



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

November 3, 2014

IN ATTENDANCE:

Sheldon Bossert, Councillor
Miranda Brun, Trustee
Brenda-Lee Dahlseide, Trustee
Alix Hennig, Trustee
Ian Hunt, Trustee
Stuart McGowan, Trustee
Gail Shkolny, Trustee
Kathleen Stevenson, Chair
Kelly Thompson, Trustee
David Larsen, Director
Susan Schulz, Recording Secretary

ABSENT: Allison Santo, Trustee

Call to order: Kathleen Stevenson called the meeting to order at 6:25 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF THE MINUTES OF THE October 6, 2014 REGULAR BOARD MEETING

Motion by Alix Hennig to approve the minutes of October 6, 2014 as circulated. Seconded by Stuart McGowan. CARRIED

4. FROM THE MINUTES

- a. Other Revenue line – David reported to the Board that the following amounts are included within this line: amounts from merchandise sold at the circulation desk such as book bags, donation under \$50.00, lost books and miscellaneous items.

5. FINANCIAL REPORT

- a. Monthly Financial Statements – David reviewed the financial statements:
 - a. The cheque from the Provincial government was received in October and shall be reflected on the October financial statements.
 - b. Other revenue for the month such as memberships was slightly lower due to the number of free memberships handed out.
 - c. Salary costs are slightly lower due to vacant positions earlier in the year.
 - d. Public Relations costs are slightly higher – a full page ad costing more than previous ads will now be placed in the Leisure Guide.

Motion by Miranda Brun to accept the financial statements. Seconded by Stuart McGowan. CARRIED

6. REPORTS

- a. Chair's Report – Kathleen Stevenson will be reporting on other business included further in the agenda.
- b. Personnel Committee – Stuart McGowan
 - a. Nothing to report at this time. The committee will be meeting immediately after the Board meeting tonight.
- c. Finance, Development and Advocacy Committee
 - a. The Library may be selling moustaches for \$1.00 during the month of November for Mo'vember.
 - b. Next meeting will be set for January.
- d. Report from Council - Sheldon Bossert
 - a. Sheldon approached a number of new businesses that have started up in Fort Saskatchewan and informed them about our Enrich the Experience campaign that will end December 31, 2014. He was asked to e-mail them more information to which end they will discuss it with their Board, committees or staff.
 - b. Mall development – is approved to go up to 6 stories with 85 units.
 - c. Families First – have been given first opportunity to use the old RCMP building for a nominal monthly fee
 - d. Bus lights – there have been a couple of public consultations. First reading of this bylaw ended with a 4 to 3 vote against. Another public consultation was held. Third reading ended with a 4 to 3 vote for the bylaw.
 1. Stop sign arms on the bus will have a camera and anyone passing the bus when the arm is out will be fined.
 2. The law which will be promoted for the next year will take effect in August 2015.
 - e. Council remuneration – a review of 5 other cities in the area showed that it has been 10 years since Council and the Mayor in Fort Saskatchewan has had a raise. This raise will bring Council to the mid-range of the reviewed cities.
 1. This will now be reviewed yearly.

- f. There will be three days of budget deliberation during November and December.
- e. Director's Report – David reviewed his report and highlighted:
 - a. Donation from DOW for the computer station for the physically/visually challenged is expected at any time.
 - b. Shelving end units – David is following through with the supplier and installers to rectify the damage.

Motion by Kelly Thompson to accept reports a-e as information. Seconded by Miranda Brun. CARRIED

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Location of Library Director's Office
 - a. David has received a quote from KSN and will get two additional quotes to be presented at the December 1, 2014 Board meeting.
- b. Hanging of artwork (location and event)
 - a. Artwork may be hung by the end of this week.
 - b. Once the Enrich the Experience campaign has ended and the donor wall has been updated, an unveiling event will take place during January or February of 2015 for both the artwork and the donor wall.
- c. Board Christmas party
 - a. Will be held December 14, 2014 at Modo Mio. Spouses are invited but must pay for their meal. Deadline to let Kelly know how many will be attending is November 15th.

Motion by Stuart McGowan to spend up to \$300.00 towards the board Christmas party. Seconded by Kelly Thompson. CARRIED

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

8. NEW BUSINESS

- a. Budget/Grant Request presentation to Council; response to Council questions
 - a. Sheldon informed the Board that David did a good job of separating the information that was requested by Council.
 - b. A discussion was held about some of the apparently hostile questioning from some Councillors
 - c. Stuart asked Sheldon to make sure that Council really understand how much was paid out to the contracted fundraiser for Enrich the Experience.
- b. Plan of Service (draft) – David highlighted information from the draft Plan of Service which will be sent to Alberta Municipal Affairs once completed.

c. Book for Every Child

- a. Kathleen, Alix and Gail will work on the project – deadline for taking books to food bank is December 1st.
 1. Letters will be given to school principals or their representatives as soon as possible.
 2. Boxes will be taken to participating schools next week.
 3. New books only will be taken to the food bank.
- b. “Light Up for Literacy” – patrons will be able to buy a paper light bulb for \$2.00 – their name will be written on the light bulb and then they will be strung around the library. Books will be purchased with the funds and sent to the food bank for the hampers.
- c. Usborne Book party at Kathleen’s house at 7 p.m. November 10th. Buy a book to donate to the library or just for yourself. A portion of proceeds will go towards the Book for Every Child campaign. An invitation will also go out to staff.

d. Santa Claus Parade

- a. November 29, 2014 – Kathleen - Kathleen has a quote for building a collapsible structure that could be placed in the back of a truck to be used for this and future parades. The Library board would like more specifics regarding materials being used in the building of the structure. Kathleen to e-mail information to the Board members.
- b. Brenda-Lee will use their truck

Motion by Gail Shkolny to purchase up to \$250.00 of candy and decorations for the parade. Seconded by Alix Hennig. CARRIED

9. CORRESPONDENCE

- a. Letter from Brenda Rauckman from City of Fort Saskatchewan Legislative Services announcing that Sheldon has been reappointed as Council representative to the Board.

10. Upcoming Events

- a. Personnel Committee meeting immediately following Board meeting November 3, 2014

11. Roundtable

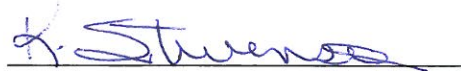
- a. Kelly – Deadwood was very successful with a record attendance. Over \$600.00 was received. Plans are already underway for Deadwood 2015. Presentation of a cheque to the Library will be November 17th – time to be announced.
- b. Sheldon – handed out free coffee coupons to everyone
- c. Ian – last meeting will be in December
- d. Alix- she has a bookworm craft that she will bring to the next Board meeting.


- e. Kathleen – It was decided to move the January meeting to January 12, 2015 since some people will be away for the scheduled January 5, 2015.
 - a. Discussion as to who will take Board minutes in 2015 – this will be on the agenda for January 2015 Board meeting.
- f. Stuart – Sheeptown Players’ fundraiser raised \$500.00 for Meals on Wheels.

12. Next meeting: Monday, December 1, 2014, 6 p.m. Fort Saskatchewan Public Library Program Room

13. Adjournment

Motion by Kelly Thompson to adjourn the meeting at 8:52 p.m. CARRIED.


Board Chair


Board Secretary