



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

December 11, 2017

IN ATTENDANCE

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

GUEST

Emily Paulsen, Public Services Manager

Call to order: Renetta Peddle called the meeting to order at 6:00 p.m.

1. WELCOME
2. APPROVAL OF THE AGENDA

Motion by Judy Raaschou to approve the agenda. Seconded by Renetta Peddle. CARRIED.

3. APPROVAL OF THE MINUTES OF THE NOVEMBER 06, 2017 REGULAR BOARD MEETING

Motion by Al Stewart to approve the minutes of November 06, 2017. Seconded by Judy Raaschou. CARRIED.

4. FINANCIAL REPORT
The Monthly Financial Statements for October 2017 were reviewed.

5. REPORTS

- b. Personnel Committee – Judy Raaschou
 - i. Program Room Use Policy #04/01 was reviewed.
 - ii. Financial Policy #99/04 was updated at the November Board meeting.
 - iii. The Patron Code of Conduct #17/03 was forwarded to City of Fort Saskatchewan Council for their approval as a bylaw. A response has not been received to date.
 - iv. Staff Code of Conduct will be drafted in the new year.

- a. Chair's Report – Renetta Peddle

The Chair's Report was delivered "In Camera" from 6:11 to 6:22 pm.

- c. Finance, Development and Advocacy Committee – Miranda Brun

City Council's final deliberations on the 2018 budget are December 12. The FDA meeting will be immediately following the first Board meeting in January.

- d. Report from Council – Jibs Abitoye
 - i. The City's 2018 Budget will be decided on December 12.
 - ii. Online Requests For Service (fortsask.ca/fortreport) will be implemented in January.
 - iii. The organic waste program will be implemented city-wide beginning in June. Education and promotion starts in January.
 - iv. Policy introduced to cover water leak adjustments.

- e. ALTA Report

None.

- f. Director's Report

Michele reviewed her written Director's Report, and announced 1,713 new and renewed cards have been processed since the start of the card campaign. The Library is able to provide a presentation at the next Chamber of Commerce luncheon (February 07).

*Motion by Renetta Peddle to accept reports 4.a, and 5.a. through 5.f. as information.
Seconded by Miranda Brun. CARRIED.*

6. OLD BUSINESS / BUSINESS ARISING FROM THE MINUTES

- a. Lease Agreement

Renetta emailed the lawyer after the last Board meeting. His responses were reviewed. Michele will forward the proposed changes to the lease agreement to Diane Yanch; a motion may be required at a future meeting.

7. NEW BUSINESS
 - a. 2018 Library Board Meeting Dates

Motion by Renetta Peddle to accept the Library Board Meeting dates, as distributed. Seconded by Lisa Berry. CARRIED.

- b. 2018 Library Closure Dates

Motion by Renetta Peddle to accept the 2018 library closures, as distributed. Seconded by Miranda Brun. CARRIED.

- c. 2018 Goals
Michele distributed a draft list of "Goals for 2018". The final version will be confirmed at a later date.
 - d. Book for Every Child

Motion by Miranda Brun to expand the Book for Every Child program to include a "Books for Babies" component with the Fort Saskatchewan Hospital, the Canada Day Parade giveaway, and the Christmas Hamper component with the Fort Saskatchewan Food Bank, thereby increasing the library's outreach and putting more books in the hands of children. Seconded by Renetta Peddle. CARRIED.

8. CORRESPONDENCE
None.

9. UPCOMING EVENTS

- a. December 21, 22, 23 (4-8 pm) – Gift Wrapping table at Walmart. A second table will be there for the card campaign.
 - b. January 01 – Library Closed (New Year's Day)
 - c. January 08 – FSPL Board Meeting / FDA Committee
 - d. February 07 – Chamber of Commerce luncheon
 - e. February 12 – FSPL Board Meeting / Personnel Committee
 - f. February 19 – Library Closed (Family Day)
 - g. February – Food for Fines program. Details to be finalized.
 - h. March 12 – FSPL Board Meeting / FDA Committee
 - i. March 30/31/April 01 – Library Closed (Easter)
 - j. April 09 – FSPL Board Meeting / Personnel Committee
 - k. May 14 – FSPL Board Meeting / FDA Committee
 - l. May 21 – Library Closed (Victoria Day)
 - m. June 08 – Library Closed (Staff Development Day)
 - n. June 11 – FSPL Board Meeting / Personnel Committee
 - o. July 01/02 – Library Closed (Canada Day)
 - p. July 08-September 02 – Sunday Closures
 - q. August 06 – Library Closed (Civic Holiday)
 - r. September 03 – Library Closed (Labour Day)
 - s. September 10 – FSPL Board Meeting / FDA Committee

- t. October 07/08 – Library Closed (Thanksgiving)
- u. October 15 – FSPL Board Meeting / Personnel Committee
- v. November 11 – Library Closed (Remembrance Day)
- w. November 12 – FSPL Board Meeting / FDA Committee
- x. December 10 – FSPL Board Meeting / Personnel Committee
- y. December 24/25/26 – Library Closed – Christmas
- z. December 31 – Library Closed early (2 pm)

10. ROUNDTABLE

- a. Miranda applauded both Michele and Renetta for their budget presentations.
- b. Jibs is away for Christmas.

11. Next Meeting(s): January 08, 2018

12. Adjournment

Motion by Renetta Peddle to adjourn the meeting at 6:55 p.m. CARRIED.


Board Chair


Board Secretary