUTES
  - a. None.
5. FINANCIAL REPORT
  - a. Monthly Financial Statements – David briefly reviewed Statement of Account Balances.
    - 1) Audit begins 3<sup>rd</sup> week of March, auditors have begun asking questions.

- 2) By the end of the Audit there will be a clear picture of the budget.
- 3) The Board has the power to adjust and perform housekeeping with the budget at any point.

*Motion by Miranda Brun to accept the financial statements ending December 31, 2015 as information. Seconded by Don Segberg. CARRIED*

## 6. REPORTS

### a. Chair's Report – Alix Hennig

- 1) Board has a locked file cabinet in the workroom. David's contract and performance appraisal information is kept here.
- 2) Alix is not putting her name forward as Board Chair for this year. She would like to thank everyone for their support over her term, and she really enjoyed being Board Chair.

### b. Personnel Committee

- 1) Committee will meet after the Board Meeting tonight
- 2) Policies to review
- 3) Will be electing a Chair and Secretary

### c. Finance, Development and Advocacy Committee – Gail Shkolny

- 1) Discussed free library cards. FDA Committee pleased with media coverage.
- 2) Friends of the Library – Stuart McGowan currently acting as Chair. Date has passed for association registration, but should not be an issue. It needs 5 members to stay alive. Focus is grants, fundraising, grassroots advocacy, booksale, parades, etc.
- 3) Trade Show – April 22-24, 2016 Board members to sign up, hopefully Friends members as well.

### d. Report from Council - Sheldon Bossert

- 1) Habitat Homes
  - Fort Saskatchewan and Edmonton have been chosen as recipients for homes
  - Area being reviewed for 12 duplexes is the greenspace by the reservoir and pedway over Hwy 15.
  - Neighbourhood consultation in process
- 2) Pool Plebiscite -
  - City looking at spending 3.5 million
  - Three options – complete rebuild of Harbour Pool; gentle renovation, and 2<sup>nd</sup> site at Dow Centre; demolish Harbour Pool, and build at Dow Centre site
  - What do the people want, and can Fort Saskatchewan support 2 pools? Does city want to spend 3.5 million at this time?

### e. ALTA report –

- 1) ALTA Awards of Excellence – Minister's Awards (New Business 8.e.)

- f. Director's Report – David reviewed his report and highlighted:
- 1) Shelving being used as needed at this point.
  - 2) Stacey's Maternity Leave begins Feb 12, 2016. Had 17 applicants, all qualified for the 1 year temporary position. Emily Paulsen begins February 9, 2016
  - 3) Makerspace – electrical and carpeting now complete, furniture and equipment being set up. Should be ready to open by February 25, 2016.
  - 4) Still waiting to install PA system, but should be done soon.
  - 5) Marketing and promotion - lots of media promotion of free library cards. Open House for free cards and Makerspace with live on-site radio show in the works.
  - 6) In-Home Visit – suggestion to check with Tammy Lautner, City Volunteer Coordinator.

*Motion by Renetta Peddle to accept reports a. through f. as information. Seconded by Lisa Berry. CARRIED*

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

### a. Policy review

- 1) 89/01 rewrite policy
  - Discussion – change "earliest" to "at the earliest" throughout policy; change spelling of "behavior" to Canadian spelling "behaviour" throughout policy.

*Motion by Judy Raaschou to accept Policy 89/01 as amended. Seconded by Allison Santo. CARRIED.*

- 2) 07/01, 03/01 consolidate policies
  - Consolidated into 07/01

*Motion by Miranda Brun to pass Policy 07/01 and repeal Policy 03/01. Seconded by Renetta Peddle. CARRIED.*

- 3) 91/02 repeal policy

*Motion by Gail Shkolny to repeal Policy 91/02. Seconded by Morgan Northey. CARRIED*

- 4) 96/06, 94/01 repeal policies

*Motion by Allison Santo to repeal Policy 96/06 and Policy 94/01. Seconded by Lisa Berry. CARRIED.*

- 5) 92/03 amend policy
  - amended (removed free library card)

*Motion by Sheldon Bossert to accept amended Policy 92/03. Seconded by Don Segberg. CARRIED.*

- 6) 97/01 revise policy

*Motion by Morgan Northey to accept revised Policy 97/01. Seconded by Renetta Peddle. CARRIED.*

### b. Employment Policy (re: Maternity Leave benefits)

- 1) Move point 10.3.5 to 10.3.6, insert Maternity Leave benefits procedure into point 10.3.5

*Motion by Miranda Brun to accept Employment Policy 92/04 as amended. Seconded by Judy Raaschou. CARRIED.*

- c. Bookshelf Name and Graphics – David Larsen
  - 1) Discussion at last Board meeting re: opening up name and graphic as a contest – defeats purpose of the specific branding done for the library to pursue a consistent look.
  - 2) Request that the library go forward with the name “What's On @ FSPL” and use our branding for the logo.
  - 3) Library to go ahead with name and branding for newsletter
  
- d. Makerspace Update/Tour
  - 1) Tour and demonstrations of some of the equipment in the Makerspace
  
- e. Friends of the Library Update
  - 1) Recruiting – library website posted a call-out for members
  - 2) Trade shows, booksale, July 1 parade, Santa Claus parade, etc.
  - 3) Alix hasn't heard back from Stuart about status of the Friends
  
- 8. NEW BUSINESS
  - a. Vote for Board Chair, Vice Chair, and Secretary
    - 1) Board Chair
      - Gail Shkolny nominated Morgan Northey
      - Morgan accepted
      - Morgan Northey elected as Chair
    - 2) Vice Chair
      - Morgan Northey nominated Allison Santo
      - Allison accepted
      - Allison Santo elected as Vice Chair
    - 3) Secretary
      - Sheldon Bossert nominated Judy Raaschou
      - Judy accepted
      - Morgan Northey nominated Don Segberg
      - Don accepted
      - Judy Raaschou elected as Secretary
  
  - b. Alberta Library Conference: attendees; panel participation
    - 1) Miranda Brun, Morgan Northey, and Lisa Berry attending
    - 2) Panel Participation – David and Miranda involved in Panel Discussion about free library cards. Will be doing a 10 minute presentation.
  
  - c. Free Library Cards: open house planning and radio remote
    - 1) David is waiting to hear back from the radio station when they are available for a live broadcast during the week of Feb 22-26, 2016. Open house will be held in conjunction.
  
  - d. Transit Mini Library
    - 1) Red Deer Mayor announced that Red Deer Public Library materials will be available on city busses.

- 2) Fort Saskatchewan has 2 local busses – FDA Committee will discuss after the March Board Meeting.
- e. Minister's and YOU Awards
  - 1) Excellence in Public Library Service deadline to submit March 11, 2016
  - 2) We are allowed to re-submit previous entries, and also more than one entry
  - 3) We will submit 2 entries this year – International Pen Friends and the Teen Takeover
  - 4) David will email submissions to the Board as information
- f. Charity Movie February 13th
  - 1) Morgan Northey and Lisa Berry will attend, with Gail Shkolny as backup
- g. Board Basics Workshop (Spruce Grove, Feb 20)
  - 1) This is a one day workshop – online registration
  - 2) Lisa Berry and Judy Raaschou are registered
  - 3) Other dates/places will be available
- h. Trade Show April 22-24
  - 1) David will bring a sign-up sheet to the next Board meeting
- i. Writer-in-Residence Marty Chan update
  - 1) Marty Chan has many programs and workshops ready to go, geared for children, teens, adults, and families
  - 2) June 4, 2016 from 1-2 pm will be a drop-in family event
- j. Boys and Girls Club Visit (Lisa Berry)
  - 1) Lisa is working to set up a time for the Boys and Girls Club to come to the library for a visit.
- k. Staff Dishwasher and Vacuum Cleaner
  - 1) Dishwasher is broken - discussion

*Motion by Miranda Brun to allow the purchase of a new dishwasher, purchased locally up to \$1000 to cover cost, delivery and installation, from capital reserves. Seconded by Renetta Peddle. CARRIED*

- 2) Vacuum cleaner - David was told the library had to buy a new one for custodial use, but the City went ahead and ordered a vacuum, which Heather is now using, and then told David the library has to pay for it. David will speak with Richard Gagnon about the way the City approached this.

*Motion by Sheldon Bossert to pay for the vacuum purchased by the City out of capital reserves if necessary. Seconded by Morgan Northey. CARRIED*

- l. Annual Report: upcoming email vote
  - 1) An email vote will be sent out by Morgan Northey once the Annual Report for the library is finalized.



m. Makerspace Staff Retreat

- 1) David will schedule 2 or 3 sessions of 2-3 hours each, for groups of staff to overview and train on equipment in the Makerspace

*Motion by Sheldon Bossert to use staff funding for staff training for the Makerspace. Seconded by Miranda Brun. CARRIED.*

9. Correspondence

- a. Invitation from Edmonton Public Library to their "Stories of Survival" – no staff going
- b. Letter to Pilar Martinez, CEO of Edmonton Public Library, from Diana Davidson, Director at Public Library Services Branch re: \$125,000 grant to support the ME Libraries /Alberta-wide borrowing, and resource sharing within the Metro Library Federation.

10. Upcoming Events

- a. Personnel Committee meeting immediately following the Board meeting

11. Roundtable

- a. Morgan – feeling old, her son's 4<sup>th</sup> birthday today
- b. Allison – Thank you to David for all his work on the policies
- c. David – will be away Feb 11- 22, 2016
- d. Don – If Sheldon eats apple pie with gravy, Don will donate \$ to Families First
- e. Gail – Thanks to Alix for a job well done
- f. Alix – she and her husband will be moving from Fort Saskatchewan by the end of June (to Crowsnest Pass). Library Board will be without one member from Sept – Dec.

12. Next Meeting(s): Monday, March 7, 2016

13. Adjournment

*Motion by Morgan Northey to adjourn the meeting at 9:20 p.m. CARRIED.*

  
Board Chair

  
Board Secretary