



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

November 2, 2015

IN ATTENDANCE:

Sheldon Bossert, Councillor
Miranda Brun, Trustee
Brenda-Lee Dahlseide, Trustee
Alix Hennig, Chair
Stuart McGowan, Trustee
Morgan Northey, Trustee
Gail Shkolny, Trustee
Allison Santo, Trustee
Kelly Thompson, Trustee
David Larsen, Director
Susan Schulz, Recording Secretary

ABSENT: Kathleen Stevenson, Trustee

Call to order: Alix Hennig called the meeting to order at 6:02 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA
 - a. Additions to the agenda:
 - a. 8j) Bereavement
 - b. 8k) E-mail Vote
 - c. 8l) Staff Christmas Party

*Motion by Stuart McGowan to accept the agenda as amended. Seconded by Brenda-Lee Dahlseide.
CARRIED*

3. APPROVAL OF THE MINUTES OF THE October 5, 2015 REGULAR BOARD MEETING
 - a. Corrections:
 - a. 8g) should say Makers Space not Markerspace
 - b. 11) Morgan will be a stay at home Mom as of January 2016.

Motion by Allison Santo to approve the minutes of October 5, 2015 as amended. Seconded by Morgan Northey. CARRIED

4. FROM THE MINUTES
 - a. None.

5. FINANCIAL REPORT

- a. Monthly Financial Statements – David reviewed the financial statements.
 - a. Final installment of the grant has been received from the Province and will be reflected on the next set of financial statements.
 - b. Interest & Bank Charges – David will look into whether a minimum amount should be set for those using debit or credit cards.
 - c. Representative from AMSC to meet with David regarding insurance coverage.
 - d. Sheldon indicated that when he makes his budget presentation to Council on behalf of the library he will be asking for the full amount. Miranda Brun will send Sheldon an e-mail with the wording that the Board would like him to use in his motion for the COFS to accept the Library budget.

Motion by Sheldon Bossert to accept the financial statements ending September 30, 2015 as information. Seconded by Stuart McGowan. CARRIED

6. REPORTS

- a. Chair's Report – Alix Hennig
 - a. Danielle Larivee is now Minister of Municipal Affairs.

6:15 p.m. – Miranda Brun joined the meeting

- b. A letter, from the Metro Federation, was sent to the Minister of Municipal Affairs asking to meet the new minister.
 - c. The next Metro Federation meeting will be Wednesday November 4, 2015
 - d. Letter received from Bonnie Gray, from Municipal Affairs includes cheque for \$31,646.00 as the final installment of our grant.
 - e. Locked filing cabinet – Locksmith will be here November 3, 2015 to re-key the cabinet.
 - f. Letter from Brenda Molter indicating that Sheldon has been re-appointed for a one-year term expiring October 2016.
 - g. Armchair Travelers – November 17, 2015 – Alix will present information on hiking the Grand Canyon.
 - b. Personnel Committee – Allison Santo
 - a. Committee reviewed the Board Orientation Checklist.
 - b. Policy review process was discussed highlighting priorities
 - c. Stuart and David met to review, in detail, all policies of which 6 were chosen to have the committee review. Going forward, plans are to review each policy within 18 months.
 - c. Finance, Development and Advocacy Committee – Miranda Brun
 - a. Will meet after the Board meeting tonight.
 - b. Miranda to send e-mail to Sheldon regarding the budget motion
 - d. Report from Council - Sheldon Bossert

- a. Three upcoming budget meetings. Fort Saskatchewan is one of the top five growing cities in the province. Biggest topics will be:
 - 1. Transit
 - 2. Recreation Master Plan
 - 3. Snow removal
 - b. Water bills – a motion will be brought forward on November 10, 2015 asking administration to engage a 3rd party to audit the water system.
 - c. Hospice – a small group is in the process of forming a non-profit association.
- e. ALTA report – Stuart McGowan
- a. ALC – April 2016
 - 1. Stuart had applied to be a presenter but was not accepted.
 - 2. Theme will be “Shake It Up”.
 - 3. Three awards; small libraries with populations under 20,000 and one for large libraries with populations over 20,000, Award of Excellence and the Lois Hole award.
 - b. ALTA – next meeting will be November 19, 2015.
 - c. Stuart plans to put his name forward to be Vice President of ALTA.
 - d. Check out the ALTA website for more information.
- f. Director’s Report – David reviewed his report and highlighted:
- a. Kudos to Council and Administration for smoothing out the budget process – it was very much appreciated. Budget meeting is archived on City of Fort Saskatchewan website.
 - b. HalloTEEN night – about 10 children attended.
 - c. Halloween party – about 200 children attended.
 - d. David will be conducting a digital music and video presentation at St. Albert Public Library.
 - e. Miranda said that the Wall-E session was fantastic.

Motion by Gail Shkolny to accept reports a-f as information. Seconded by Kelly Thompson. CARRIED

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Book for Every Child/Lights Up –November 16 – December 4, 2015
 - a. Donations of new books only.
 - b. \$2.00 for a light bulb – donation goes towards buying new books for campaign.
 - c. Brenda-Lee will drop off some large boxes to be placed in the library for collection of books.
 - d. Food Gatherers society says that books for babies (cloth) and books for older teens are the type most needed.
 - e. Advertising – David will arrange a radio spot. Miranda will participate.
- b. Santa Claus Parade
 - a. Miranda has a truck and Morgan the playhouse. They will work together on the float.
 - b. Morgan will contact Kathy McDonald re: invoicing for the playhouse.

- c. Makers' Space quotes
 - a. Revised quotes have been received from KSN and RR Burpee Carpentry & Contracting.

Motion by Stuart McGowan that up to \$20,000 be spent hiring the firm RR Burpee Carpentry & obtaining from the Enrich the Experience funds to pay for the creation of the Makers' Space as soon as possible. Seconded by Miranda Brun. CARRIED.

- d. Council Roundtables
 - a. After discussion it was decided that David will continue to send 3 bullets, containing highlights of happenings at the library, 2 to 3 days prior to the second Council meeting of the month. Sheldon will present this information to Council.
 - b. David will send highlights for the December 15, 2015 meeting.

8. NEW BUSINESS

- a. Board Member Recruitment
 - a. Seven applications have been received.
 - b. Sheldon, Alix and Richard Gagnon will interview. The Board should know by December 8th who will be our new Board members.
 - c. Orientation will be prior to the January meeting.
 - d. Buddy program – current Board member will be paired up with incoming member.
- b. Provincial Funding – final installment cheque has been received.
- c. Library Budget Presentation to Council Oct. 29
 - a. Alix thanked David and staff for all the hard work to provide statistics
 - b. Free library membership update – many libraries around the area give free memberships
 - c. David felt that overall the budget was received positively by Council. We are asking for a 4.98 % increase.
 - d. Sheldon commented that the presentation was polished and very well done.
- d. Board orientation Checklist – this new schedule will be added to Policy 86/08 – Trustee Orientation and Continuing Education.

Motion by Miranda Brun that the Board Member Orientation Checklist be Schedule B of Policy 86/08 - Trustee Orientation and Continuing Education. Seconded by Kelly Thompson. CARRIED.

- e. Board Schedule for Bookshelf - Board members will create a small article for submission in the library "Bookshelf". This article is due by the first Friday of the previous month.

- a. January – Miranda
- b. February – Morgan
- c. March – Gail
- d. April – Allison
- e. May – Sheldon

- f. Board Christmas party/dinner
 - a. November 29, 2015 at the Sawmill, 11:00 – 1:00 p.m.

Motion by Miranda Brun to approve spending up to \$300.00 for the Board Christmas brunch on November 29, 2015. Seconded by Sheldon Bossert. CARRIED

- g. FSPL/SCL Board and Directors meeting November 25, 2015, at 7 p.m.
 - a. Will be held in the fireplace area.
 - b. David will arrange snacks.
- h. Board Retirees
 - a. Policy 92/03 – Recognition of Retiring (Departing) Board Members
 - 1. Indicates a lifetime membership and gift certificate shall be given in recognition. Gail will arrange for the next meeting.
- i. Retirement planning for Sue Schulz – to be discussed at the end of the meeting.
- j. Bereavement
 - a. Gail will arrange to have flowers and a card sent to Kathleen Stevenson.

Motion by Sheldon Bossert to spend up to \$50.00 for flowers and a card to Kathleen Stevenson. Seconded by Morgan Northey. CARRIED.

- k. E-Mail vote

Motion by Alix Hennig that the Library Board is in agreement that Kathleen Stevenson can miss 3 consecutive Board meetings: September, October and November 2015 without having to resign from the Fort Saskatchewan Library Board. Seconded by Sheldon Bossert. CARRIED.

- 1. Staff Christmas Party

Motion by Miranda Brun that up to \$1000.00 be approved for the staff Christmas function. Seconded by Allison Santo. CARRIED

9. CORRESPONDENCE

- a. A letter, from the Metro Federation, was sent to the Minister of Municipal Affairs asking to meet the new minister.

- b. Letter received from Bonnie Gray, from Municipal Affairs includes cheque for \$31,646.00 as the final installment of our grant.
- c. Letter from Brenda Molter indicating that Sheldon has been re-appointed for a one-year term expiring October 2016.

10. Upcoming Events

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

11. Roundtable

- a. Kelly – Deadwood was successful.
 - a. Kelly may be working on a cruise ship next year
- b. Brenda-Lee – youngest daughter started University this fall.
- c. Allison – impressed with all the programming – great selection and the colouring program was great fun.
- d. Gail – was recently in Boston
- e. Morgan – fostering a dog

8 i) Discussed at this point of the meeting

12. Next meeting: Monday December 7, 2015

13. Adjournment

Meeting adjourned at 8:29 p.m. CARRIED.

Board Chair

Board Secretary