



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

October 6, 2014

IN ATTENDANCE:

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

ABSENT: Kathleen Stevenson, Chair

Call to order: Ian Hunt called the meeting to order at 6:24 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA
 - a. Additions: Memberships (7d)

Motion by Stuart McGowan to accept the agenda as amended. Seconded by Miranda Brun. CARRIED

3. APPROVAL OF THE MINUTES OF THE September 4, 2014 REGULAR BOARD MEETING

Motion by Alix Hennig to approve the minutes of September 4, 2014 as circulated. CARRIED

4. FROM THE MINUTES – nothing
 - a. Monthly reports – Numbers highlighted in red are imports from Diamond representing a credit balance. 2013 numbers are not highlighted as they have been pulled from other reports and then inserted into the monthly financial statement.
 - b. Telephone bill – a credit was received from Telus on July 30, 2014 and is now indicated on the monthly financial statement. There is now a credit balance for that line item.

5. FINANCIAL REPORT

- a. Monthly Financial Statements – David reviewed the financial statements:
 - a. David will report back to the Board as to what is included in the Other Revenue line
 - b. Sheldon – reviewed budget presentation procedure.

Motion by Kelly Thompson to accept financial statements. Seconded by Stuart McGowan. CARRIED.

6. REPORTS

- a. Chair's Report – Kathleen Stevenson absent.
 - a. Ian is very appreciative of the hard work and dedication of Board and staff regarding the Board Retreat.
- b. Personnel Committee – Stuart McGowan reported
 - a. Echoed Ian's accolades of the Board Retreat
 - b. The Committee will be reviewing library policies over the next few months including adding a voting by e-mail policy.
 - c. The next Personnel Committee will be immediately following the Board meeting on November 3, 2014.
 - d. The Finance, Development and Advocacy Committee meeting will be prior to the Board meeting on November 3, 2014.
- c. Finance, Development and Advocacy Committee – will meet after the Board meeting
 - a. Kelly commented on enjoying the Board Retreat as many ideas arose at that time.
 - b. Sheldon asked for an overview of what would be included within the budget amount being presented to Council. David indicated that increase in staff programming hours, the increase of 7 hours per week for technical support and salary grid increases make up the bulk of that request.
 - c. Fundraising monies are primarily designated for enhanced operating and capital purchases and are not used as regular operating expenses.
- d. Report from Council - Sheldon Bossert
 - a. October 14, 2014 Council meeting has the school bus lights concern on the agenda. Sheldon provided some background information to this agenda item and indicated that community groups would have time to provide their input.
 - b. October 21, 2014 – budget presentations from non-profit organizations begin
 - c. Mall redevelopment is well underway
 - d. Motorcycle noise has been an issue
 - e. DCC expansion discussions on-going
- e. Director's Report – David reviewed his report and highlighted:
 - a. The current emergency response plan will be redrafted with new secondary floor wardens listed. David has had a meeting with staff from the Volunteer Centre and Jordan Desrosiers, Health and Safety Advisor for the City to

- discuss who should be checking washrooms during an alarm – both parties will check.
- b. David invited Board members to view, after the Board meeting, the new AV equipment (Smart TV, etc.) in the Teen area.
 - c. David attended the Interagency meeting last month. A new pamphlet rack will be made available in the library to hold information from all groups within the community.
 - d. David thanked everyone for their input at the Board Retreat.
 - e. Pages IV Forum – David and a few staff members attended this forum at the downtown branch of Edmonton Public Library.
 - f. Enrich the Experience campaign. More names need be added to the donor wall. David will send Sheldon a list of named opportunities still available.
 - g. Sheldon asked if other types of drills were being performed. “Shelter in Place” and lockdown procedures shall be included in the new emergency response plan to be drafted by the City. Drills may be available.

Motion by Allison Santo to accept the Director’s report as information. Seconded by Miranda Brun. CARRIED.

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Enrich the Experience (campaign close?)

Motion by Stuart McGowan to close off the Enrich the Experience campaign by December 31, 2014. Seconded by Brenda-Lee Dahlseide. CARRIED

- b. Location of Library Director’s Office
 - a. David has spoken with Chris Enders and Facilities Foreman Ron Hale as to possibilities for relocation of the Director’s office. David will get quotes and present to the Board for final approval.
- c. Fines and loan periods
 - a. David presented proposed amendments to the amount of fines charged and number of items loaned. *Policy 86/05 Schedule A – Number of Items Loaned* and *Bylaw No.1 Schedules B & C* were discussed.
 - b. Policy 86/05 – Number of Items Loaned
 - 1. Include maximum limit of 100 books loaned per borrower card
 - 2. Slight wording change to include Blu-rays
 - 3. Include AV Express and Bestseller Express books – 1 item each per borrower card.

Motion by Stuart McGowan to accept changes to “Policy 86/05 Schedule A - Number of Items Loaned” as presented. Seconded by Miranda Brun. CARRIED.

c. Bylaw No. 1 Schedule B

1. To remove Tapes from Language Tapes and replace with AV, and to remove Videos from the Bylaw
2. To add: Blu-rays and their loan periods; A/V and Bestseller (Books) Express and their loan periods; and to change the cost of colour photocopies to cost of colour printing.

Motion by Miranda Brun that Schedule B of Fort Saskatchewan Public Library Bylaw No.1 be amended as proposed, therefore given first reading. Seconded by Kelly Thompson. CARRIED

Motion by Stuart McGowan that Schedule B of Fort Saskatchewan Public Library Bylaw No.1 be amended as proposed, therefore given second reading. Seconded by Miranda Brun. CARRIED

Motion by Stuart McGowan that Schedule B of Fort Saskatchewan Public Library Bylaw No.1 be amended as proposed, therefore given third reading. Seconded by Ian Hunt. CARRIED

d. Bylaw No. 1 Schedule C

1. To change fines for Adult books/Magazines to \$.25 per item per day
2. To change Audio cassettes to read Audio books
3. To remove Videos and add Blu-rays
4. To change Multimedia Kits to Language AV (and other kits)
5. To add AV Express and Bestseller Express (books)
6. To change fines for DVD and Blu-ray to \$.40 per item per day
7. To change the "Procedures for Retrieving Overdue Resources" to include e-mail notification, and to add the statement, "After 30 days, the member will be contacted again whereby replacement and processing costs shall be charged".
8. To change the limit at which suspension of borrowing privileges begins to \$10.00.

Motion by Kelly Thompson that Schedule C of Fort Saskatchewan Public Library Bylaw No.1 be amended as proposed, therefore given first reading. Seconded by Gail Shkolny. CARRIED

Motion by Allison Santo that Schedule C of Fort Saskatchewan Public Library Bylaw No.1 be amended as proposed, therefore given second reading. Seconded by Miranda Brun. CARRIED

Motion by Stuart McGowan that Schedule C of Fort Saskatchewan Public Library Bylaw No.1 be amended as proposed, therefore given third reading. Seconded by Brenda-Lee Dahlseide. CARRIED

d. Memberships – not addressed as agenda item

8. NEW BUSINESS

- a. Plan of Service – board Retreat (review)
- b. Credit Card Limits
 - a. An over limit fee will no longer be charged on Corporate credit cards as the cards will now stop working automatically when the limit is reached.
 - b. Staff will set up online banking for VISA information

Motion by Kelly Thompson to raise the limit on the Library Director's credit card to \$10,000. Seconded by Allison Santo. CARRIED

- c. Hanging of Artwork (location and event)
 - a. After a Board discussion, it was decided that Ian will talk to the artist to discuss the hanging of the artwork.
- d. "Lights Up" event (late close)
 - a. Friday November 28, 2014

Motion by Miranda Brun to have the Library stay open until 8 p.m. on Friday November 28, 2014. Seconded by Gail Shkolny. CARRIED

- e. Policies
 - a. Personnel committee will look at updating policies at their next meeting
- f. Book for Every Child – tabled to the next Board meeting
- g. Santa Claus Parade – tabled to the next Board meeting
- h. Board Christmas party
 - a. Kelly has offered to look after arranging the location of this year's Christmas party. Suggested venue was Modo Mio. Kelly will send out an e-mail to Board members for other suggestions including dates (December 14th was selected). Deadlines for suggestions will be October 20, 2014.

9. CORRESPONDENCE

- a. Letter from Christi Lein, Community Events Specialist at the City of Fort Saskatchewan inviting our participation in the annual *Enchanted Forest* and *Lights Up* event this year
- b. Letter from DOW Chemical confirming a donation will be made to the Fort Saskatchewan Public Library under the DOW Gives program.

10. Upcoming Events

- a. Deadwood – October 17/18, 2014, 6:30-9 p.m.– volunteers are needed – if interested please contact Kelly Thompson.
- b. Sheeptown Players – Haunted House walk – October 25, 2014 – 51 Rocque Drive, in support of the Meals on Wheels program.

c. Budget Presentation to Council October 21, 2014 at 6:15 p.m.

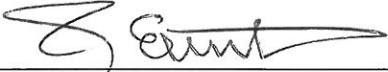
11. Roundtable

- a. Alix – Gail and Alix went to the Library Basics Workshop – very good. Both will work at the International Day of the Girl Saturday October 11, 2014. Alix would like a discussion sometime in the next year regarding memberships to the library.
- b. Gail – from the workshop one motto was to “tell good stories about your library every day”.
- c. Stuart – attended the AUMA conference on behalf of the Alberta Trustees Association. 800 goodie bags gone by noon on Thursday. Stuart also attended the Yellowhead Regional Library conference.
- d. Ian – thank you for a very productive meeting

12. Next meeting: Monday, November 3, 2014, 6 p.m. Fort Saskatchewan Public Library Program Room

13. Adjournment

Motion by Stuart McGowan to adjourn the meeting at 8:25 p.m. CARRIED.

Vice 
Board Chair
LEHONT


Board Secretary