



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

**June 6, 2016**

**IN ATTENDANCE:**

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

Call to order: Morgan Northey called the meeting to order at 7:01 p.m.

1. WELCOME AND INTRODUCTIONS
  - a. Morgan thanked everyone for agreeing to the change of time and for coming.
2. APPROVAL OF THE AGENDA
  - a. Change 10.a. from Finance Development and Advocacy Committee meeting to Personnel Committee meeting immediately following the Board Meeting tonight.

*Motion by Judy Raaschou to accept the agenda as amended. Seconded by Lisa Berry.*  
CARRIED

3. APPROVAL OF THE MINUTES OF THE May 9, 2016 REGULAR BOARD MEETING

*Motion by Alix Hennig to approve the minutes of May 9, 2016. Seconded by Allison Santo.*  
CARRIED

4. FROM THE MINUTES
  - a. None.
5. FINANCIAL REPORT
  - a. Monthly Financial Statements – April 30, 2016
    - i. David presented the Monthly Statement from April 30, 2016
    - ii. Date on agenda package page for Financial Statements incorrect, should be June 6, 2016, not May 9, 2016; financial statements are for April 30, 2016

- iii Grant from the City hasn't come in yet, shows lower cash on hand
- iv Pretty well on target for the year.

## 6. REPORTS

- a. Chair's Report – Morgan Northey
  - i All topics will be covered by agenda items
  
- b. Personnel Committee (Allison Santo)
  - i Meeting tonight after Board meeting
  - ii Evaluations – please hand in over the next two weeks if not done yet.
  - iii Director self-evaluation not in the works yet
  
- c. Finance, Development and Advocacy Committee
  - i Budget – looking at future needs – purchasing a vehicle for outreach, and the need for expansion within the library, among other things.
  - ii July 1 Parade coming up
  - iii Booksale – have volunteers in place
  - iv Transit Mini Library – tabled to October FDA meeting
  
- d. Report from Council (Sheldon Bossert)
  - i Swimming Lesson Registration – motion for residents to have a 2 day "pre-registration" defeated
  - ii Water Bill Report – no errors found, investigation revealed reasons for high bills; leaks, taps left on, etc.
  - iii Organics collection pilot – organic bins will roll out across the city in 2018. Three sizes of containers.
  - iv Second Fire Hall – June Council meeting to look at land for a second Fire Hall. 3-3.5 acre parcel of land needed.
  - v Venture Magazine – Fort Saskatchewan 9<sup>th</sup> out of top 20 communities for business in Alberta.
  - vi Fall election 2017 - NDP want to place a cap on funds raised for campaigns to keep the playing field more even. Sheldon will be running in the next Municipal election.
  
- e. ALTA report
  - i Nothing new to report
  
- f. Director's Report – David reviewed his report and highlighted:
  - i Marketing
    - Library now has book bags, flash drives, and earbuds for sale.
    - Every 2<sup>nd</sup> Thursday am radio spots will continue through to the end of June.
    - David and Kathy Stevenson (Rotary) will be on the Radio Monday, June 13, 2016 to talk about the Book Sale.
  - ii Programming
    - Teen Takeover still popular, over 50 teens at the last one.

- Ladies' Night still popular, looking at adding a second one in the fall.
- iii StoCard App works quite well to store your library card barcode on your phone.
- iv Makerspace
  - 3D printer ordered and on its way

*Motion by Judy Raaschou to accept reports 5.a, and 6.a. through 6.f. as information. Seconded by Lisa Berry. CARRIED*

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Friends of the Library update
  - i Clayton Northey has contacted old Board members and has set up a meeting. This will allow him to get signing authority.
  - ii Still need more interest and members
- b. Book sale
  - i Thank you to everyone who has volunteered
  - ii Still need volunteers for Friday June 17, 4:30-6:00 pm, and Sunday June 19, 2016.
- c. July 1 Parade
  - i Morgan, Lisa, Renetta, and Miranda will meet
  - ii Looking for animal costumes, especially larger sizes
  - iii Any kids interested in joining, let Morgan know

*Motion by Miranda Brun to spend up to \$300 for candy, and up to \$200 for decorations for the July 1, 2016 Parade Float. Seconded by Alix Hennig. CARRIED*

- d. June presentation to Council
  - i On the agenda for June 14<sup>th</sup> Council meeting
  - ii Morgan and David will present to Council
  - iii 10 min PowerPoint presentation with interesting highlights and statistics, similar to last year.

8. NEW BUSINESS

- a. 2017 Budget and 2018-2019 forecasts (approval)
  - i David presented the 2017 Budget and 2018-2019 forecast
  - ii Draft cover letter to the City covers highlights
  - iii Comparison of increases in visits, programs, etc.
  - iv Requesting funding for staffing in various areas including more onsite Tech hours and additional open hours
  - v David will eliminate some columns to present an uncluttered Budget spreadsheet to Council
  - vi Forecasts for 2018-2019 are grouped rather than done line by line.

*Motion by Gail Shkolny to approve 2017 Budget and 2018-2019 forecasts as presented. Seconded by Renetta Peddle. CARRIED*

vii Long-term Capital Plan – Personnel Committee will review the Financial Policy and take a preliminary look at re-aligning funds from Capital Funds to Operating Funds, holding 15% instead of 5% in Operating Funds.

b. Board Retreat (September 17, 2016)

- i. Looking for ideas about what we would like to do.
- ii. Look at goals, what are we focusing on, and how do we get there.
- iii. David will present the Plan of Service update
- iv. Want to get outside the Library, team building ideas, getting to know other board members
- v. \$1500 budget

9. Correspondence

- a. Email from David to Diane Yanch, Susan Morrissey, Nicole Auger, and Sheryl Exley
  - i 2017 Budget and Capital Plan
  - ii Requesting input re: adjusting Financial Policy and forming a long-term Capital Plan

10. Upcoming Events

- a. Personnel Committee meeting immediately following the Board meeting

11. Roundtable

- a. Don – end of the school year coming fast
- b. Miranda – had the chance to meet Sir Paul Nurse. He discussed literacy science - ways to increase literacy, how to evaluate information, and ways libraries can contribute to literacy.
- c. Alix – really enjoyed her "shortened term", and working with everyone. Feels the Board is very strong with current members and in excellent hands.
- d. Lisa – appreciate all you've done for the Board, Alix.
- e. Gail – Thanks to Alix
- f. Judy – Alix will be greatly missed
- g. Renetta – Alix do you have any extra bedrooms? ☺
- h. Allison – Thank you Alix. Will not be here for the Board Retreat in September.
- i. Sheldon – echo what everyone has said; Alix has done a lot in the community and will be missed.
- j. Kerri – enjoyed working with you Alix.
- k. David – will echo as well; glad to have had the pleasure to work with you, thank you.
- l. Morgan – Alix, thank you for your guidance.

12. Farewell to Alix Hennig

13. Next Meeting (s): September 12, 2016

14. Adjournment

Motion by Morgan Northey to adjourn the meeting at 8:38 p.m. CARRIED.

  
Board Chair

  
Board Secretary