



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

October 5, 2015

IN ATTENDANCE:

Miranda Brun, Trustee
Alix Hennig, Chair
Morgan Northey, Trustee
Gail Shkolny, Trustee
Allison Santo, Trustee
Kelly Thompson, Trustee
David Larsen, Director – via Facetime
Susan Schulz, Recording Secretary

ABSENT: Sheldon Bossert, Councillor, Kathleen Stevenson, Trustee and Stuart McGowan, Trustee, Brenda-Lee Dahlseide, Trustee

Call to order: Alix Hennig called the meeting to order at 6:17 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA
 - a. Add 8i) Sheldon Bossert's e-mail motion

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

3. APPROVAL OF THE MINUTES OF THE September 14, 2015 REGULAR BOARD MEETING
 - a. Correction to Miranda Brun's comments in last month's roundtable. Miranda is now a Doctor in Philosophy in Experimental Oncology.

Motion by Morgan Northey to approve the minutes of September 14, 2015 as amended. Seconded by Miranda Brun. CARRIED

4. FROM THE MINUTES
 - a. None.
5. FINANCIAL REPORT
 - a. Monthly Financial Statements – David reviewed the financial statements.
 - a. An insurance survey is in the process of being completed to ensure that we are adequately covered.
 - b. David asked the Board to approve an overage in the PR budget for 2015.

Motion by Kelly Thompson to approve an over expenditure of up to \$8000.00 in the Public Relations budget for 2015. Seconded by Miranda Brun. CARRIED

Motion by Allison Santo to accept the financial statements ending August 31, 2015 as information. Seconded by Morgan Northey. CARRIED

6. REPORTS

- a. Chair's Report – Alix Hennig
 - a. Board recruitment packages are being distributed to various locations throughout the City of Fort Saskatchewan.
 1. Advertising for this next year should include that it is a volunteer position.
 - b. Joint meeting of our Library Board and Strathcona County Library Board to be held at Fort Saskatchewan with a proposed date of November 25, 2015. Location TBD.
 - c. A Board orientation checklist will be discussed at the Personnel committee meeting.
 - d. Discussion re: Board safe...in Library workroom but where are the Keys? Generally keys are held by Director and Board Chair. Alix to investigate.
- b. Personnel Committee – Stuart McGowan absent
- c. Finance, Development and Advocacy Committee – Miranda Brun
 - a. Lights Up! – November 27, 2015.

Motion by Miranda Brun to have the library remain open an additional 2 hours for Lights Up! November 27, 2015. Seconded by Morgan Northey. CARRIED

- b. Xmas trees will once again be placed throughout the library for the season.
- c. Annual booksale will be moved to June of each year.
- d. Book for Every Child – the Board will oversee this program again this year but the Friends of the New Fort Saskatchewan Public Library may take it on next year.
- d. Report from Council - Sheldon Bossert absent – Alix Hennig gave Sheldon's report.
 - a. Here We Grow – open houses planned.
 - b. Budget discussions – to be held the third week of November.
 - c. Also on the agenda are the transit system and the organics pilot program
 - d. Work still needs to be done on the Recreation plan.
 - e. Grand opening of the RCMP station was last Saturday
- e. ALTA report – Stuart McGowan - absent

- f. Director's Report – David reviewed his report and highlighted:
 - a. KSN quote for the makerspace did come in today and will be discussed in 8g.

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

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES - none

8. NEW BUSINESS

- a. Book for Every Child
 - a. The Board will look after this program again this year.
 - b. Lights Up for Literacy campaign will once again be held this year, November 16 – December 1, 2015.
 - 1. David will co-ordinate PR for this event
 - 2. Miranda will check with CO-OP to see if they will promote the program.
 - 3. Kathleen and Morgan plan to hold a book party again this year in support of this program
- b. Library Card fees

Motion by Miranda Brun that as of January 1, 2016, the Library will implement free library cards depending on the full grant received as requested from the City of Fort Saskatchewan. Seconded by Morgan Northey.

- Discussion: Strathcona County Library has proposed eliminating card fees in 2016.

CARRIED.

- c. Santa Claus Parade
 - a. Morgan or Miranda to get a truck for the parade.
 - b. Decision on what help is required will be discussed at the next Board meeting.

Motion by Gail Shkolny to spend up to \$200 on candy and decorations for the parade. Seconded by Morgan Northey. CARRIED.

- d. Library Budget Presentation to Council Oct. 29
 - a. Letter from Shannon Andruchow, Senior Accountant, Financial Services for the City of Fort Saskatchewan, inviting the Library Board to meet with Council on October 29, 2015 to provide information regarding our request for financial support. If questions arise after the presentation date Council may call the Board back on any of the following dates: November 17th, 19th, or 23rd.
 - b. David and Alix will prepare the presentation.

e. Council Roundtables

Motion by Miranda Brun to cancel the Council Roundtable discussion until Sheldon Bossert is in attendance. Seconded by Allison Santo. CARRIED.

- f. Board Retreat Feedback - comments
 - a. Overall comments were that the agenda was well put together with the Board Chair keeping things moving along very well.
 - b. Having speakers, Jessica Littlewood and Paula Simons, here was an excellent idea as well as being able to open up a public speaking session with Paula and having the opportunity to have a one on one session with Jessica.
 - c. One suggestion for next year was to have the lunch break outside of the library providing a social atmosphere for the break.

- g. Markerspace quotes
 - a. The revised quote including electrical from KSN was received today. They suggested a different way of dealing with the floor in order to lower the cost of the quote.
 - b. David will wait for the revised quotes from other two contractors before making a decision and seeking approval at the next board meeting.

- h. Enrich the Experience funds to be expended
 - a. David reviewed this information with the board indicating that items will be ordered soon.

- i. Sheldon Bossert's e-mail motion

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

9. CORRESPONDENCE

- a. The Board Chair received letters from Brenda Molter, Director, Legislative Services for the City of Fort Saskatchewan, informing her of the library Board trustee positions that will expire on December 31, 2015.

10. Upcoming Events

- a. Personnel Committee meeting following the Board meeting.

11. Roundtable

- a. Alix thanked Susan Schulz for her 27 years at the library.
- b. Susan replied by saying that she has enjoyed her time here and has seen many changes over the years but it is time to leave and pursue personal activities.
- c. Morgan is now a stay at home Mom.
- d. Gail said she was happy for Sue.
- e. Kelly said he was glad to be back.
 - a. Deadwood will be held at the end of the month.

- f. Alix thanked everyone for coming tonight and for getting Board and/or Committee meeting minutes out to the Board ahead of time.

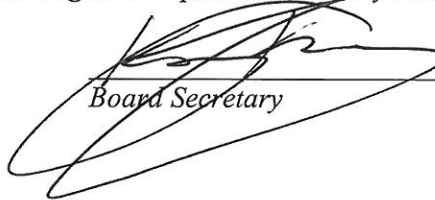
12. Next meeting: Monday November 2, 2015

13. Adjournment

Motion by Miranda Brun to adjourn the meeting at 7:53 p.m. Seconded by Allison Santo, CARRIED.



Board Chair



Board Secretary

