



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

April 08, 2019

IN ATTENDANCE

Renetta Peddle, Chair
Jibs Abitoye, Councillor
Lisa Berry, Secretary
Craig Blackmore, Trustee
Miranda Brun, Trustee
Nicole Starker Campbell, Trustee
Dennis Dembicki, Trustee
Nadia den Boon, Vice-Chair
Judy Raaschou, Trustee
Al Stewart, Trustee
Michele Fedyk, Library Director
Kathy McDonald, Recording Secretary

GUESTS

Janice Yeh, PwC
Carlie Persson, PwC (via phone)
Colleen Wagner, City of Fort Saskatchewan Senior Accountant

Call to order: Renetta Peddle called the meeting to order at 6:31 p.m.

1. WELCOME
2. APPROVAL OF THE AGENDA

Motion by Nicole Starker Campbell to approve the agenda. Seconded by Renetta Peddle. **CARRIED.**

3. PRESENTATION OF 2018 AUDITED FINANCIAL STATEMENTS BY PwC
 Janice Yeh and Carlie Persson reviewed PwC's audit results of the library's 2018 financial statements.

Motion by Renetta Peddle to approve the audited financial statements as presented. Seconded by Miranda Brun. **CARRIED.**



Motion by Jibs Abitoye to transfer \$23,048 from the library's reserves to fund the 2018 operating budget deficit. Seconded by Renetta Peddle. CARRIED.

Janice Yeh and Colleen Wagner left the meeting.

4. APPROVAL OF THE MINUTES OF THE MARCH 11, 2019 REGULAR BOARD MEETING

Motion by Miranda Brun to approve the minutes of the March 11, 2019 Regular Board Meeting. Seconded by Dennis Dembicki. CARRIED.

5. REPORTS

- a. Chair's Report – Renetta Peddle
Renetta is unable to attend this year's Alberta Library Conference. Nadia and Dennis will attend.
- b. Personnel Committee
Next meeting is May 13.
- c. Finance, Development, and Advocacy Committee
 -  SCL's Reserve Policy was reviewed in preparation of preparing FSPL's policy. Michele will draft a policy for review at the June 10 FDA Committee Meeting. Dennis will gather information on reserve policies at the ALC.
 -  Signatures on an agreement are the next step in the Book Borrowing Box process. The FSPL Board agreed to "manage" one box.
- d. Report from Council
 - i. Tomorrow's Council Meeting will hear an update about Indoor Recreation Facility Planning.
 - ii. City Council is finalizing a standardized policy for Grants to Non-Profit Organizations.
 - iii. Information gathering for the Vibrant Downtown Strategy closed last week. Results should be available soon.
 - iv. City Census runs from April 01 to June 01.

e. Director's Report

Michele reviewed her written Director's Report, and mentioned that:

- i. Spring Break Reading Challenge saw a 47% increase from 2018.
- ii. Food For Fines saw a small drop in food donations.
- iii. Emily Paulsen, Public Services Manager resigned; she accepted a position at the Edmonton Public Library.
- iv. Lots of programming in March. Thanks to Sam for the very popular Escape Room.
- v. Our seed exchange program gave away 750 seed packets. Library staff will collect seeds from the public in the fall.
- vi. Tree of Kindness – Board members were encouraged to add a leaf to the tree.
- vii. Mayor Gale Katchur will attend the April 10 Family Storytime.
- viii. The security gates at the entrance are working now.
- ix. An IT staff member will be off work for 6 weeks; our onsite technical support will be reduced.
- x. The public computer replacement program is still ongoing.
- xi. The Fort Saskatchewan Furniture Bank assembled "Bed in a Box" bags at the Library on April 04.
- xii. FSPL hosted a Twin Flames performance on April 04. They later performed at the Shell Theatre.
- xiii. Michele and Kerri will be presenting at ALC about the card campaign.
- xiv. Donation received from Barbara Marshall of \$1,000 towards large print and audio visual materials.

f. Monthly Statistics

- a. March statistics were reviewed.
- b. Infographic (Annual Report 2018) was provided by the Public Library Services Branch based on data provided in our annual report.

g. February Financial Report

The financial statements for the month ended February 28, 2019 were reviewed.

Motion by Renetta Peddle to accept reports 5.a. through 5.g. as information. Seconded by Lisa Berry. CARRIED.

6. NEW BUSINESS

None.

7. CORRESPONDENCE

None.

8. CURRENT AND UPCOMING EVENTS
 - a. April – Tree of Kindness
 - b. April 10 – Family Storytime with the Mayor
 - c. May 03-05 – Trade Show at DCC – Michele distributed a sign-up sheet.
 - d. May 08 – Re-Opening, Strathcona County Library
 - e. May – Spring Tea with City Council. Michele will contact Jonathan Milke to determine the best date for the event.

9. ROUNDTABLE
 - 📖 Michele and Kerri are preparing their presentation for ALC.
 - 📖 Miranda is impressed with the number and caliber of children's programming.

10. IN CAMERA SESSION
Held from 7:22 to 7:27 pm

11. NEXT MEETINGS
Board Meeting – May 13

12. ADJOURNMENT

Motion by Renetta Peddle to adjourn the meeting at 7:28 p.m. CARRIED.



Board Chair



Board Secretary