



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

**Sept 12, 2016**

**IN ATTENDANCE:**

Morgan Northey, Chair  
Miranda Brun, Trustee  
Gail Shkolny, Trustee  
Renetta Peddle, Trustee  
Judy Raaschou, Trustee  
Lisa Berry, Trustee  
Sheldon Bossert, Councillor  
Allison Santo, Vice Chair  
Don Segberg, Trustee  
David Larsen, Director  
Kerri Twigge, Recording Secretary  
Guests: Don Adams (library patron), Tim Evans (Mix 107.9)

Call to order: Morgan Northey called the meeting to order at 6:03 p.m.

1. WELCOME AND INTRODUCTIONS
  - a. Morgan welcomed Don, a frequent library patron, to the meeting.
2. APPROVAL OF THE AGENDA
  - a. Remove 8.i. Director Evaluations (in camera) from New Business.

*Motion by Miranda Brun to accept the agenda as amended. Seconded by Gail Shkolny.*  
CARRIED

3. APPROVAL OF THE MINUTES OF THE JUNE 6, 2016 REGULAR BOARD MEETING

*Motion by Judy Raaschou to approve the minutes of June 6, 2016. Seconded by Lisa Berry.*  
CARRIED

4. FROM THE MINUTES
  - a. None.
5. FINANCIAL REPORT
  - a. Monthly Financial Statements – July 31, 2016
    - i David presented the Monthly Statement from July 31, 2016
    - ii Investments are being more effectively administered this year
    - iii Grant from the City has been received
    - iv Pretty much on target for the year.

- v David presented a detailed spreadsheet summary of the Enrich the Experience funds, showing where the money has been spent, and what is left to spend.

*Motion by Don Segberg to accept the Financial Statements ending July 31, 2016 as information.  
Seconded by Miranda Brun. CARRIED*

## 6. REPORTS

- a. Chair's Report – Morgan Northey
  - i Morgan and Allison have the Director's Evaluation completed.
  - ii Clayton got a job with the City of Fort Saskatchewan in the Financial Department. Morgan is concerned about a conflict of interest with her position on the Board. Clayton will be preparing the financial documents for the Library audit.
  - iii City of FS does the bookkeeping, Library Board deals with the dollars
  - iv Morgan will sit out and not vote on the Audit if necessary.
  
- b. Personnel Committee (Allison Santo)
  - i Director Evaluation will be presented at the Board Retreat.
  - ii All Board Evaluations were completed.
  
- c. Finance, Development and Advocacy Committee
  - i Meeting tonight directly following the Regular Board meeting.
  
- d. Report from Council (Sheldon Bossert)
  - i Councillors are able to write articles for the paper. Sheldon would like to write an article on the Library's structure, and how it differs from the City.
  - ii Urban Revision has applied to change zoning to Commercial for the property between Hwy 21 and the Pineview neighbourhood. There will be a 2<sup>nd</sup> open house Wed, Sept 14, 2016 to allow residents to share their opinions.
  - iii Budget sessions begin in November.
  - iv Organic bins will go city-wide in 2018.
  - v 400 days until the next Municipal election.
  - vi Coffee With the Councillor – Sept. 28, 2016, Ann's Daycare, 7-8:30 pm
  
- e. ALTA report
  - i None
  
- f. Director's Report and 3D printer tour
  - i David reviewed his report and highlighted:
    - Will be contacting Mix 107.9 to set up regular radio spots again.
    - Accessible Media TV (AMI) is coming to do a story on the library's accessible technologies and resources, the Adaptive Technology Station, CELA NNELS, etc.
    - David participated in a recorded video interview about his career, our library, and other things to be used in class at the School of Library and Information Studies.
    - Twice annual booksale is a possibility.

- Marty Chan was a good WiR. A new one has been selected for next year. Name to follow.
- Shelving shift was done, Adult Fiction and Non-fiction traded places, and new shelving acquired last year is now being used.
- Makerspace programming being set up.
- Budget goes to Council on Oct 27, 2016.
- Plains Midstream is donating \$5000 to be spent on the Teen collection.

*Motion by Miranda Brun to accept reports 6.a. through 6.f. as information. Seconded by Renetta Peddle. CARRIED*

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Board Retreat (September 17, 2016)
  - i Drum Circle, Subcommittees – goal setting, lunch, Evaluations in camera.
  - ii Morgan will send out an agenda
  
- b. July 1 parade recap
  - i Miranda and Morgan both thought it went really well.
  - ii Ran out of candy.
  - iii Good feedback from people who saw it.
  - iv Under budget, and the float was easy to put together.
  
- c. Friends of the Library
  - i All the previous members of the Friends said yes to a meeting, Clayton sent out meeting dates, but got no response.
  - ii Clayton will try again in Sept.
  - iii The previous members must elect new board members before the Friends group can proceed.
  
- d. Santa Claus Parade
  - i The Library Board will participate in the Santa Claus Parade

8. NEW BUSINESS

- a. Registration Day recap including off-site card registration
  - i Lots of interest in the Library
  - ii A few new library card registrations done, as well as program registrations.
  - iii We now have off-site registration forms with library cards attached, so new patrons can walk away with a card and the registration will be completed at the library.
  
- b. Director Travel budget
  - i Trips for various meetings, and conferences around the province, as well as truck rental for equipment pickup for the Makerspace has used up most of the funds allotted.

- ii. David is requesting the Board approve over-expenditure for Director Travel for 2016.

*Motion by Miranda Brun to increase the combined total of the Director's Travel Budget and Director's Courses and Conferences Budget by \$500 for 2016. Seconded by Sheldon Bossert. CARRIED*

- c. Staff Christmas Party budget

*Motion by Mirand Brun to approve the budget for the Library Staff Christmas Party up to \$1000. Seconded by Gail. CARRIED*

- d. Staff room door card coding
  - i. Quote received for card coding the door from the library to the staff area, used many times daily by staff.

*Motion by Sheldon Bossert to spend up to \$3500 from Capital Reserves to install card coded lock for the staff area door. Seconded by Lisa Berry. CARRIED*

- e. Homebound services
  - i. David is investigating offering one-on-one in-home service for patrons
  - ii. Will contact Insurance Company and Worker's Comp., to see what kind of off-site coverage we have
  - iii. Will require policy development
- f. 2017 Budget presentation to council (October 27, 2016)
  - i. David and Morgan will be doing a 15 min Budget presentation to Council on October 27, 2016 between 6 and 10 pm.
- g. Revision to Policy 92/04 (email vote)
  - i. Email vote Carried
- h. Revision to Policy 99/04
  - i. Change to reserves – Operating Reserve and Capital Reserve

*Motion by Miranda Brun to accept amended Policy 99/04 as presented. Seconded by Allison Santo. CARRIED*

- ii. Recommendation to amend 99/04 Schedule A

*Motion by Sheldon Bossert to approve 99/04 Schedule A as amended potentially using liability amounts as recommended by Insurance Company. Seconded by Renetta Peddle. CARRIED*

- i. Director evaluations (in camera)
  - i. removed

## 9. Correspondence

- a. Letter inviting the Library to present their budget to Council on Oct 27, 2016.
- b. Cheque received with the remaining funds for 2016 from the Province.

10. Upcoming Events

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

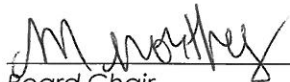
11. Roundtable

- a. Renetta – Will try to take the Board Basics on Oct. 1, 2016 in Camrose.
- b. Judy – Feels strange that summer is gone already, but it's good to get back into a routine.
- c. Sheldon – Has a brand new juicer for sale – Hot Deal!
- d. David – Right hand golf clubs and hardly used golf bag for sale, check Kijiji
- e. Morgan – Clayton got a job! Going back to school so has shut down her Day Home. Certified to teach first aid, has been doing that evenings and weekends. Their dog had puppies.... Life is very busy!

12. Next Meeting (s): October 3, 2016

13. Adjournment

*Motion by Morgan Northey to adjourn the meeting at 7:50 p.m. CARRIED.*

  
Board Chair

  
Board Secretary