

FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

March 11, 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

Samantha Sutherland, Library Staff Member
Clayton Northey, City of Fort Saskatchewan Manager, Accounting and Reporting

Call to order: Renetta Peddle called the meeting to order at 6:32 p.m.

1. WELCOME

- a. Sam Sutherland, Programmer spoke about Teen Programming at the library.
 - i. All libraries have difficulties connecting with teens.
 - ii. Since January FSPL has held monthly teen centered programs. Attendance is evenly split by gender. Chainmaille bookmarks is tomorrow's program.
 - iii. FSPL is using Instagram posts to promote the library, and its programs.
 - iv. The Homeschool Program, Spring Reading Club, and summer programs also see teen engagement.
 - v. FSPL is visiting the Rainbow Alliance later this month.
 - vi. A teen from the Restorative Justice Program is volunteering 20 hours at the library.
 - vii. Next year's Physical Literacy passports may include an age breakdown question.

Samantha Sutherland left the meeting.

2. APPROVAL OF THE AGENDA

Motion by Miranda Brun to approve the agenda with the addition of "Financial Statement Disclosure on Related Party Transactions" (Clayton Northey, City of Fort Saskatchewan Manager, Accounting and Reporting) as 3. Seconded by Craig Blackmore. CARRIED.

Clayton Northey joined the meeting.

- ### 3. FINANCIAL STATEMENT DISCLOSURE ON RELATED PARTY TRANSACTIONS
- Clayton Northey explained the library's need to adopt Canada Public Sector Accounting Standard 2200 – Related Party Disclosures, effective for the year ended December 31, 2018. Adopting this standard increases accountability, and allows for a cleaner audit. All Board Members were asked to complete a "Related Parties Survey", and place it in Michele's mail slot for forwarding to Clayton. The Library Director is the only staff member required to complete the form.

Clayton Northey left the meeting.

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

Motion by Renetta Peddle to approve the minutes of the February 11, 2019 Regular Board Meeting. Seconded by Jibs Abitoye. CARRIED.

5. REPORTS

- a. Chair's Report – Renetta Peddle
The Alberta Library Conference (ALC) is April 25-28. Renetta and Nadia, and possibly Dennis, will attend.
- b. Personnel Committee

Motion by Renetta Peddle to change the benefits for FSPL staff effective April 01, 2019 as follows:

- o Costs to be 90% covered by Employer, and 10% covered by Employee;
- o Addition of a Health Care Spending Account – \$500 for full-time staff and \$250 for part-time staff per year (100% paid by Employer);
- o Offer benefit package to part-time staff who work a minimum 18.75 hours per week (as opposed to 100 hours each month) (equates to 23.5 hours per week);

- o *Inclusion of an option for staff to pay into the Enhanced Plan (100% paid by Employee).*
Seconded by Al Stewart. CARRIED.

- i. The Personnel Committee is reviewing and updating the Employment Policy (#92/04).
 - ii. The Personnel Committee is conducting the Library Director's annual performance review. Board members will receive an email when the survey is available in their mail slots. Board Members are asked to bring their completed survey to the April 08 Board Meeting. Library staff, and the Library's Management Team will also receive surveys.
- c. Finance, Development, and Advocacy Committee
Next meeting is April 08.
- d. Report from Council
- i. A Public Hearing is scheduled for March 12 to discuss low-density residential development in the Southfort Area.
 - ii. Highway 15 twinning construction will begin this season, and is expected to be completed by 2021.
 - iii. A subsidized senior transit route was recently implemented.
 - iv. The Heartland Community Hospice Foundation has 6 Hospice beds in Fort Saskatchewan.
 - v. Jibs held a successful "round table" during Black History month, and plans to hold additional round tables (with parents with young children, teens, seniors, etc.) throughout the year.
- e. Director's Report
Michele reviewed her written Director's Report, and mentioned that:
- i. Library staff will be attending a Planting Party at Thiel's Greenhouse on Friday, April 05.
 - ii. A staff "Stone Soup" event was held last week; Kerri's suggestion.
 - iii. The Shell Theatre is partnering with the Library. Twin Flames are performing at the Shell Theatre on April 04 at 7:30. The Indigenous duo will perform an interactive, acoustic session in the Fireplace Area from 3-4 pm.
 - iv. The new computers have arrived. A 4-year replacement plan was prepared.
- f. Monthly Statistics
- a. February statistics were reviewed.
 - b. 183 attended the 3 Year Old Fair.
 - c. 40 attended the Physical Literacy Wind-Up.

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

6. NEW BUSINESS

a. Board Intranet

Michele demonstrated the Board Intranet. Suggestions for additions to the site are to be forwarded to Michele. Thanks to Emily Paulsen for the page's creation.

b. Removing Fines for Children's Materials – Kindness Initiative 2019

Motion by Miranda Brun to remove fines from children's materials beginning April 02, 2019. This is a pilot program to December 31, 2019, as part of the library's kindness initiative, and it will be reviewed in December. Seconded by Renetta Peddle. CARRIED.

7. CORRESPONDENCE

None.

8. CURRENT AND UPCOMING EVENTS

a. March 18-25 – Food For Fines

b. April – Tree of Kindness

c. April 10 – Family Storytime with the Mayor

d. May – Spring Tea with City Council. Michele will contact Jonathan Milke to determine the best date for the event.

e. May – Grand Re-Opening, Strathcona County Library

9. ROUNDTABLE

None.

10. IN CAMERA SESSION

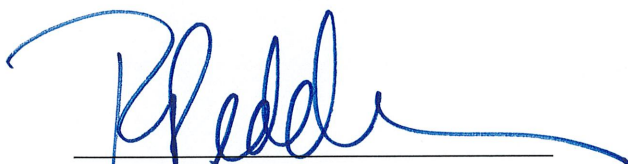
Held from 7:27 to 7:32 pm

11. NEXT MEETINGS


Board Meeting – April 08

12. ADJOURNMENT

Motion by Renetta Peddle to adjourn the meeting at 7:33 p.m. CARRIED.



Board Chair



Board Secretary