



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

Jan 9, 2017

IN ATTENDANCE:

Morgan Northey, Chair
Miranda Brun, Trustee
Renetta Peddle, Trustee
Judy Raaschou, Trustee
Nadia den Boon, Trustee
Lisa Berry, Trustee
Craig Blackmore, Trustee
Don Segberg, Trustee
Al Stewart, Trustee
Sheldon Bossert, Councillor
David Larsen, Director
Kerri Twigge, Recording Secretary

Call to order: Miranda Brun called the meeting to order at 6:00 p.m.

1. WELCOME AND INTRODUCTIONS
 - a. Morgan delayed, Miranda Chaired until Morgan arrived.
 - b. Miranda welcomed everyone
 - c. Round the table for introductions for new Board members

2. APPROVAL OF THE AGENDA

Motion by Lisa Berry to accept the agenda as circulated. Seconded by Renetta Peddle.
CARRIED

3. APPROVAL OF THE MINUTES OF THE DECEMBER 5, 2016 REGULAR BOARD MEETING

Motion by Judy Raaschou to approve the minutes of December 5, 2016. Seconded by Don Segberg.
CARRIED

4. FROM THE MINUTES
 - a. None

5. FINANCIAL REPORT
 - a. Monthly Financial Statements – November 30, 2016
 - i David presented the Monthly Statement from November 30, 2016
 - ii Provided a brief explanation of what the statements are
 - iii Revenues are in good position, most are over budgeted amounts
 - iv By year end should be in pretty good shape

Motion by Renetta Peddle to accept the Monthly Financial Statement from November 30, 2016 as information. Seconded by Lisa Berry. CARRIED

6. REPORTS

- a. Chair's Report – Morgan Northey
 - i Everything covered in agenda

- b. Personnel Committee
 - i Discussed vehicle policy.
 - ii Discussed Shelter in Place emergency protocol.
 - iii Meeting next month

- c. Finance, Development and Advocacy Committee
 - i No meeting tonight

- d. Report from Council (Sheldon Bossert)
 - i Things have been quiet, Council takes Christmas season off
 - ii Next meeting on the 4th Tuesday in January – on the table will be a proposal to change Council meeting times from 6 pm to 2 pm.

- e. ALTA Report
 - i none

- f. Director's Report
 - i David reviewed his report and highlighted:
 - Marketing – Mix 107.9 radio spots continuing
 - Staffing – internal movement of staff, then Circ posting will come out. Programming staff both interested in full-time hours, will be interviewing for 1 full-time position.
 - Programming – Teen Takeover Dance very successful with 60 kids attending
 - Collection – 2017 selection has begun.
 - 3D Printer – IT Techs will be helping set up print jobs
 - Pending Grant – looks like it might go through at \$23,000.
 - Library Vehicle – naming contest open until Jan 27, 2017

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

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Library vehicle (update)
 - i Advantage Design will be doing graphics and partial wrap
 - ii Should be done by the end of January 2017

- b. Amended motion for vehicle maintenance fund

Motion by Lisa Berry to approve \$5000 for ongoing maintenance/repairs for non-warranty items 2017 forward from Enrich the Experience funds (transferred from existing capital reserves, added

to special operating reserve/GL for vehicle – to total \$8000), amending motion December 5, 2016 approving "\$5000 for ongoing maintenance/repairs for non-warranty items 2017 forward from EE funds (set aside from/within current capital reserves)". Seconded by Don Segberg. CARRIED.

- c. Sunday openings (update)
 - i Working on getting staffing in place
 - ii By mid-February at latest
 - d. A Book for Every Child/Lights Up for Literacy funds
 - i \$2969 sitting in fund for next year
 - ii Recommendation to look at mid-year Food Bank donation of books, using about half the funds.
8. NEW BUSINESS
- a. Election of Chair
 - i Chair, Vice-Chair, and Secretary Positions to be elected.
 - ii Board Chair
 - Miranda Brun nominated Renetta Peddle for Chair
 - Renetta accepted
 - Renetta Peddle elected as Chair
 - iii Vice-Chair
 - Morgan Northey nominated Miranda Brun for Vice-Chair
 - Miranda accepted
 - Miranda Brun elected as Vice-Chair
 - iv Secretary
 - Miranda Brun nominated Nadia den Boon for Secretary
 - Nadia accepted
 - Nadia den Boon elected as Secretary
 - b. Committee Selections
 - i. Personnel Committee
 - Renetta Peddle, Al Stewart, Nadia den Boon, Judy Raaschou, Morgan Northey
 - ii. Finance, Development and Advocacy Committee
 - Renetta Peddle, Craig Blackmore, Lisa Berry, Don Segberg, Miranda Brun, Sheldon Bossert
 - c. ALTA awards
 - i. Nominating Book for Every Child program
 - ii. Unable to access website to submit
9. Correspondence
- a. Christmas card from Strathcona County Library
 - b. Christmas card from Jessica Littlewood, MLA
 - c. Thank you letter from Clayton Brad for the help with set-up for the UN's International Day of Persons with Disabilities in City Hall atrium on Dec 2, 2016

10. Upcoming Events

- a. Registration Day Wednesday, Feb 8, 2017, 6-8 pm at DOW. Morgan is available to attend
- b. Other 2017 events
 - i Trade Show – April 21-23
 - ii ALC (Alberta Library Conference) April 27-30
 - iii Legacy Park Family Festival June 3
 - iv Canada Day Parade
- c. Orientation for new Board members (immediately following Board meeting)

11. Roundtable

- a. Miranda – Accepted a Clinical Fellowship starting in July 2017, will be doing more applied research in clinical biology
- b. Don – Caught the flu very badly over the holidays
- c. Lisa – Welcome to the new Board members
Will miss the next meeting, will be in Honduras on a diving holiday.
- d. David – Happy New Year to everyone
- e. Morgan – Her daughter is night trained. Yay!

12. Next Meeting(s): February 6, 2017

13. Adjournment

Motion by Morgan Northey to adjourn the meeting at 7:35 p.m. CARRIED.



Board Chair



Board Secretary