



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

**March 7, 2016**

**IN ATTENDANCE:**

Morgan Northey, Chair  
Miranda Brun, Trustee  
Alix Hennig, Trustee  
Don Segberg, Trustee  
Judy Raaschou, Trustee  
Lisa Berry, Trustee  
Renetta Peddle, Trustee  
Allison Santo, Trustee  
Taylor Rolheiser, KPMG  
Justin Kinal, KPMG  
Emily Paulsen, staff  
David Larsen, Director (via Facetime)  
Kerri Twigge, Recording Secretary

**ABSENT:**

Gail Shkolny, Trustee  
Sheldon Bossert, Councillor

Call to order: Morgan Northey called the meeting to order at 6:00 p.m.

1. WELCOME AND INTRODUCTIONS

- a. Introductions around the table to meet and introduce Taylor Rolheiser and Justin Kinal from KPMG, and Emily Paulsen, new Public Services Librarian to Board members and staff.

2. APPROVAL OF THE AGENDA

*Motion by Miranda Brun to accept the agenda as circulated. Seconded by Alix Hennig.  
CARRIED*

3. APPROVAL OF THE MINUTES OF THE February 1, 2016 REGULAR BOARD MEETING

- a. From February minutes Re: 6.a. a) should read: David's contract and performance appraisals will be kept here.

*Motion by Miranda Brun to approve the minutes of February 1, 2016 as amended. Seconded by Renetta Peddle. CARRIED*

4. FROM THE MINUTES

- a. None.

5. KPMG AUDIT INTRODUCTIONS AND AUDIT PLAN

- a. Justin Kinal and Taylor Rolheiser from KPMG came to present the Audit Planning Report for the 2015 Audit of the Library. The Audit will begin March 14, 2016, and be done by April 1, 2016. KPMG staff will be on site at the library for the first 2 weeks. Justin gave an overview of who KPMG is, and what they do. He then reviewed the Planning Report. They will inspect the records and accounts, taking into account key areas of focus for financial reporting. Financials are done by the City, and ready for KPMG. The firm works closely with City and Library staff while conducting the audit. The final report will be presented to the Board at the April Board meeting.

6. ROTARY AND FRIENDS OF THE LIBRARY

- a. Kathy Stevenson was unable to attend the meeting as planned.
- b. The Rotary Club is willing to partner with the Friends to run the Booksale in June.
- c. The Friends needs a minimum of 5 members to continue operation

*Motion by Miranda Brun to change the contact for the Friends of the Library from Stuart McGowan to Morgan Northey. Seconded by Lisa Berry. CARRIED.*

- d. Morgan will contact Stuart to let him know she will take over as contact, and to get a list of any volunteers he may have.

7. FINANCIAL REPORT

- a. Monthly Financial Statements are prepared by the City of Fort Saskatchewan. They have been too busy with budget, and preparing for the audit to have financials from January 31, 2016 ready. David asked the Board to refer to December 31, 2015 financials as accepted at the February 1, 2016 Board Meeting.

8. REPORTS

- a. Chair's Report – Morgan Northey
  - i. David's contract and 2015 performance evaluation are now in the Board file cabinet. David will forward a copy of his 2014 evaluation for filing.
  - ii. Keys for Board file cabinet – only board members should hold keys to the file cabinet to ensure confidentiality. David and Kerri will return their keys to Morgan.

*Motion by Miranda Brun that keys for the Board file cabinet will be held by the Board Chair and Vice Chair, and a third key will be kept in the file cabinet. Seconded by Alix Hennig. CARRIED.*

b. Personnel Committee – Allison Santo

- i. Reviewed two policies, to be voted on at March Board meeting - 95/03 Volunteers in the Library and 97/05 Internet Use
- ii. Allison Santo is Chair, and Renetta Peddle is Secretary for 2016
- iii. Discussed electronic versions of Director evaluations

- iv. Alix Hennig has taken Morgan Northey's place on the Personnel Committee
- c. Finance, Development and Advocacy Committee
  - i. Gail Shkolny absent
  - ii. Committee will meet after the Board Meeting tonight
  - iii. Will be discussing Friends of the Library and the Minister's Awards
- d. Report from Council
  - i. Sheldon Bossert absent, Morgan Northey read email report from Sheldon
    - Apologies for not being in attendance
    - March 16, 2016 there will be an Open Meeting at Pioneer House re: Habitat Homes
    - April 12, 2016 will be the final vote in council for Habitat Homes location
    - There has been a spike in crime in the city due to the economic downturn.
- e. ALTA report
  - i. No report at this time
- f. Director's Report – David via Facetime reviewed his report and highlighted:
  - i. Emily Paulsen, new Public Services Librarian is settling in very well.
  - ii. MacEwan University Library & Information Technology student doing a practicum in the library for 20 days in March/April.
  - iii. Staff appraisals now complete
  - iv. Summer student position posting is up
  - v. Makerspace Open House –
    - held 3, 2 hour orientations sessions for staff
    - Pleased with attendance for Open House – 570 people through the doors, 90 draw entries
    - Tony Stacey from Mix107 live on location from 10am – 2pm – 12 live broadcast spots from the Makerspace
    - Staff worked hard with the set-up and kept things running smoothly throughout the day
  - vi. PA system fixed, can be used for closing announcements and to call staff to desk
  - vii. Annual report submitted – numbers are up in all areas
  - viii. New community outreach program – Emily Paulsen will be visiting Southfort Gardens to provide onsite iPad for Seniors workshops and one-on-one training.

*Motion by Don Segberg to accept reports 8.a. through 8.f. as information. Seconded by Judy Raaschou. CARRIED*

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

### a. Annual Report: email vote results

*Motion by Renetta Peddle to accept Annual Report for 2015 as amended to include Morgan Northey as Board Chair for 2016 and the addition of 100 volunteer hours. Seconded by Sheldon Bossert. CARRIED*

### b. Alberta Library Conference: attendees; panel participation

- i. Board members attending – Morgan, Miranda, Lisa  
Staff members attending – David, Kerri, Tara, Samantha
- ii. Miranda and David are participating in the Panel Discussion about free library cards.

### c. DBC Charity Movie Feb 13 - cancellation

- i. Kerri read transcript of voicemail left canceling the DBC Charity Movie. No reason for the cancellation given. Email with transcript of voicemail added to correspondence

### d. Friends of the Library update; booksale

- i. The Rotary Club will partner with the Library Board for a booksale in June.
- ii. A call will be put out 2-3 weeks in advance to collect books
- iii. Kathy Stevenson has said she has space to store the books as they are collected.
- iv. Booksale will be held at the Library – valuable for bringing people into the library. Possibly over 2 days, in the foyer.

*Motion by Lisa Berry to approve Old Business/Business Arising from the Minutes 9.a. through 9.d. Seconded by Alix Hennig. CARRIED.*

## 10. NEW BUSINESS

### a. Open House/Makerspace grand opening recap

- i. Fun event, pleased with 4 hours of live remote on the radio
- ii. Comments from the Board
  - Morgan - thought it was great
  - Miranda – it can be used for so many different things, by so many different users
  - Lisa – was in around noon, lots going on
  - Renetta – brought her daughter who is most excited about the sewing machine
  - Alix – came by in the morning when it was fairly quiet

### b. Annual Report overview and 2014-2015 comparison

- i. Number of print items in the collection from 42,663 to 45,836
- ii. Online and electronic circulations from 21,156 to 20,099
- iii. Total circulations up from 176,517 to 190,169
- iv. Interlibrary Loans – borrowed less items and loaned out more than 2014
- v. Reference transactions (based on average of 4 one week surveys) jumped from 1550 to 3800

- vi. Almost doubled the number of programs offered
- vii. Numbers in all categories are up

c. Board Basics Workshop (Spruce Grove, Feb 20): recap

- i. Lisa Berry and Judy Raaschou went
- ii. Very good workshop, presenters were good, lunch was awesome, a great day
- iii. The workshop gave them the impression that this board is doing things right.
- iv. Checking when and where next workshops are, so Don Segberg and Renetta Peddle can go.

d. Trade Show April 22-24: sign-up sheet

- i. Sign-up sheet passed around. Please sign up, want to have at least 2 people per slot.
- ii. Sign-up sheet will be kept in Morgan's mail slot in the workroom. Email David times you can work, and he will update the sheet.
- iii. Staff are encouraged to sign up as well.

e. Policy 95/03

- i. Volunteers in the Library

*Motion by Renetta Peddle to accept revisions to Policy 95/03 Volunteers in the Library. Seconded by Allison Santo. CARRIED.*

f. Policy 97/05 (CLA Statement on Internet Use)

- i. Repeal Schedule A and replace with CLA Statement on Public Access to the Internet.

*Motion by Miranda Brun to repeal Schedule A of Policy 97/05 and replace with updated CLA Statement on Public Access to the Internet. Seconded by Judy Raaschou. CARRIED.*

g. Motion to approve credit card for Kerri Twigge and Emily Paulsen

*Motion by Alix Hennig to approve a Library credit card up to \$5000 for Kerri Twigge, Operations Manager. Seconded by Allison Santo. CARRIED.*

*Motion by Miranda Brun to approve a Library credit card up to \$5000 for Emily Paulsen, Public Services Librarian. Seconded by Lisa Berry. CARRIED*

11. Correspondence

- a. David received an email from Richard Gagnon, City Liason, that he will be on leave from his position for 3 months. Diane Yanch will take over for him.

12. Upcoming Events

- a. Finance, Development and Advocacy meeting immediately following the Board meeting

13. Roundtable


- a. Alix – has been talking with the staff and wanted to pass on how happy they are working with Emily and Kerri

- Alix's house has sold, they take possession of new house in Crowsnest Pass June 30, Alix will talk to Diane Yanch re: Board will be short a member for Sept-Dec
- b. Don – took his kids to Zootopia, and was surprised by the deeper political message, which is very relevant to the current political scene. Really good movie
  - c. Judy – thanks to Lisa for driving to the Board workshop, good company
  - d. Miranda – may not be able to make it to the Trade Show in April
  - e. David – saw The Revenant, the movie was shot near Canmore, and he saw the set before filming started. A good movie as well.
  - f. Morgan – adjusting to her husband no longer with the same company after 9 years. The Day Home is going really well.

14. Next Meeting(s): Monday, April 4, 2016

15. Adjournment

*Motion by Alix Hennig to adjourn the meeting at 7:42 p.m. CARRIED.*

  
Board Chair

  
Board Secretary