



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

**June 5, 2017**

**IN ATTENDANCE:**

Renetta Peddle, Chair  
Miranda Brun, Vice-Chair  
Judy Raaschou, Trustee  
Nadia den Boon, Trustee  
Morgan Northey, Trustee  
Craig Blackmore, Trustee  
Al Stewart, Trustee  
Lisa Berry, Trustee  
Don Segberg, Trustee  
Sheldon Bossert, Councillor  
Michele Feser, Library Director  
Kerri Twigge, Recording Secretary

Guest: Kathy McDonald, Library Staff

Call to order: Renetta Peddle called the meeting to order at 6:01 p.m.

1. WELCOME AND INTRODUCTIONS
2. APPROVAL OF THE AGENDA

*Motion by Renetta Peddle to approve the agenda. Seconded by Morgan Northey. CARRIED*

3. APPROVAL OF THE MINUTES OF THE MAY 1, 2017 REGULAR BOARD MEETING

*Motion by Renetta Peddle to approve the minutes of May 1, 2017. Seconded by Craig Blackmore. CARRIED*

4. FROM THE MINUTES
  - a. 7.b. Voice of Albertans with Disabilities coming June 7, 2017 to do an accessibility assessment of the library. Assessment is free, \$100 donation will be made.
  - b. 8.a. Credit card for Michele Feser not arrived yet.
5. FINANCIAL REPORT
  - a. Monthly Financial Statements – April 30, 2017
    - i. Michele reviewed the statements.
    - ii. Nothing out of the ordinary, still early in the year, expenses low.

6. REPORTS

a. Chair's Report – Renetta Peddle

- i. Thank you to Don for working on the T-shirts.
- ii. Thank you to Morgan (and Renetta) for volunteering at the Legacy Park Family Festival.
- iii. Thank you to Michele for all the positive media coverage.

b. Personnel Committee – Morgan Northey

- i. Meeting tonight.
- ii. Vehicle Use Policy

*Motion by Morgan Northey to approve Policy #17/01- Vehicle Use Policy with amendment to include volunteers. Seconded by Renetta Peddle. CARRIED.*

iii. Procurement Policy

*Motion by Nadia den Boon to approve Policy #17/02 – Procurement Policy. Seconded by Lisa Berry. CARRIED.*

c. Finance, Development and Advocacy Committee – Miranda Brun

i. Little Free Libraries

*Motion by Miranda Brun to partner with the Early Years Coalition to adopt 1 Free Little Library box to be maintained by the Library Board. Seconded by Renetta Peddle. CARRIED.*

ii. 2018 Budget Approval

- 6% increase overall for budget request, due to increase in number of visitors, circulation, programs, and program participants. It includes an extra 3.5 hours of onsite IT coverage to help with the expanding technology.

*Motion by Renetta Peddle to approve 2018 Library Budget as presented to be submitted to the City of Fort Saskatchewan June 7, 2017. Seconded by Miranda Brun. CARRIED.*

iii. Letter to City Council

- Goes to City of Fort Saskatchewan with the 2018 Budget request June 7, 2017.

iv. Presentation to City Council

- Michele and Renetta will present the Library update to Council on Tuesday, June 13, 2017 at 6 pm.

d. Report from Council – Sheldon Bossert

- i. Next Council Meeting – debate on Tax rebates and the motion for the public to speak freely on any topic at Council Meeting.
- ii. Saturday, June 10, 2017 the Mayor's Prayer Breakfast 8:30 am at the DOW.

e. ALTA Report

- i. ALTA Rep Colleen Ochocki will attend the September Library Board Meeting.

f. Director's Report

i. Michele reviewed the report and highlighted:

- Marketing – lots of good publicity for the Library in the Fort Record and Mix 107.9.
- Staffing – met with each staff member, will be reviewing job descriptions.
- Programming – LEGO Wall, Curious George's Birthday Party, STEM After school program all had/have good attendance numbers.
- Collections – re-cataloguing and re-labeling projects finishing up, will be doing inventory over the summer.
- Meetings and Community Connections – Michele has been meeting many people in the community.

*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. Director's Credit Card, Phone and Office Location

- i. Credit card not received yet, phone has been purchased, Director's office moved upstairs.

b. Board Chair Email

- i. [LibraryBoard@fspl.ca](mailto:LibraryBoard@fspl.ca) for use by public to contact the Library Board.

c. Used Book Sale

- i. Saturday, June 17, 2017 – volunteers needed.

d. Legacy Park

- i. Busy day – 400 cupcakes decorated and gone by 1:15 pm, 77 Summer Reading Club registrations.

e. Canada Day Parade

- i. GoMo will be our float, Morgan will get balloons, Renetta will get candy.  
ii. Renetta, Nadia, Craig and Lisa volunteered, will get 2-3 staff to help.

8. NEW BUSINESS

a. Board Retreat

- i. Saturday, Sept 16, 2017, 9am – 1pm.  
ii. Speakers from PLSB – Board Basics and Plan of Service.  
iii. Lunch will be catered.

b. Sunday Open Hours

*Motion by Morgan Northey to maintain the extra three hours open on Sunday mornings permanently, to keep Sunday hours 10am – 5pm. Seconded by Craig Blackmore. CARRIED.*

9. Correspondence

- a. None.

10. Upcoming Events

11. Roundtable

- a. Judy wishes everyone a great summer.
- b. Morgan is heading to New York.
- c. Staff are very happy to be working with Michele.

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

13. Adjournment

*Motion by Renetta Peddle to adjourn the meeting at 7:03 p.m. CARRIED.*

  
Board Chair

  
Board Secretary