



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

November 06, 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 AND INTRODUCTIONS

Renetta welcomed Jibs Abitoye to her first FSPL Board meeting. Everyone present introduced themselves and their background. Jibs mentioned that her focus is child welfare and business retention.

2. APPROVAL OF THE AGENDA

Motion by Miranda Brun to approve the agenda. Seconded by Judy Raaschou. CARRIED.

3. APPROVAL OF THE MINUTES OF THE OCTOBER 02, 2017 REGULAR BOARD MEETING

Motion by Craig Blackmore to approve the minutes of October 02, 2017. Seconded by Renetta Peddle. CARRIED.

4. FROM THE MINUTES

Nothing.

5. FINANCIAL REPORT
The Monthly Financial Statements for September 30, 2017 were reviewed.
6. REPORTS
 - a. Chair's Report – Renetta Peddle
Everything is covered elsewhere on the agenda.
 - b. Personnel Committee – Renetta Peddle
 - i. Financial Policy – Proposed Revision

Motion by Renetta Peddle to change Policy 99/04, Financial Policy, to retitle the "Purchasing of Supplies and Services" section to "Spending Authority", and that the section be reworded to "There is no requirement for the Library Director to obtain Board approval prior to spending budgeted funds unless the Director feels it necessary to move funds from one budget line to another. The Library Director shall be authorized to purchase capital equipment and other items/services costing up to \$9,999.99. The cost of items/services, more than \$10,000 and not specifically approved in the budget, must be authorized by the Board." Seconded by Miranda Brun. Carried.

- c. Finance, Development and Advocacy Committee – Miranda Brun
 - i. 2018 Budget was presented to City Council on Thursday, November 02 by Renetta, Craig, and Michele. Michele sent a follow-up email to the Mayor and Council members.
 - ii. Card Campaign
Thank you to the Board members that are able to work at the outreach events. The library has 998 new card holders since September 25!
 - iii. Book For Every Child
The Co-op has already sold 800 light bulbs, and more have been delivered. Schools were not asked to participate this year. Miranda and Renetta will purchase books for the hampers; once the Food Bank has provided a list of their requirements.
- d. Report from Council – Jibs Abitoye
Budget presentations are ongoing.
- e. ALTA Report
Renetta and Michele spoke with ALTA Rep Colleen Ochocki at the Metro meeting on October 25. Colleen will contact Renetta when there is something to report. The opportunity to meet with Board members from other Metro libraries was appreciated, and will happen again at the ALC in April.
- f. Director's Report
Michele reviewed her Director's Report, and mentioned the new IT Server Room expansion is complete.

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

7. OLD BUSINESS / BUSINESS ARISING FROM THE MINUTES

a. Lease Agreement

The response from the lawyer regarding the lease was reviewed. Renetta will follow up with him on the points raised. Michele said that a deadline for signatures has not been mentioned by Diane Yanch.

8. NEW BUSINESS

a. Visa Card for Kathy McDonald

*Motion by Miranda Brun for Kathy McDonald to be issued a corporate credit card.
Seconded by Lisa Berry. CARRIED.*

b. Increase Limit on Emily Paulsen's Visa Card

Motion by Renetta Peddle to update the "Corporate Credit Card" section of Policy 99/04, Financial Policy, to

"The Library Director and the Management Team shall be responsible for security and use of the corporate credit cards for the Fort Saskatchewan Public Library.

The intent is to use a corporate credit card in situations where payment for Fort Saskatchewan Public Library purchases through vendor invoicing or purchase orders is cumbersome or untimely. The Library Director and Management Team members should not then have to use personal credit cards to make purchases on behalf of the library.

The credit limits on the credit cards shall be \$10,000.

Expenditures made on the Library Director's credit card must be approved by the Chair of the Fort Saskatchewan Public Library Board of Trustees, or delegate, on a monthly basis. Expenditures on the secondary cards must be approved the by Library Director."

Seconded by Judy Raaschou. CARRIED.

c. Monthly Statistics

Michele distributed a chart of monthly statistics prepared by Kerri Twigge. This list, includes a variety of items (visits, program attendance, cards, computer usage, etc), will be provided at each board meeting.

9. CORRESPONDENCE

a. Renetta delivered a card to Morgan Northey thanking her for her service on the Board.

10. UPCOMING EVENTS

- a. Renetta is in discussions with Walmart about having a table for gift wrapping at their store.
- b. November 25 (5-7 pm) – Lights Up Event. Michele will let the Board know if their support/help is required.
- c. November 29 (4:30-7:30 pm) – Parent Teacher Interviews at James Mowat Elementary School
- d. November 30 (4:30-8:30 pm) – Parent / Teacher Conferences at Rudolph Hennig Junior High School
- e. December 11 (6 pm) – FSPL Board meeting


11. ROUNDTABLE

- a. Michele passed her probation.
- b. Thanks to Emily and Donna for all their school visits.
- c. Jibs is happy to be on the FSPL Board, and is looking forward to the months ahead.

12. Next Meeting(s): December 11, 2017

13. Adjournment

Motion by Renetta Peddle to adjourn the meeting at 7:37 p.m. CARRIED.


Board Chair


Board Secretary