



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

September 11, 2017

### IN ATTENDANCE

Renetta Peddle, Chair  
Miranda Brun, Vice-Chair  
Lisa Berry, Trustee  
Craig Blackmore, Trustee  
Nadia den Boon, Trustee  
Judy Raaschou, Trustee  
Don Segberg, Trustee  
Michele Feser, Library Director  
Kathy McDonald, Recording Secretary

### REGRETS

Al Stewart, Trustee  
Sheldon Bossert, Councillor

### GUEST

Lindsay Morey, Fort Saskatchewan Record

Call to order: Renetta Peddle called the meeting to order at 5:55 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

*Motion by Renetta Peddle to approve the agenda. Seconded by Miranda Brun. CARRIED.*

3. APPROVAL OF THE MINUTES OF THE JUNE 05, 2017 REGULAR BOARD MEETING

*Motion by Renetta Peddle to approve the minutes of June 05, 2017. Seconded by Lisa Berry. CARRIED.*

4. FROM THE MINUTES  
Nothing.

5. FINANCIAL REPORT
  - a. Monthly Financial Statements – May 31, 2017; June 30, 2017; July 31, 2017
    - i. New easily read format developed by Michele, Colleen Wagner, and Kathy.
    - ii. Michele mentioned that most of the grants have been received, and that expenditures are on target.
6. REPORTS
  - a. Chair's Report – Renetta Peddle
    - i. Thank you to Kathy for reformatting the FSPL policies and posting them to the website.
    - ii. Board vacancy – one position will be advertised by the City of Fort Saskatchewan.
  - b. Personnel Committee – Renetta Peddle
    - i. Policies are now available on the library's website.
    - ii. Meeting tonight, will be discussing the Emergency Plan, and a Room Booking Procedure.
    - iii. Patron Code of Conduct

*Motion by Renetta Peddle to accept the Fort Saskatchewan Public Library Code of Conduct as policy. Seconded by Miranda Brun. CARRIED.*

- c. Finance, Development and Advocacy Committee – Miranda Brun
  - i. 2018 Budget will be presented to City Council on Thursday, November 02.
  - ii. Little Free Libraries  
A few Little Free Libraries are in place throughout Fort Saskatchewan. The Board will wait until the Early Years Coalition launches.
  - iii. The Financial Policy (#99/04) will be reviewed at the next committee meeting.
- d. Report from Council – Sheldon Bossert  
Nothing.
- e. ALTA Report  
ALTA Rep Colleen Ochocki was not able to attend tonight's meeting.
- f. Director's Report  
Michele reviewed the report and highlighted:
  - Staff Development Day was a great success. Next year's may be a full day.
  - Staff members are attending First Aid Training in the next few months. Thanks to Harbour Pool staff for instructing free of charge.
  - 4 staff attended, and 2 staff presented at the recent Yellowhead Regional Library Conference.
  - Great summer of programming.

- A year-long library card campaign (My City My Library My Card) will launch on October 03. The Mayor will be reading a proclamation.
- IT Server Room expansion, and the website update, are scheduled to be completed by the end of December.
- Diane Yanch and Michele have drafted a lease agreement, and it will be shared with the board prior to its signing.
- The majority of the funds from Shell have been spent; more technology items coming.

*Motion by Judy Raaschou to accept reports 5.a, and 6.a. through 6.f. as information. Seconded by Lisa Berry. CARRIED.*

7. OLD BUSINESS / BUSINESS ARISING FROM THE MINUTES
  - a. Board Retreat – September 16 – draft agenda distributed.
  - b. July 01 Parade Recap – Nadia, Craig, Lisa, Renetta, Sam, and Donna. Bookmarks were a hot item; did not run out of candy.

*Motion by Miranda Brun to use the books left over (not redeemed) from the parade for the Christmas Hamper Campaign. Seconded by Craig Blackmore. CARRIED.*

- c. Recognition for David Larsen – a plaque for the Makerspace will be ordered from Roland's Jewelry.

8. NEW BUSINESS
  - a. Email Motion / Vote regarding board meeting dates.

*Motion by Renetta Peddle to move monthly board meetings to the second Monday of every month to ensure a more up-to-date financial statement and monthly report. Seconded by Don Segberg. CARRIED.*

- b. Email motion / Vote regarding financing of card campaign

*Motion by Renetta Peddle to move \$6,000 from the Furniture and Shelving Replacement line (126) to the Public Relations and Advertising line (55) for the roll out of our Card Campaign in Fall 2017. Seconded by Miranda Brun. CARRIED.*

- c. Expansion of Server Room

*Motion by Miranda Brun to use \$25,000 from the Capital Reserve fund for the expansion of the server room. Seconded by Renetta Peddle. CARRIED.*  
*Lindsay Morey joined the meeting at 6:42 pm*

- d. Website – contractor hired.

9. CORRESPONDENCE
  - a. Letter from Public Library Services enclosing 2017 Library Operating Grant.

10. UPCOMING EVENTS

- a. September 16 (9 am) – Board Retreat
- b. October 02 (6 pm) – FSPL Board meeting followed by FDA meeting
- c. October 03 (11 am) – Card Campaign Launch
- d. October 25 – Metro Federation Board Meeting at SCL (tentative)
- e. November 02 – FSPL budget presentation to Council
- f. November 06 (6 pm) – FSPL Board meeting
- g. December 11 (6 pm) – FSPL Board meeting

11. ROUNDTABLE

- a. Don commended the staff member selecting graphic novels (Sue), especially for the book titled “Economix” by Michael Goodwin.
- b. Renetta also added her praise for the collection; items on our shelves that the Calgary Public Library does not have.

7. OLD BUSINESS / BUSINESS ARISING FROM THE MINUTES *(continued)*

b. Accessibility Report

The Voice of Albertans with Disabilities conducted an audit at FSPL on June 07. There were no recommendations for the interior of the library. Three recommendations were made about accessing the building (have designated parking spaces within 50 m of the primary entrance; amend the ramp gradients; and increasing the width of the doorways), and these were forwarded to City of Fort Saskatchewan staff. A response from City of Fort Saskatchewan staff was received and they will be following up.

12. Next Meeting(s): October 02, 2017

13. Adjournment

*Motion by Renetta Peddle to adjourn the meeting at 7:01 p.m. CARRIED.*

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Board Chair

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Board Secretary