



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

May 9, 2016

IN ATTENDANCE:

Morgan Northey, Chair
Miranda Brun, Trustee
Alix Hennig, Trustee
Gail Shkolny, Trustee
Judy Raaschou, Trustee
Lisa Berry, Trustee
Sheldon Bossert, Councillor
Allison Santo, Vice Chair
Don Segberg, Trustee
Stuart McGowan, ALTA Rep
David Larsen, Director
Tara Stoyles, Library Staff
Nancy Lahti-Renwick, Library Staff
Sue Karp, Library Staff
Kerri Twigge, Recording Secretary

ABSENT:

Renetta Peddle, Trustee

Call to order: Morgan Northey called the meeting to order at 6:04 p.m.

1. WELCOME AND INTRODUCTIONS

- a. Introductions around the table to meet and introduce Board members, ALTA Rep Stuart McGowan, and guest staff members, Tara Stoyles, Nancy Lahti-Renwick, and Sue Karp.

2. APPROVAL OF THE AGENDA

- a. Add to Old Business:
 - i 8. g. Board and Director Evaluations
- b. Add to New Business
 - i 9. d. Library cards

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

3. APPROVAL OF THE MINUTES OF THE April 4, 2016 REGULAR BOARD MEETING

Motion by Don Segberg to approve the minutes of April 4, 2016. Seconded by Sheldon Bossert.
CARRIED

4. FROM THE MINUTES

- a. None.

5. ALTA REPORT (Stuart McGowan)

- a. Stuart was unable to attend ALC this year, but ALTA (Alberta Library Trustees Association) is a co-presenter for ALC.
- b. Laura Ross-Giroux was re-elected President of ALTA. Alix asked about issues with Trustees not being able to vote. There seemed to be an issue with members trying to register. Trustees needed to be registered to vote. Of the 2000 trustees, 800 registered to vote, and 500 voted.
- c. ALTA is doing a membership drive for Library Boards who are not part of the Association.
- d. The focus of ALTA is training of new Trustees and advocacy.
- e. There are various awards/grants available through ALTA. Nominations are open on their website.
- f. ALTA requests funds from PLSB (Public Library Services Branch) for grants. This is the first time in 7 years there is an increase to help develop more programs.
- g. Upcoming events:
 - i. AUMA (Alberta Urban Municipalities Association) presentation – AUMA wants to work closely with libraries.
 - ii. ALTA Retreat – ALTA members get to meet face to face

6. FINANCIAL REPORT

- a. Monthly Financial Statements – March 31, 2016
 - i. David presented the Monthly Statement from March 31, 2016
 - ii. On target in every area for the first quarter
 - iii. Money will come from the City in June
 - iv. Government transfer from the Provincial Grant will be based on 2015 population.
 - v. Revenue is up. Salaries are at only 17% instead of 25% for first quarter (natural cost savings due to staffing changes)
 - vi. Investments – David met with Colleen Wagner and Nicole Auger, \$425,000 re-invested in GICs. Will meet again in July to re-invest funds.

Motion by Miranda Brun to accept Financial Statement from March 31, 2016 as information.

Seconded by Gail Shkolny. CARRIED

7. REPORTS

- a. Chair's Report – Morgan Northey
 - i. ALTA update – multiple boards have been asking what does ALTA do for them? And ALTA Board is trying to figure out what their purpose is.
 - ALTA election – 2000 members only 900 received ballots, 500 voted. Why weren't all members eligible to vote? Website doesn't work well. We pay \$300/year to support ALTA.
 - Morgan will be getting regular updates from ALTA, to ensure information is received in a timely manner.
 - ii. At ALC Morgan met with other Library Board Chairs. Smaller Library Boards are looking at giving the Boards of Calgary Public, and

Edmonton Public the authority to speak to the Minister on their behalf. A Board made up of smaller library Boards would be able to give CPL and EPL issues they want brought to the ear of the Minister.

- iii ALC (Alberta Library Conference) - Keynote speakers at ALC were a highlight. Robin Esrock, author of the Great Canadian Bucket List and Choir, Choir, Choir, two unlikely and entertaining choir leaders. She enjoyed the conference, had fun with staff and liked the focus on communication and play.
- iv Library Mobile App – BookMyne works great.

b. Personnel Committee (Allison Santo)

- i Met after the last Board meeting
- ii Reviewed a couple of Policies
- iii Looked at evaluation formats for this year – Board self-evaluation, Director evaluation, and Director self-evaluation

c. Finance, Development and Advocacy Committee

- i Meeting after tonight's Board Meeting

d. Report from Council (Sheldon Bossert)

- i Pool Plebiscite – Fall 2017, 2 pools option
- ii Fall election 2017 – questions are beginning to come out
- iii Football Field approved by Council
 - Will be a big plus for the community
 - Home-field for the High School
 - MSI (Municipal Sustainability Initiative) funds
- iv Water Bills Audit – report is on fortsask.ca
 - On Council's agenda for May 10, 2016
 - Some recommendations, no rebates as nothing was out of the ordinary
- v Fort McMurray Fire – Fort Saskatchewan put themselves on the map
 - Amazing weekend in the city because of what was happening at the Legion
 - Fort Saskatchewan became a waystation to Edmonton
 - Whole city got behind it
 - Started small and grew into a magnificent story
- vi Hospice Society set up in Fort Saskatchewan – "Hospice in the Heartland"

e. ALTA report

- i See above 5. ALTA Report (Stuart McGowan)

f. Director's Report – David reviewed his report and highlighted:

- i MacEwan University field placement student, Liz Richardson was here for 20 days. We are interested in hosting future students.
- ii Summer Student position filled, Heather Martin started on May 2, 2016.
- iii Digital promotions monitor set up on the Circulation desk

- iv Trade Show – 514 entries for prize draws, figure up to 2000 visitors to the Library's table. Thank you to Board and staff for volunteering.
- v Library programs continue to grow.
- vi TALOnline is looking for a new backbone to support for their catalogue. Will be going with an open source solution developed in Europe.
- vii Sewing Program – Donna and Nancy have worked up a checklist and orientation program for using the sewing machine. The first Sewing Program (Mother's Day Apron) went very well.
- viii Pleased to attend ALC, and to be one of the speakers on the panel representing libraries with free library cards. Keynote speakers were excellent and uplifting. Annual breakfast with the SCL (Strathcona County Library) Board members was useful and informative.
- ix Budget to be discussed at the FDA meeting.

Motion by Alix Hennig to accept reports 7.a. through 7.f. as information. Seconded by Don Segberg. CARRIED

8. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Friends of the Library update
 - i Clayton Northey met with Kathy Stevenson
 - ii Needs to meet with old members to approve new members.
 - iii Bank statement does not show \$50,000 donation

- b. Trade Show April 22-24: recap
 - i Requests for collection development – e-books, French books
 - ii Alix- Lots of comments about free library cards, people are really pleased
 - iii Gail- it was good, positive atmosphere
 - iv Miranda – thank you to everyone who volunteered
 - v Don – had fun
 - vi Lisa – lots of good comments
 - vii Judy – non-residents happy to be able to get free cards
 - viii Sheldon – people want the Library open Sunday mornings
 - ix Nancy – people are confused about free cards, some think they don't need one to check out material anymore
 - x Kerri – caught people's interest with e-books

- c. Alberta Library Conference (ALC): recap
 - i Miranda – session on community partnerships, interesting session on other types of literacy – physical literacy, sign out sports equipment. Good to talk to other Board members – thankful for the Board we have and the relationship with Council and staff.
 - ii Lisa – Liked hearing what is going on in other libraries. Trustees 2.0 was helpful.
 - iii Tara – enjoyed the sessions, enjoyed the weather and the setting. Realized how small the library community is.
 - iv Kerri – excited to finally get to go. Enjoyed the setting and the networking. Keynotes were great.

- v David – Robin Esrock (Great Canadian Bucket List) really good keynote. Enjoyed being part of the Panel Discussion. Took his bike and has never seen such good weather. Saw black bears, a wolf, and a grizzly.
 - vi Remember to fill out the ALC survey.
- d. Book sale
- i Kathy Stevenson (Rotary) has put the call out for books.
 - ii Library needs to start soliciting for books, and need storage space.
 - iii Alix asked should we consider donating book sale items to Fort McMurray. Will wait to see what's needed.
- e. 2017 Budget process update
- i Finance, Development and Advocacy Committee will evaluate Budget at their meeting following tonight's Board meeting.
 - ii David will be meeting with Diane Yanch and Nicole Auger to see how to approach Council.
 - iii Will submit the Budget to the city June 10, 2016
- f. July 1 Parade
- i Lisa, Miranda, Renetta, and Morgan will do up the float . Will use the same theme as Summer Reading Club – WILD.
 - ii Online registration is open, Morgan will register.
- g. Board and Director Evaluations
- i Director Evaluation
 - Allison handed out Director Evaluations for Board members to fill out. Staff will get Director Evaluations to fill out at the June Staff meeting.
 - Return to Allison by June Board meeting (June 6). Give to her, or in her mailbox (Library workroom). Envelopes available if needed.
 - Put your name on the evaluation, and please comment as needed.
 - Once tabulated in September, Morgan and Allison will meet with David.
 - ii Board Self-Evaluations
 - Allison handed out Self-Evaluations for each Board member.
 - Return to Allison by June Board meeting. Give to her, or in her mailbox.
 - iii Personnel Committee is still looking for a Director Self-Evaluation for David.

9. NEW BUSINESS

- a. Policies review and approval 00/01; 04/01
 - i Policy 00/01 Minute Procedure

Motion by Don Segberg to approve revised Policy #00/01 Minute Procedure. Seconded by Allison Santo. CARRIED

ii Policy #04/01 Program Room Use

Motion by Lisa Berry to approve revised Policy #04/01 Program Room Use. Seconded by Gail Shkolny. CARRIED

b. Library Elevator

- i. Friday April 29, 2016 Susan Munson was trapped in the elevator. The alarm could not be heard. Susan used the emergency phone to call for help. The Fire Department came and were able to get her out.
- ii. This is not the first time the elevator has failed. Susan has been trapped in the elevator three times, and will not use the elevator again. Due to a disability she is unable to use the stairs. Susan has been given a key and swipe card access in order for her to use the City Hall elevator.
- iii. The elevator needs to be replaced within the next year or two.
Checking if there is already a request on the books for a new elevator.

c. June Presentation to Council

- i. Need to write a letter to request permission to be placed on the agenda for June 14th or 28th Council meeting to present an update on what's happening at the Library.

d. Library Cards

- i. Gail wanted to pass along a comment from a patron – Penticton Library has their library hours on the back of the card. Is this something we could do?
- ii. Should there be a charge to replace lost cards? At this time for the small number we do, we do not need to charge.

10. Correspondence

- a. None

11. Upcoming Events

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

12. Roundtable

- a. Alix – RCMP Bike Rodeo May 29, 2016 – bike safety inspections, helmet checks, etc. Six stations for participants to go through with their parents.
- b. Lisa – Thanks again for letting me go to ALC!
- c. Judy – Looking forward to hopefully going to ALC next year.
- d. Sheldon – Motion to have bike helmets mandatory for everyone (all ages).
- e. Sue – found the meeting interesting and enjoyable
- f. David – very sad and heart-wrenching what has happened in Fort McMurray. He used to live there, and the condo he lived in is now gone. Worried about what will happen to housing prices with people wanting to sell, and people needing to buy.
- g. Morgan – Clayton is on to round three for a job interview – fingers crossed.

13. Next Meeting(s): Monday, June 6, 2016

14. Adjournment

Motion by Morgan Northey to adjourn the meeting at 8:30 p.m. CARRIED.


Board Chair


Board Secretary