



# FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

**March 14, 2022**

## **IN ATTENDANCE (via Zoom)**

Nadia den Boon, Chair  
Craig Blackmore, Secretary  
Michelle Craig, Trustee  
Norma Leader, Trustee  
Lisa Mason, Trustee  
Patrick Noyen, City Councillor  
Renetta Peddle, Vice Chair  
Marianne Quimpere, Trustee  
Judy Raaschou, Trustee  
Nicole Starker Campbell, Trustee  
Kerrilea Twigge, Acting Library Director  
Shannon Bubel, Recording Secretary

## **GUESTS (via Zoom)**

Heather Cowie, General Manager, Community and Protective Services

Call to order: Nadia Den Boon called the meeting to order at 6:39 pm

### 1. APPROVAL OF THE AGENDA

Agenda was amended to correct the date of the minutes to be approved, as well as move Heather Cowie from New Business to second agenda item.

**Motion** by Nicole Starker Campbell to approve the amended agenda.  
*Seconded by Michelle Craig. CARRIED.*

### 2. Guest Heather Cowie, General Manager, Community and Protective Services

- In response to the letter to the Board from staff on March 17<sup>th</sup>, Heather has been in discussions with Kerri and Nadia on how to best proceed to ensure the Library remains a safe place for both patrons and staff.
- First course of action will be to have a Hazard Assessment done. This will help figure out how to mitigate the hazards currently faced by staff. Policies and Practices updated to ensure these issues are addressed and what the course of action should be

- Reminder that first course of action for staff should be to call 9-1-1, and they have been great in remembering to do that
- Recommendation to have a Trauma Informed Care Session, as well as work on ways to strengthen communication between the library and the City Hall front counter staff
- Communicating with other libraries on how they are tackling the issues we're seeing more and more of
- Long term solution needs to be looked at, as the long-term mental health affects after any incidents such as the pandemic are very long lasting

3. Approval of the minutes of the February 14, 2022 regular board meeting.

**Motion** by Michelle Craig to approve the minutes of the February 14, 2022 Board Meeting. Seconded by Patrick Noyen. CARRIED.

4. REPORTS

a. Chair's Report

- Congratulations to Judy who was chosen as Personnel Chair tonight during the Committee Meeting
- Next Board meeting will again be held via Zoom, during which we will discuss moving towards in person meetings again

b. Personnel Committee

- We received 11 applications for the library Director position. Personnel Committee members reviewed all the applicants, and have their top 6 to share with the Board for their input. Resumes will be emailed to everyone, and respond with your top 4 choices on who to interview. Committee will then proceed to finalize the interview list, then get the process started.
- Personnel Committee reviewed the Library Director's pay via In Camera session tonight at their meeting

c. FDA Committee

- FDA Committee had email vote to approve the 2021 Annual Report for PLSB, which found 9 Board members in favor, and 1 member absent, therefore was passed on February 25<sup>th</sup>.

**Motion** by Nadia den Boon to accept as information the 2021 Annual Report for PLSB. Seconded by Renetta Peddle. CARRIED.

d. Report from Council

- Council had their Orientation in their newly renovated Council Chambers today. Their first meeting in the renovated space will take place tomorrow.
- Freson Bros is sponsoring a Big Band Concert in their parking lot this Summer. Will be a great showcase of Local Talent.

e. Director's Report

- Programming just finished up Physical Literacy month, we had 158 entries into the draw, which is slightly more than last year. Great to see some patrons had our Interactive Floor projector as one of their physical activities.
  - Tolide Judo Kwai Self Defense video is being sent out to other associations for them share as well
  - We received 63 books written by Black Authors during Black History Month, donated by the Fort Black Society. Many great additions to the catalogue, many we did not have in the collection at all.
  - The building is slowly removing the staunions and social distancing stickers. Not all public computers are open yet, we are researching replacement desks.
  - 1 on 1's have returned to in person
- f. Monthly Statistics  
February's statistics were presented

**Motion** by Lisa Mason to accept reports 4.a. through 4.f. as information.  
Seconded by Nicole Starker Campbell. CARRIED.

## 5. NEW BUSINESS

Trade Show – April 29 – May 1, 2022

- Exciting to finally have this in person event again this year, great way to connect with residents.
- There will be different shifts, with one Board Member and one Staff Member for each.
- We will be giving out swag, buttons, as well as have card applications and information on Programs and Services we offer

## 6. CORRESPONDENCE

## 7. ROUNDTABLE

## 8. In Camera Session

From 7:32pm until 7:44pm


## 9. NEXT MEETING

April 11, 2022

## 9. ADJOURNMENT


**Motion** by Nadia Den Boon to adjourn the meeting at 7:44 pm.

CARRIED.

  
Nadia van Boon (Apr 28, 2022 12:31 MDT)

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Board Chair

  
Craig E Blackmore (Apr 28, 2022 13:17 MDT)

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Board Secretary