



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

September 4, 2014

IN ATTENDANCE:

Brenda-Lee Dahlseide, Trustee
Alix Hennig, Trustee
Ian Hunt, Trustee
Allison Santo, Trustee
Gail Shkolny, Trustee
Kelly Thompson, Trustee
David Larsen, Director
Susan Schulz, Recording Secretary

ABSENT: Sheldon Bossert, Councillor, Miranda Brun, Trustee, Stuart McGowan, Trustee and Kathleen Stevenson, Trustee

Call to order: Ian Hunt called the meeting to order at 6:10 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

Motion by Kelly Thompson to accept the agenda as presented. CARRIED

3. APPROVAL OF THE MINUTES OF THE June 2, 2014 REGULAR BOARD MEETING
 - a. 4 f.a. Alixs' surname was spelled incorrectly. (Henning should be Hennig)

Motion by Gail Shkolny to approve the minutes of June 2, 2014 as ammended. CARRIED

4. FROM THE MINUTES – nothing
5. FINANCIAL REPORT
 - a. Monthly Financial Statements – David reviewed the financial statements and highlighted:
 - a. The slightly new format
 - b. The Telus credit is not yet reflected in the statements. David will check for its inclusion with next month's statements
 - c. Government transfer –Library's grant application forms that had been sent to the City of Fort Saskatchewan for additional information, were received today and will be forwarded to Mari Scott at Municipal Affairs prior to September 15th. Annual grant is usually received sometime in October of each year.

- d. David will check as to the why some figures in the financial statements are highlighted in orange.

Motion by Alix Hennig to accept financial statements. Seconded by Allison Santo. CARRIED.

6. REPORTS

- a. Chair's Report- Kathleen Stevenson absent
- b. Personnel Committee- Ian Hunt reported that the following was discussed at the last meeting on June 3, 2104.
 - a. Review of the policy review timeline
 - b. Plan of service
 - c. Agenda for board retreat
- c. Finance, Development and Advocacy Committee – no meeting
- d. Fundraising Committee
 - a. Nothing to report – no meeting
- e. Report from Council - Sheldon Bossert absent
- f. Director's Report – David reviewed his report and highlighted:
 - a. Security
 1. Circulation staff will start work 15 minutes earlier and stay 15 minutes past closing in order to complete closing procedures, including the security checklist that was recently implemented.
 2. David is looking into a PA system
 3. Gate for the top of stairs has been contracted out to be built
 - b. Budget is to be presented to Council October 21, 2014 at 6 p.m.
 - c. Enrich the experience funds are now being spent
 - d. One weekend in October is planned for the first Maker's Space program. Possibly a joint program with Families First Society
 - e. Music creation station – David to host a program
 - f. A Mac book air has been purchased including video editing software
 - g. Programming statistics: 203 joined the Summer Reading Program, 27 in-library summer sessions with approximately 351 participants. 108 attended the Puppets in the Park,
 - h. Artwork to be hung above the fireplace – planned unveiling to be discussed
 - i. Plan of Service
 1. Survey Monkey is being used
 2. Staff are entering paper survey information into survey monkey
 3. Staff mini-plan of service workshop went very well

Motion by Brenda-lee Dahlseide to accept the Director's report as information. Seconded by Alix Hennig. CARRIED.

7. NEW BUSINESS

- a. Plan of Service (update)
 - a. Board retreat will be September 27, 2014, 9:30-4 in the Library Program Room
 1. David will send agenda to Board members
- b. DOW Community Grant (update)
 - a. David and Ian submitted an application earlier this year for a mobile desk with associated equipment for the physically impaired – wheelchair accessible.
 - b. The library was successful and will receive \$5000.00 for the project.
- c. Enrich the Experience (update, donor wall, campaign open/close)
 - a. Fundraising monies are being spent
 - b. Donor wall – Kathy McDonald is working with our graphic designer to get the next batch of names on the donor wall.
 - c. End date of the fundraising campaign to be discussed at the next Board meeting.
- d. FundTracker Pro fundraising system
 - a. Online system enabling you to search for potential donors. Data mining where the system collects information from annual reports of companies.
 1. A trial for a day is available – David is going to test it out.
- e. Location of Library Director's Office
 - a. Discussion as to having the Director's office relocated to the main floor of the library.

Motion by Alix Hennig that David approach the City with regard to getting three quotations for structural changes to enable the relocation of his office to the main floor of the library. Seconded by Kelly Thompson. CARRIED

- f. Fines and loan periods
 - a. David reviewed some of our current fine rates indicating that he would like to see the rates lowered.
 - b. David will bring a proposal to the next Board meeting.
- g. Staff schedule changes – discussed with the Director's report
- h. Budget Presentation to Council October 21, 2014 at 6 p.m.
- i. Library Director evaluation forms – please have them to Stuart by September 9, 2014.

8. Recycling at the Library
 - a. We now have bins inside the library for non-refundable plastics, refundable plastics and paper.
 - b. Library Custodian will remove recycling of non-refundable plastics from the staff room to the bin outside.
 - c. Staff are responsible for disposing of all other recycling materials.

Correspondence

- a. Board basics workshop – Alix and Gail to attend the workshop, possibly in Bon Accord

9. Upcoming Events

- a. Personnel Committee Meeting – Thursday, September 4, 2014 immediately following the Board meeting – cancelled


10. Roundtable

- a. Gail – glad to be back
- b. Allison – thanks to Ian for noticing the DOW grant in the newspaper
 - a. Bookshelf – no Saturday hours. Staff will fix
- c. Kelly – school has started.
 - a. October 17/18 Deadwood haunted tour at Museum. Proceeds going to FSPL.
 - b. Will send dates for next Finance Committee meeting.
- d. David
 - a. Circulation statistics comparison : August 2013 – 12,768, August 2104 – 14,366. Borrower cards also up for the year
 - b. Suggestion to paint the program room wall, maybe with chalkboard paint
- e. Sue – I need two Board members who were in attendance at the June meeting to sign the June minutes.
- f. Brenda-Lee – good summer, glad to get back to routine.
- g. Ian – thanks very much everybody


11. Next meeting: Monday, October 6, 2014, 6 p.m. Fort Saskatchewan Public Library Program room

12. Adjournment

Motion by Kelly Thompson to adjourn the meeting at 8:22 p.m. CARRIED.



Vice Board Chair



Board Secretary