



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

October 2, 2017

IN ATTENDANCE:

Renetta Peddle, Chair
Judy Raaschou, Trustee
Nadia den Boon, Trustee
Craig Blackmore, Trustee
Al Stewart, Trustee
Lisa Berry, Trustee
Michele Feser, Library Director
Kerri Twigge, Recording Secretary

REGRETS

Miranda Brun, Vice-Chair
Don Segberg, Trustee
Sheldon Bossert, Councillor

GUEST

Emily Paulsen, Library Staff - Public Services Manager

Call to order: Renetta Peddle called the meeting to order at 6:02 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA
 - a. Add to agenda:
 - i 7. b. Friends of the Library

Motion by Judy Raaschou to approve the agenda as amended. Seconded by Nadia den Boon. CARRIED

3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 11, 2017 REGULAR BOARD MEETING

Motion by Renetta Peddle to approve the minutes of September 11, 2017. Seconded by Lisa Berry. CARRIED

4. FROM THE MINUTES
 - a. None
5. FINANCIAL REPORT
 - a. Monthly Financial Statements – August 31, 2017
 - i Expenditures are on budget.

6. REPORTS

- a. Chair's Report – Renetta Peddle
 - i Thank you for coming out tonight
 - ii Michele's six-month probation evaluation due by November 1, 2017. Renetta and Judy have revamped the Library Director's Yearly Performance Evaluation.

- b. Personnel Committee
 - i Patron Code of Conduct – Bylaw
 - Change policy into a Bylaw. Read three times, then sent to City Council for approval:
 - 1st reading – September 11, 2017
 - 2nd reading – October 2, 2017
 - 3rd reading – October 2, 2017
 - ii Emergency Plan
 - Reviewed completed plan
 - iii Financial Policy – Proposed Revision
 - Tabled to the next meeting

- c. Finance, Development and Advocacy Committee
 - i Meeting tonight
 - ii 2018 Budget Presentation to Council – November 2, 2017
 - iii Card Campaign Launch – October 3, 2017
 - 11am, dignitaries, media, three grade 7 classes invited

- d. Report from Council
 - i Next Board meeting, new Council Representative

- e. ALTA Report
 - i October 25, 2017 Metro Meeting with ALTA Rep Colleen Ochocki

- f. Director's Report
 - i Michele reviewed the report and highlighted:
 - Marketing – media were responsive for the Grab & Go Launch
 - Staff – 10 staff have completed First Aid training. Staff meetings will have guest speakers from the community
 - Programming – September programs are off with a bang
 - Technology – contracted a company to redesign our new website
 - Budget – upcoming Budget Presentation

*Motion by Craig Blackmore 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. Board Retreat Evaluation
 - i Please complete

- b. Funding of Website Redesign – email motion

Motion by Miranda Brun to spend \$15,000 from the Operating Reserve fund for the redesign of the library website. Seconded by Renetta Peddle. CARRIED.

8. NEW BUSINESS

- a. Lease Agreement

Motion by Nadia den Boon to retain legal advice to review the Lease Agreement with the City. Seconded by Al Stewart. CARRIED.

- b. Friends of the Library

- i Decision made to let the Friends of the Library lapse

9. Correspondence

- a. none

10. Upcoming Events

- a. Card Campaign Launch October 3, 2017
- b. Metro Meeting October 25, 2017 at Strathcona County Library
- c. Budget Presentation November 2, 2017

11. Roundtable

- a. Renetta: Excited Michele has moved to Fort Saskatchewan, putting down roots
- b. Michele: happy to have moved
- c. Kerri: Monthly library stats will be reviewed at the Board meetings
- d. Emily: Thanks for having me here
- e. Craig: Emergency Procedures question – does City Hall personnel shut down systems during a Shelter in Place emergency? Answer: yes
Re: Accessibility Report - There are two ways to measure for handicap stalls – as the crow flies, and actual walking distance
- f. Lisa: Great job at the Interagency Meeting by Michele and Emily talking about the library
- g. Judy: Proud to be a Board member and to see all the fantastic things happening at the library.

12. Next Meeting(s): November 6, 2017

13. Adjournment

Motion by Renetta Peddle to adjourn the meeting at 7:27 p.m. CARRIED.


Board Chair


Board Secretary