



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

March 6, 2017

IN ATTENDANCE:

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

Guest: Carlie Persson, Price Waterhouse Coopers LLP

Call to order: Renetta Peddle called the meeting to order at 6:05 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

Motion by Morgan Northey to approve the agenda. Seconded by Al Stewart. CARRIED

3. APPROVAL OF THE MINUTES OF THE FEBRUARY 5, 2017 REGULAR BOARD MEETING

Motion by Miranda Brun to approve the minutes of February 5, 2017. Seconded by Renetta Peddle. CARRIED

4. FROM THE MINUTES
 - a. None
5. PwC AUDIT INTRODUCTIONS AND 2016 AUDIT PLAN (Carlie Persson)
 - a. Morgan Northey left the room during 2016 Audit Plan presentation
 - b. Carlie Persson from PwC outlined and presented the 2016 Audit Plan for the library
6. FINANCIAL REPORT
 - a. Monthly Financial Statements – not available
 - i. Monthly Financial Statements not available due to COFS year end.

7. REPORTS

- a. Chair's Report – Renetta Peddle
 - i Met with a contracted fund raiser
 - ii Cell phone for new Library Director

Motion by Morgan Northey to increase phones budget line by \$1200 per year to facilitate the purchase a cell phone and plan for Library Director's use for library business, to be reviewed bi-annually by Finance, Development and Advocacy Committee. Seconded by Al Stewart. CARRIED

- iii 18 applications received for Library Director posting. Personnel Committee will review.
- b. Personnel Committee – Morgan Northey
 - i Meeting tonight.
 - ii Reviewing applications, looking to interview 3-4 people
- c. Finance, Development and Advocacy Committee
 - i Next meeting in April
- d. Report from Council (Sheldon Bossert)
 - i Naming of football field – bids out to the community for 10 year naming rights.
- e. ALTA Report
 - i none
- f. Acting Director's Report
 - i Kerri reviewed the report and highlighted:
 - Marketing – Mix 107.9 recording' sound bites'
 - Staffing – Full-time Programmer position, 2 new Circulation Assistants hired, New Public Services Librarian
 - Programming – Mobile Planetarium from Telus World of Science will be in the library for a week, special Spring break programs planned.
 - Community Grant – have begun selecting and purchasing materials, and planning programs around the new technologies.
 - Library Vehicle – naming contest winner contacted.

Motion by Morgan Northey to accept reports 6.a, and 7.a. through 7.f. as information. Seconded by Miranda Brun. CARRIED

8. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Registration Day (update)
 - i Went really well, 7 new cards
- b. Library vehicle graphics and naming (update)
 - i Final proof for wrap approved
- c. Hiring process update
 - i Personnel Committee to review applications

9. NEW BUSINESS

- a. Move April Meeting to April 10, 2017
- b. Trade Show April 21-23, 2017
 - i. Draw for prizes
 - ii. Sign-up at the next meeting
- c. Shelter in Place procedures
 - i. Procedures for library staff and patrons
- d. Naming Makerspace
 - i. Will look into a plaque dedicating the Makerspace to David Larsen

10. Correspondence

- a. none

11. Upcoming Events

- a. Trade Show April 21- 23, 2017
- b. Canada Day Parade


12. Roundtable

13. Next Meeting(s): April 10, 2017

14. Adjournment

Motion by Renetta Peddle to adjourn the meeting at 7:26 p.m. CARRIED.


Board Chair


Board Secretary