



# FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

June 08, 2020

## IN ATTENDANCE

Renetta Peddle, Chair  
Jibs Abitoye, Councillor  
Lisa Berry, Secretary  
Craig Blackmore, Vice Chair  
Nicole Starker Campbell, Trustee  
Nadia den Boon, Trustee  
Lisa Mason, Trustee  
Judy Raaschou, Trustee  
Michele Fedyk, Library Director  
Kathy McDonald, Recording Secretary

## REGRETS

Dennis Dembicki, Trustee

Call to order: Renetta Peddle called the meeting, held via Zoom, to order at 6:34 pm

### 1. APPROVAL OF THE AGENDA

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

### 2. APPROVAL OF THE MINUTES OF THE MAY 11, 2020 REGULAR BOARD MEETING

**Motion** by Renetta Peddle to approve the minutes of the May 11, 2020 Board Meeting. Seconded by Lisa Mason. CARRIED.

### 3. REPORTS

#### a. Chair's Report

Renetta reported that discussions with the Elk Island Public School Division are entering the Memorandum of Agreement stage. The next meeting is June 18, and Renetta will update the Board, via email, afterwards.

- b. Personnel Committee  
Nothing to report.
- c. Finance, Development, and Advocacy Committee  
Nothing to report. Next meeting is in September.
- d. Report from Council
  - i. There are no known active COVID-19 cases in Fort Saskatchewan.
  - ii. The start date of Stage 2 of Alberta's Relaunch Strategy is expected to be announced this week.
  - iii. City Council is looking for opportunities to help businesses stay afloat.
  - iv. The transit fare may be reinstated in July.
  - v. City Council will be discussing the Regional Transit Services Commission at the June 09 meeting.
  - vi. The City of Fort Saskatchewan passed a Diversity and Inclusion Policy last year, and there is a statement (June 04) on the City's Facebook Page; Library Board members are encouraged to share it.
- e. ALTA Report
  - i. The 10th edition of the Trustees Handbook is complete, and, in addition to paper copies, this handbook will be available on the ALTA website, to make it easier to update and keep current.
  - ii. The website will also be a place to share resources and templates.
  - iii. A series of webinars has been planned, and topics will be fine-tuned based on trustee feedback.
  - iv. A "Live Chat" function (with an ALTA Board Rep) is in the plans.
  - v. The ALTA AGM is Saturday, June 13 at 9:30 a.m. via Zoom. Please register ahead of time. A resolution about restructuring membership fees is on the agenda.
- f. Director's Report  
Michele reviewed her written Director's Report, and mentioned that:
  - i. the curbside used book service, that ran from May 04-29, had over 380 requests, and it was a great alternative to the annual book sale. The leftover books were picked up by Fort Saskatchewan Correctional Centre staff, and they, in turn, presented the library with a \$600 donation.
  - ii. curbside pick up of holds began earlier today. This is for FSPL items only, as there is no delivery service between SCL and FSPL.



- iii. the library will accept returns on Tuesdays, beginning June 16. The returned items will be quarantined for 72 hours. Approximately 8,000 items are checked out to patrons.
  - iv. it is expected that the Government of Alberta will announce, later this week, the re-opening date for businesses in Stage 2.
  - v. safety measures for those working in the library were recently completed, and reviewed by the OHS Committee.
  - vi. the telephone town hall meeting with Minister Madu (Municipal Affairs), Minister Fir (Economic Development, Trade and Tourism), and Dr. Deena Hinshaw was to gather questions and feedback pertaining to libraries as we enter stage two of the province relaunch. The biggest takeaway for Michele was from Dr. Hinshaw who said that the goal is to reduce the risk of infection by the virus as we cannot eliminate it entirely.
  - vii. some staff continue to work from home, and some staff hours have been reduced. Jibs noted that some City of Fort Saskatchewan staff may work from home on a permanent basis.
  - viii. custodians perform a very thorough job of cleaning the library each day. The library has purchased hand sanitizer, gloves, and masks. Other items may be needed once the library opens to the public.
  - ix. Melanie Hilchie and Sue Karp will present about FSPL's Year of Kindness Initiative at the Yellowhead Regional Library Conference. This year the Yellowhead Regional Library is joining forces with Parkland Regional Library System, Peace Library System, and The Alberta Library to host a joint virtual conference entitled "Stronger Together" on October 01 and 02.
- g. Monthly Statistics – May  
Virtual programs, website visits, and eResource usage continues to rise.

**Motion** by Renetta Peddle to accept reports 3.a. through 3.g. as information.  
Seconded by Jibs Abitoye. CARRIED.

#### 4. NEW BUSINESS


- a. New Format of Quarterly Financial Reports
  - i. Michele met with Clayton Northey and Colleen Wagner, and the quarterly financial reporting will be presented in a new format, a sample of which was included in the Board package. Renetta thanked Michele for working with the City of Fort Saskatchewan.
  - ii. City of Fort Saskatchewan grant will be received on a monthly basis beginning in May. January to April's installments were received in May.

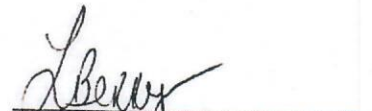
iii. The first half of Government of Alberta grant was received in May, and the other half is expected at the end of August.

5. CORRESPONDENCE  
None.
6. ROUNDTABLE
7. IN CAMERA SESSION  
Held from 7:26 to 7:55
8. NEXT MEETING  
September 14
9. ADJOURNMENT

*Motion* by Renetta Peddle to adjourn the meeting at 7:55

CARRIED.

  
Board Chair

  
Board Secretary