



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

Nov 7, 2016

IN ATTENDANCE:

Allison Santo, Vice Chair
Gail Shkolny, Trustee
Renetta Peddle, Trustee
Judy Raaschou, Trustee
Miranda Brun, Trustee
Lisa Berry, Trustee
Sheldon Bossert, Councillor
Don Segberg, Trustee
David Larsen, Director
Kerri Twigge, Recording Secretary
Guest: Emilie Zeibin, Library Staff

ABSENT:

Morgan Northey, Chair

Call to order: Allison Santo called the meeting to order at 6:03 p.m.

1. WELCOME AND INTRODUCTIONS
 - a. Morgan sends her apologies, Allison will chair the meeting.
 - b. Welcome to Emilie, round the table for introductions.

2. APPROVAL OF THE AGENDA
 - a. Add to New Business :
 - i 8. h. Minister's Awards
 - ii 8. i. Gift Wrapping
 - iii 8. j. Christmas Party

 - b. Change 10. a. to Finance, Development and Advocacy Committee meeting

Motion by Miranda Brun to accept the agenda as amended. Seconded by Judy Raaschou.
CARRIED

3. APPROVAL OF THE MINUTES OF THE OCTOBER 3, 2016 REGULAR BOARD MEETING

Motion by Renetta Peddle to approve the minutes of October 3, 2016. Seconded by Lisa Berry.
CARRIED

4. FROM THE MINUTES
 - a. None.

5. FINANCIAL REPORT

- a. Monthly Financial Statements – September 30, 2016
 - i David presented the Monthly Statement from September 30, 2016
 - ii We are $\frac{3}{4}$ of the way through the year.
 - iii Over and above expected donations and fundraising
 - iv Sales show an increase in revenue
 - v Over and above in interest income
 - vi Used 63% of salaries, as opposed to 75%, some savings there.

6. REPORTS

- a. Chair's Report –
 - i Allison reported for Morgan
 - ii Eight applications received for new Board members, six people to be interviewed
 - iii Book for Every Child – thank you to Renetta and Gail for all their hard work
 - iv Friends of the Library – Kathy Stevenson will take over from Clayton and try to get things going
 - v Alta Rep – Alternative Rep needed for 2017
 - vi Morgan will not be continuing her role as Chair into the new year
 - vii Thank you from Staff for the gift basket from the Board
- b. Personnel Committee (Allison Santo)
 - i No meeting last month
- c. Finance, Development and Advocacy Committee (Gail Shkolny)
 - i Meeting tonight directly following the Regular Board meeting
- d. Report from Council (Sheldon Bossert)
 - i Sheldon will sit in on the Board Member interviews on November 24, 2016
 - ii Urban Bee implementation strategy approved 6-1 – initial step only
 - iii Hwy 21 land for sale – Council approved 1st reading, now it goes to an open house for residents to attend. Land is privately owned, has been for sale for about 5 years.
 - iv Budget deliberations begin on Wed, Nov 9, 2016. Sheldon has been doing his best sales pitch for the Library. The Library goes before Council to answer questions on Wed, Nov 9.
 - v Postcards for Remembrance Day
- e. ALTA Report
 - i none
- f. Director's Report
 - i David reviewed his report and highlighted:
 - Bi-weekly Mix 107.9 radio spots are continuing
 - Working on more attractive email marketing.
 - Sandra Jones-Brookes has resigned.

- Programs are going well. We may set up a 2nd day/week for Immigrant Settlement Services.
- Makerspace is getting busier. Leduc Public library staff came for a tour.
- 3D printer – first public print jobs have been run.
- Applied for \$36,000 grant through a local corporation, for materials/programming in the STEM (science, technology, engineering and math) area. Waiting to hear.
- Santa will be at the fireplace in the library for the CoFS Lights Up! Event Nov 25, 2016
- Some interesting stats included from 2009 – 2015

Motion by Gail Shkolny to accept reports 6.a. through 6.f. as information. Seconded by Judy Raaschou. CARRIED

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Friends of the Library
 - i Kathy Stevenson will try to resurrect the Friends society
- b. Library vehicle
 - i In camera

8. NEW BUSINESS

- a. Budget presentation update
 - i Presentation done, Wed, Nov 9 will be question answering time
- b. A Book for Every Child/Lights Up for Literacy update
 - i. 8 schools are participating
 - ii. Nov 30 will be the book pickup day
 - iii. Sorting begins Dec 1 at 10am at warehouse – need volunteers. Email Gail for directions.
 - iv. Food Bank requests up 47% - estimating 170 Families will receive hampers this year.
 - v. After sorting of books is done, funds raised will be used to fill in gaps in age groups.
 - vi. Co-op is doing a fantastic job at selling lightbulbs – over \$1000 raised so far.
- c. New Board Members
 - i. Six people being interviewed on Nov. 24, 2016
- d. Open late to 7 pm for Lights Up! event November 25

Motion by Miranda Brun to have Library open until 7 pm on Friday, November 25, 2016 for the Lights Up! event. Seconded by Don Segberg. CARRIED

- e. Emergency Response Plan update

- i. David met with Laura Tidwell (CoFS) and will be meeting with City Hall Personnel. The City has implemented their plan, and the library will be updating our plan.
 - ii. Looking at a Shelter-in-place plan
- f. 2017 closures
 - i. Change date of Thanksgiving Monday to Oct 9, not Oct 10.

Motion by Lisa Berry to accept 2017 closures as amended. Seconded by Sheldon Bossert. CARRIED.

Motion by Miranda Brun that if hours are not extended by 3 hours to 10 am – 5 pm on Sundays, the library will be closed on Sunday, December 31, 2017. Seconded by Judy Raaschou. CARRIED.

- g. Website and funding deferral
 - i. David will be meeting with Strathcona County Library staff re: comprehensive website.
 - ii. Asking for a deferral to expend website funds in 2017
- h. Minister's Awards
 - i. Nominations open Dec 1, 2016 until Feb 24, 2017
 - ii. Looking at possibly submitting something about our accessibility services and technologies, or Makerspace and technologies
 - iii. Add to FDA committee meeting for discussion
- i. Gift wrapping - Renetta
 - i. Strathcona County Library offered gift wrapping as a fundraiser
 - ii. Will bring more information to the December meeting.
 - iii. Looking at a Saturday afternoon, and weekday evening in Dec
- j. Christmas Party - Gail
 - i. Wants to organize a Christmas party for the Board
 - ii. Sunday brunch Dec 18, 2016, 11 am at the Sawmill
 - iii. Allison will call to check when to make the reservation. Will need confirmation on who is attending at the December Board meeting.

Motion by Miranda Brun to approve spending up to \$300 for the Board Christmas brunch on December 18, 2016. Seconded by Gail Shkolny. CARRIED.

- 9. Correspondence
 - a. none

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

11. Roundtable

- a. Kerri – Thank you again to Renetta for approaching the Co-op to help with Book For Every Child/Lights Up for Literacy campaign. Staff at Co-op have been very supportive, and great to work with.
- b. Judy – off to Mexico in a couple of weeks – Puerto Vallarta
- c. Emilie – apologized for being late
- d. Don – Saturday, Dec 3, 2016 Star Wars Marathon at school. 15 hours of fun starting at 9 am. Raising funds for the Food Bank and Families First.

12. Next Meeting (s): December 5, 2016

13. Adjournment

Motion by Allison Santo to adjourn the meeting at 7:43 p.m. CARRIED.



Board Chair



Board Secretary