



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

September 14, 2015

IN ATTENDANCE:

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

ABSENT: Sheldon Bossert, Councillor; Kathleen Stevenson, Trustee and Kelly Thompson, Trustee

Call to order: Alix Hennig called the meeting to order at 6:07 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

Motion by Allison Santo to accept the agenda as presented. Seconded by Morgan Northey. CARRIED

3. APPROVAL OF THE MINUTES OF THE June 1, 2015 REGULAR BOARD MEETING

Motion by Stewart McGowan to approve the minutes of June 1, 2015 as amended. Seconded by Gail Shkolny. CARRIED

4. FROM THE MINUTES
 - a. None.
5. FINANCIAL REPORT
 - a. Monthly Financial Statements – David reviewed the financial statements.

Motion by Stuart McGowan to accept the financial statements ending July 31, 2015 as information. Seconded by Miranda Brun. CARRIED

6. REPORTS

- a. Chair's Report – Alix Hennig
 - a. Congratulations to Miranda on obtaining her Doctorate in Philosophy for Oncology Research
 - b. Next Metro meeting will be November 4, 2015 at Strathcona County Library.
 - c. Letter sent, on behalf of the Metro Edmonton Library Federation, to The Honourable Deron Bilious MLA to congratulate him on his appointment as Minister of Municipal Affairs.
 - d. Board retreat – David will look after ordering food for luncheon and coffee breaks. Jessica Littlewood will be joining the Board for part of the morning.
 - 1. The day should begin promptly at 9 a.m.
 - 2. Please come with your comments/questions for Jessica.
 - e. Thank you cards have been signed for the Rotary Club, Jessica Littlewood and Paula Simon.

- b. Personnel Committee – Stuart McGowan
 - a. Policy review to begin.
 - b. Morgan will now be on the committee.

- c. Finance, Development and Advocacy Committee – Miranda Brun
 - a. To be discussed:
 - 1. David will discuss plans for how the Enrich the Experience funds will be distributed.
 - 2. Roles of The Friends of the Library Society
 - 3. Outreach to the schools
 - 4. Budget.

- d. Report from Council - Sheldon Bossert
 - a. No report – Sheldon absent.

- e. ALTA report – Stuart McGowan
 - a. Meeting last week
 - 1. Provincial grant may change how funds will be distributed to libraries
 - 2. Stuart made a presentation at the Northern Lights Library conference and participated in the Trustee forum, from PLSB, about small urban centres having public and school libraries housed together in the schools.
 - 3. Board members appreciate that they are now getting the ALTA newsletter.

- f. Director's Report – David reviewed his report and highlighted:
 - a. Personal information is not stored on public computers – the software program Deep Freeze deletes it each night.

Motion by Morgan Northey to accept reports a-f as information. Seconded by Miranda Brun. CARRIED

7. OLD BUSINESS/BUSINESS ARISING FROM THE MINUTES

- a. Library Director's office

Motion by Miranda Brun to approve the increased cost of the invoice for the renovations of the Director's office. Seconded by Brenda-Lee Dahlseide. CARRIED

- b. July 1st parade update
- a. Job well done. Another play house will be purchased as the first one was too large.

8. NEW BUSINESS

- a. Library Director evaluation

Motion by Alison Santo to accept the Director's evaluations as circulated. Seconded Miranda Brun. CARRIED.

Motion by Brenda-Lee Dahlseide to destroy the original evaluations from both staff and board. Seconded by Gail Shkolny. CARRIED.

- b. Board Retreat / Paula Simon's speaking fee to charity
- a. Paula will not take a fee but asks that the honorarium go towards a charity.

Motion by Gail Shkolny that the fee intended for Paula Simons be split between the Multicultural Association and the Rotary Club's Imagination Library program in the amount of \$75.00 for each organization. Seconded by Miranda Brun. CARRIED

- c. Acting Director in Director's absence

Motion by Miranda Brun to go in camera at 7:10 p.m. Seconded by Stuart McGowan.

Motion by Allison Santo to go out of camera at 7:20 p.m. Seconded by Gail Shkolny.

Motion by Stuart McGowan that when the Library Director has to be away the Public Services Librarian will be Acting Director and if both are away the Operations Manager will Acting Director. Seconded by Brenda-Lee Dahlseide. CARRIED

- d. Neighbour Day – Allison, Kelly, Kathy and Alix attended.
- a. The Board members present at Neighbour Day felt that the Pivotal Physiotherapy business sign above the library booth interfered with the advertising of the Library's booth.
- b. Suggestions of some giveaways for 2016.
- c. Library Resource for Newcomers brochure was handed out.
- e. Book for Every Child – to be discussed at the FDA committee meeting later tonight

- f. Council roundtables
 - a. Tabled to the next meeting for Sheldon to address
- g. Makerspace quotes – 3 quotes received
 - a. Electrical is not included in any of the quotes.
 - b. David will ask each company to add electrical and a timeline to an updated detailed quote. Deadline for submission of new quote is to be October 1, 2015.
- h. Friends of the Library – roles – to be discussed at the FDA committee meeting.
- i. Board Trustee hours tracking – tally by end of December 2015 and then give to Sue Schulz who will add the information to the annual report.
- j. Letter to Finance Minister from Board / pre-budget consultation September 10.
 - 1. Pre-budget consultation – only elected officials and our Library Board Chair were present. Alix was able to discuss her letter and concerns.

9. CORRESPONDENCE

- a. Letter from Bonnie Gray acknowledging that the 75 % of provincial funding has been issued.
- b. Email from Diana Davidson indicating that Municipal Affairs will begin processing the remaining 25% of the provincial funding immediately.
- c. Letter to Bill Gordon, President of the Rotary Club, thanking members of the club for the help with the booksale, and for the money given to the library for our teen nights.
- d. Letter to Honorable Joe Ceci, Minister of Finance, expressing concerns over funding.

10. Upcoming Events

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


11. Roundtable


- a. David – took a few weeks' vacation this summer.
- b. Brenda-lee – Iceland and Norway this summer. Went to the library in Oslo – very good summer. Great to get back to work.
- c. Stuart
 - a. Friend who went into Airdrie library was quite impressed with the library. Plans are for a new library in 2016/2017. Their membership was \$20.00 per person.
 - b. Fringe play this year with Bill Roberts – good way to network with other groups.
- d. Alix – would really like to see that all committees and board meeting minutes go out to all members within two weeks of the meeting. A draft watermark was suggested.

12. Next meeting: Monday October 5, 2015

13. Adjournment

Motion by Miranda Brun to adjourn the meeting at 7:58 p.m. Seconded by Brenda-Lee Dahlseide.


Board Chair


Board Secretary

