



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

Oct 3, 2016

IN ATTENDENCE:

Morgan Northey, Chair
Gail Shkolny, Trustee
Renetta Peddle, Trustee
Judy Raaschou, Trustee
Lisa Berry, Trustee
Sheldon Bossert, Councillor
Allison Santo, Vice Chair
Don Segberg, Trustee
Kerri Twigge, Recording Secretary
Guests: Susan Munson, Library Staff
Kathy McDonald, Library Staff
June McMaster, Library Staff

ABSENT:

Miranda Brun, Trustee
David Larsen, Director

Call to order: Morgan Northey called the meeting to order at 6:06 p.m.

1. WELCOME AND INTRODUCTIONS
 - a. Morgan welcomed and thanked staff members for coming. Went round the table for introductions.
2. APPROVAL OF THE AGENDA
 - a. Add to 6. a. In camera session
 - b. Add 8. f. A Book for Every Child

Motion by Sheldon Bossert to accept the agenda as amended. Seconded by Lisa Berry.
CARRIED

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 12, 2016 REGULAR BOARD MEETING

Motion by Allison Santo to approve the minutes of Sept 12, 2016. Seconded by Gail Shkolny.
CARRIED

4. FROM THE MINUTES
 - a. None.

5. FINANCIAL REPORT

- a. Monthly Financial Statements – August 30, 2016
 - i Stayed

6. REPORTS

- a. Chair's Report – Morgan Northey
 - i Someone has contacted Morgan about volunteering for the library.
 - ii Four open Board positions for January 2017. Gail, Miranda and Allison's terms are up this year, as well as Alix's open spot. Applications need to be in to the City by October 17, 2016. Library will do promo blitz in library, on radio, website, Facebook and twitter.
 - iii In camera session
 - Miranda will be asked to present the budget to Council with David on October 27, 2016.
- b. Personnel Committee (Allison Santo)
 - i No meeting tonight.
 - ii Evaluations went well. Thank you to everyone for completing evaluations, staff included.
 - iii Goal set at the Board Retreat:
 - To review every policy within a three year period and create an electronic policy and procedure manual.
- c. Finance, Development and Advocacy Committee (Gail Shkolny)
 - i Goal set at the Board Retreat:
 - To continue, and broaden, our community presence.
 1. Spend Enrich the Experience money by possibly buying a vehicle for the library.
 2. Liaise with schools
 3. Engagement with seniors
 4. Friends of the Library
 5. Offsite registrations
 6. Continue promotions
- d. Report from Council (Sheldon Bossert)
 - i Urban Hens - Motion up for debate at Oct 11 Council Meeting. Sheldon contacted Jocelyn Fox of River City Chickens in Edmonton, and did some hands on research on the subject.
 - ii Water bills – discussion Oct. 11 re: cut-off times
 - iii Library article – Sheldon has submitted his article for Councillor's Corner in the paper, should be out mid-October.
 - iv Habitat for Humanity – Edmonton and Fort Saskatchewan picked for biggest build -75 homes, 16 in Fort Saskatchewan. Jimmy and Rosalynn Carter, and possibly Garth Brooks and Trisha Yearwood, will be in the Edmonton area July 9-14, 2017.
 - v Coffee With Councillor Bossert @ Second Cup - 14-15 people showed up for some good conversation about all kinds of things.

e. ALTA Report

- i Stuart McGowan's term is almost up. A Strathcona County Library Board member has stepped up to take his place for 2017. Need an alternate rep, who will take over the position the next year. Any Board members interested let Morgan know.

f. Director's Report

- i Morgan shared David's report and highlighted:
 - Bi-weekly Mix 107.9 radio spots start again on Oct 13th.
 - Accessible Media TV (AMI) spent 3 hours at the library filming an interview with David, and footage on the library's accessible technologies and resources, the Adaptive Technology Station, Daisy Readers, CELA NNELS, etc. The 3 minute story will have national coverage on cable stations across Canada.
 - Metro Edmonton Federation Youth Services Group met at FSPL on Sept 30, 2016.
 - Minister's Awards and YOU Libraries Award – winning programs seem to be literacy based.
 - Programs –new and returning have great and rising attendance. Social media helping to up awareness.
 - 3D printer – soft launch. The first 5 public print jobs will be free.
 - Fort Sask Alert Sign-up program Oct 13 – 7-8:30 pm. Setting aside computers at the library for people to sign up. Donations of cash or new books for A Book for Every Child campaign.
 - Lights Up! event – library will be open, hoping to have Santa by the fireplace.

Motion by Lisa Berry 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 Clayton has been unable to get previous members together.
- ii Suggestion to partner more closely with the Fort Saskatchewan Rotary Club, to have volunteers when needed.

8. NEW BUSINESS

a. Proposed Sunday open hours (2017)

- i Morgan read the email from June McMaster on behalf of part-time Circ staff.
- ii June spoke to clarify staff concerns that there may be better times to have library open earlier – namely weekday mornings.
- iii Discussion, with proposal to have Sunday openings as a pilot project.

Motion by Allison Santo to pilot having the library open at 10 am on Sundays from January to June, 2017, pending budget approval. Seconded by Don Segberg. CARRIED

- b. Board retreat recap
 - i. Thank you for coming, it was fun.
 - ii. Committee goals
 - Goals have been put into the minutes
 - Morgan asked to have the goal one liners put into the header of each sub Committee agenda going forward.
- c. Staff attendance at Board meetings (compensation)

Motion by Allison Santo to approve staff compensation for attendance at one Board meeting per year . Seconded by Don Segberg. CARRIED

- d. Library vehicle
 - i. Using Enrich the Experience money, the library is looking to purchase a KIA Soul, and have it wrapped with the library logo.
 - ii. Able to pay cash, want it done right away, and want it to look awesome!
 - iii. To be used to reach out to the community – programming, community events, etc., and for staff – meetings, conferences, etc.
 - iv. David is putting together a proposal. Vehicle insurance, gas, etc. would become a yearly budget item
- e. ALTA alternate rep
 - i. See 6.e. ALTA Report
- f. A Book for Every Child
 - i. To provide a new book (or two) for each child in each family receiving a Christmas Hamper from the Food Bank. Hampers go out Dec 17, 2016
 - ii. Money donations or new books
 - iii. November campaign – Lights up for Literacy Nov 1- Dec 1, 2016. \$2.00/lightbulb, or new book donations.
 - iv. Renetta will talk to Co-op
 - v. Kathy will send campaign info out to all the schools. Wrapped donation boxes will be given out to schools interested.

9. Correspondence

- a. Letter received re: Three Board member's terms are up this year.
- b. Letter received re: Call for nominations for Minister's Awards for Excellence in Public Library Services and You Libraries Award. Nominations are open Dec 1, 2016 to Feb 24, 2017.
 - i. Bring ideas/suggestions to Dec meeting.
 - ii. A Book for Every Child; Adaptive Technology Station

10. Upcoming Events

- a. Personnel Committee meeting cancelled

11. Roundtable

- a. Allison – Was in San Francisco last week and went to the Public Library. It is a huge, 7 floor, beautiful, old building.
Her last day of work is Oct 31, 2016, she will be officially retired at the next Board meeting.
- b. Judy – Owner of a new juicer – it's amazing. Grandsons are loving homemade apple juice. It is easy to use and clean, she loves it.
- c. Morgan – finishing her final placement. As a Support Worker with Child and Family Services she experiences something different every day.

12. Next Meeting (s): November 7, 2016

- a. Everyone please bring a new book to the meeting to kick off A Book For Every Child campaign

13. Adjournment

Motion by Morgan Northey to adjourn the meeting at 7:45 p.m. CARRIED.



Board Chair



Board Secretary