



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

January 4, 2016

IN ATTENDANCE:

Alix Hennig, Chair
Allison Santo, Trustee
Morgan Northey, Trustee
Don Segberg, Trustee
Judy Raaschou, Trustee
Lisa Berry, Trustee
Gail Shkolny, Trustee
Renetta Peddle, Trustee
Sheldon Bossert, Councillor
Richard Gagnon, City Liaison
Stuart McGowan, ALTA Representative
Kathy McDonald, Staff
David Larsen, Director
Kerri Twigge, Recording Secretary

ABSENT: Miranda Brun, Trustee

Call to order: Alix Hennig called the meeting to order at 6:02 p.m.

1. WELCOME AND INTRODUCTIONS

- a. Introductions around the table to meet new Board members and staff.
- b. Invitation to Richard Gagnon to describe his role with the Board as City Liaison – He has been City Liaison since 2010. Richard is the contact for the Board to provide information, advice, guidance, and clarification, and plays a large role in helping with the budget, so the Board knows what is needed by Council. He will come to meetings when needed or invited, and he is open to ideas for collaboration.

2. APPROVAL OF THE AGENDA

- a. Removal from the agenda:
 - a. 8d) Friends of the Library update (duplicated)

*Motion by Morgan Northey to accept the agenda as amended. Seconded by Lisa Berry.
CARRIED*

3. APPROVAL OF THE MINUTES OF THE December 7, 2015 REGULAR BOARD MEETING

Motion by Gail Shkolny to approve the minutes of December 7, 2015 as circulated. Seconded by Allison Santo. CARRIED

4. FROM THE MINUTES

- a. None.

5. FINANCIAL REPORT

- a. Monthly Financial Statements – David reviewed, and briefly explained the Statement of Account Balances.
 - a. Audit happens in March.
 - b. Increase in provincial grant will go toward the elimination of Library card fees.

Motion by Renetta Peddle to accept the financial statements ending November 30, 2015 as information. Seconded by Don Segberg. CARRIED

6. REPORTS

- a. Chair's Report – Alix Hennig
 - a. Alberta Library Conference (ALC) – April 28-May 1, 2016 in Jasper, AB. Three Trustees usually attend; decision to be made at the February meeting as to who will go.
 - b. Buddy Mentors system set up for new Trustees:
 - Judy Raaschou will buddy with Allison Santo
 - Renetta Peddle will buddy with Morgan Northey
 - Don Segberg will buddy with Gail Shkolny
 - Lisa Berry will buddy with Miranda Brun
 - c. Changes/updates to Board Members and Staff lists.
 - d. Volunteer Hours folders – please fill in hours as necessary. Folders will be in the mail slots.
 - e. Name tags handed out to new Board members.
- b. Personnel Committee
 - a. Policy updates tabled to February Board Meeting.
- c. Finance, Development and Advocacy Committee
 - a. Committee will meet after the Board Meeting tonight
- d. Report from Council - Sheldon Bossert
 - a. Budget is done
 - 1. Tax increases 0.7%
 - 2. Changes to business/household tax split from 60/40 to 58.5/41.5
 - b. Library budget approved
 - c. New football field approved
 - d. There will be an audit of the city water system
- e. ALTA report – Stuart McGowan
 - a. Alix invited Stuart to tell the Board about ALTA, and what his role is – ALTA is the Alberta Libraries Trustees' Association, and Stuart is a representative for the Edmonton area which includes Fort Saskatchewan Public Library, Strathcona County Library, St. Albert Public

- Library, and Edmonton Public Library. Stuart is the Board voice and resource with ALTA.
- b. ALTA provides access to programs, courses, etc., for Trustees.
www.librarytrustees.ab.ca
 - c. ALTA works with the Public Library Services Branch (PLSB), and will be reviewing the Libraries Act this year.
 - d. ALTA is represented at various library conferences throughout the province
- f. Director's Report – David reviewed his report and highlighted:
- a. 2016 will be the "Year of the Collection" with new shelving to be filled, heavy weeding needed, and funds from the Enrich the Experience fundraising campaign still being spent.
 - b. Staffing- training for Kerri Twigge was done with Susan Schulz before her retirement, and performance appraisals for all staff will be done by mid February.
 - c. Makerspace renovations are well underway- David plans to have a one day training workshop for staff.
 - d. Met with Peter Schoenberg from EPL (Edmonton Public Library) about upgrading the FSPL website utilizing Bibliocommons.
 - e. The Writer-in-Residence for 2016 will be Marty Chan.
 - f. Alix asked about the Booksale books currently on the wall shelving – they will remain there until a more consolidated shelving plan is in place.
 - g. Stacey Wenger's maternity leave begins February 14, 2016 – the posting for a one year maternity position will go out within a week.

Motion by Allison Santo to accept reports a-f as information. Seconded by Judy Raaschou. CARRIED

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Makerspace Update
 - a. David gave Board members a quick show and tell of the Makerspace being completed
- b. Friends of the Library Update
 - a. The Friends is an additional group to take on some of the Advocacy and fundraising projects from the FDA committee.

8. NEW BUSINESS

- a. Email vote 2016 closures

Motion by Alix Hennig that the Library Board approve the Library Closures for 2016. Seconded by Sheldon Bossert. CARRIED.

- a. Writer-in-Residence: Marty Chan (speaker for May?)
- b. Marty Chan will be at FSPL May and June, Monday to Thursday in the Study room.
- c. He will provide programs, meet with budding authors, and work on his own writing

- d. Alix and David will speak to Marty about an evening or weekend program to speak to the Board and public.
 - b. Free Library Memberships Update
 - a. Discussion to be held at FDA meeting about media
 - b. David brought up the question of free cards for non-residents. Board members agreed the cards could be free, as there are very few non-resident cards issued due to the use of the ME card.
 - c. removed
 - d. Bookshelf Board Notes: Feb-Morgan, March-Gail, April-Allison, May-Sheldon, June-Dec to be discussed
 - a. Every month a "note" from a Board member is included in the FSPL newsletter , the Bookshelf, volunteers for June-Dec needed
 - b. June-Alix, July-Lisa, Aug-Renetta, Sept-Judy, Oct-Don, Nov-Morgan, Dec-Gail
 - c. E-mail submissions to Kathy McDonald, FSPL Administration Assistant, by the first of the previous month
 - d. David had asked for staff input on a new name for the Bookshelf – "What's On @ FSPL" up for discussion. Suggestion to open up contest to the public for names/graphics.
 - e. Choose Finance, Development, and Advocacy Committee members
 - a. Alix Hennig, Miranda Brun, Gail Shkolny, Sheldon Bossert, Lisa Berry, Don Segberg
 - b. Meeting following the Board meeting tonight and alternate with Personnel Committee every second month
 - f. Choose Personnel Committee members
 - a. Alix Hennig, Allison Santo, Morgan Northey, Judy Raaschou, Renetta Peddle
 - b. Meet every 2nd month after the Board meeting
 - g. Discussion re: Voting for executive positions for 2016 January or February?
 - a. Voting to be at February meeting to give new members a chance to know Board Members.
 - b. New business for February meeting – positions: Chair, Vice Chair, and Secretary
9. Correspondence
- a. Christmas Card from Strathcona County Library
 - b. Thank you card from Susan Schulz
10. Upcoming Events
- a. Finance, Development, and Advocacy meeting following the Board meeting
11. Roundtable
- a. Allison - will be away Jan 13-20, 2016, without email
 - b. Gail – Happy New Year!
 - c. Renetta – Nice to meet everyone
 - d. Judy – Happy to be here, and felt very welcome
 - e. Lisa – away Jan 22-29, 2016, without email

- f. Sheldon – recommends visiting the Boeing Factory in Seattle
 - g. Kathy – appreciated meeting the Board members
 - h. Alix – away Jan 7-12, available by email
12. Next Meeting(s): Monday, February 1, 2016

13. Adjournment

Motion by Morgan Northey to adjourn the meeting at 8:15 p.m. CARRIED.


Board Chair


Board Secretary

