



# FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

April 17, 2023

## IN ATTENDANCE

Norma Leader, Chair  
Margaret Booker, Trustee  
Michelle Craig, Vice Chair  
Lisa Mason, Trustee  
Patrick Noyen, City Councillor  
Renetta Peddle, Trustee  
Makinna Pitcher, Trustee  
Marianne Quimpere, Trustee  
Judy Raaschou, Trustee  
Nicole Starker Campbell, Secretary  
Tricia Wall, Library Director  
Shannon Bubel, Recording Secretary

## GUESTS

Clayton Northey, Manager, Accounting and Reporting, City of Fort Saskatchewan  
Colleen Wagner, Senior Accountant, City of Fort Saskatchewan

Call to order: Norma Leader called the meeting to order at 6:32 pm

### 1. APPROVAL OF THE AGENDA

**Motion** by Michelle Craig to approve the amended agenda, removing the motion from the Personnel Committee report, move Guests presentation from 3 to 2, and remove via zoom. Seconded by Marianne Quimpere. CARRIED.

2. GUESTS: Colleen Wagner and Clayton Northey, City Accountants
  - o Amortization expense, Capital Reserves and Investing were discussed.
3. Approval of the minutes of the March 13, 2023 board meeting.

**Motion** by Nicole Starker Campbell to approve the minutes of the March 13, 2023 Board Meeting. Seconded by Renetta Peddle. CARRIED.

### 4. REPORTS

- a) Chair's Report

**Motion** done in camera on January 23, 2023 to approve the change to the Libraries organizational structure by Norma Leader. Seconded by Michelle Craig. CARRIED.

- b. Personnel Committee
  - o Committee met tonight, two policy revisions will be updated and brought to the Board next meeting for approval.
- c. FDA Committee
  - o January and February Financial Statements were presented.
  - o Looking at a proposed revised format to present to FDA, to help clarify our current financial position. We have requested to have our statements sooner from the City.

**Motion** by Michelle Craig to approve the January and February Financial statements as presented. Seconded by Margaret Booker. CARRIED.

**Motion** by Michelle Craig to revise the FDA Mandate statement to read "meetings will be held every second month, with additional meetings called at the discretion of the FDA Chair". Seconded by Renetta Peddle. CARRIED.

- d. Report from Council
  - o Attended the 2023 Spring Municipal Leaders' Caucus on Advocacy.
  - o Council voted down the Veterans Way corridor widening, as funding wasn't released in the provincial budget.
  - o City renewed policy on their weed control plan for 2023
  - o Council approved \$1.2 million towards pursuing some of the recommendations from the Fire Services Master Plan.
  - o Attended Life in the Heartland Community Info-Eve
- e. Director's Report
  - o See Attached.
- f. Monthly Statistics
  - o March's statistics were presented

**Motion** by Norma Leader to accept reports 4.a. through 4.f. as information. Seconded by Lisa Mason. CARRIED.

## 5. MATTERS FOR APPROVAL

- a) Plan of Service

**Motion** by Nicole Starker Campbell to approve proposed option 1 to hire Angela Kublik as Plan of Service facilitator. Seconded by Makinna Pitcher. CARRIED.

- b) Purchase of a new virtual server

**Motion** by Patrick Noyen to approve proposed option 1, as recommended, to purchase a new virtual server up to \$8000 from the Capital Reserves. Seconded by Renetta Peddle. CARRIED.

c) Tradeshow sign-up sheet

6. ROUNDTABLE

7. NEXT MEETING

May 15, 2023

8. ADJOURNMENT

**Motion** by Norma Leader to adjourn the meeting at 8:13 pm.  
CARRIED.

*Norma J. Leader*

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Board Chair

*N. Stan Campbell*

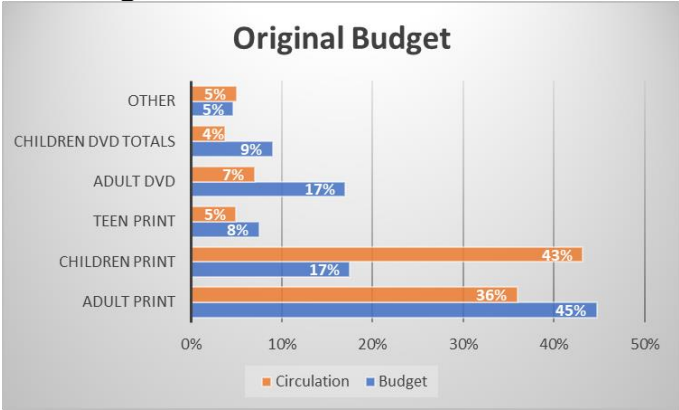
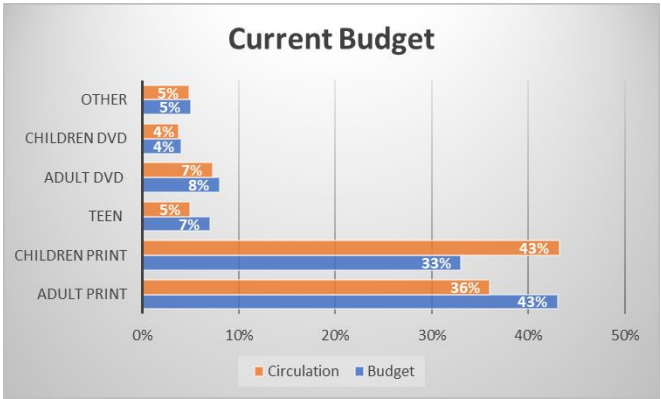
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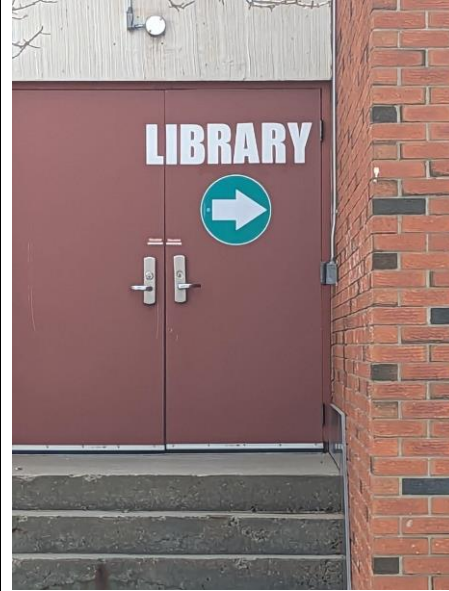
Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item: Revision to Collections Budget	Comments																																										
<p>The 2023 collections (print and audiovisual) budget below was created without the use of any reports or statistics.                      The orange bars reflect the % of the total collection going out.                      The blue bars represent the % of the budget spent on each category.                      The amount for adult DVDs was being grossly overspent and the Children’s collection was suffering.</p>  <table border="1"> <caption>Original Budget</caption> <thead> <tr> <th>Category</th> <th>Circulation (%)</th> <th>Budget (%)</th> </tr> </thead> <tbody> <tr> <td>OTHER</td> <td>5%</td> <td>5%</td> </tr> <tr> <td>CHILDREN DVD TOTALS</td> <td>4%</td> <td>9%</td> </tr> <tr> <td>ADULT DVD</td> <td>7%</td> <td>17%</td> </tr> <tr> <td>TEEN PRINT</td> <td>5%</td> <td>8%</td> </tr> <tr> <td>CHILDREN PRINT</td> <td>43%</td> <td>17%</td> </tr> <tr> <td>ADULT PRINT</td> <td>36%</td> <td>45%</td> </tr> </tbody> </table>	Category	Circulation (%)	Budget (%)	OTHER	5%	5%	CHILDREN DVD TOTALS	4%	9%	ADULT DVD	7%	17%	TEEN PRINT	5%	8%	CHILDREN PRINT	43%	17%	ADULT PRINT	36%	45%	 <table border="1"> <caption>Current Budget</caption> <thead> <tr> <th>Category</th> <th>Circulation (%)</th> <th>Budget (%)</th> </tr> </thead> <tbody> <tr> <td>OTHER</td> <td>5%</td> <td>5%</td> </tr> <tr> <td>CHILDREN DVD</td> <td>4%</td> <td>4%</td> </tr> <tr> <td>ADULT DVD</td> <td>7%</td> <td>8%</td> </tr> <tr> <td>TEEN</td> <td>5%</td> <td>7%</td> </tr> <tr> <td>CHILDREN PRINT</td> <td>43%</td> <td>33%</td> </tr> <tr> <td>ADULT PRINT</td> <td>36%</td> <td>43%</td> </tr> </tbody> </table> <p>This is the adjusted budget based on circulation reports and statistics.                      The budget amounts for the children’s and adult print are still misaligned due to money already spent.                      Correcting the collections management and budget will result in the Library purchasing items according to the community’s needs.</p>	Category	Circulation (%)	Budget (%)	OTHER	5%	5%	CHILDREN DVD	4%	4%	ADULT DVD	7%	8%	TEEN	5%	7%	CHILDREN PRINT	43%	33%	ADULT PRINT	36%	43%
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<p>Library Signage</p>	<p>Vinyl signs were put on the Library side doors, and the backdoor to help patrons and delivery people wayfind. We are hoping this helps. More importantly, we have mapped the parking lot in order to have Google directions go to the right area. We are still waiting on the response from Google. Changing Google Maps will have the most impact on helping people find the Library.</p> <p>Wayfinding signs have also been added within the Library.</p>																																										



Outsourcing of cataloguing and processing new books

I have outsourced the cataloguing and processing of some new materials in order to get them out to patrons in a timelier manner. This work will be done in addition to the cataloguing being done in-house.

A page will be trained in April to help with the processing once a week, starting in May. The outsourcing will eliminate the backlog. Ideally with the addition of the page, the current staff will increase productivity and the new books will not sit on the acquisitions shelf for an undue amount of time.

We have made some small changes in the process and productivity has more than doubled.

Cleaning of programming materials procedures


Emily has created and implemented cleaning procedures for the items used in Early Literacy programming. (Shakers, scarves, cushions, etc.) Decon 30 cleans and disinfects without residual build up. Once the items are rinsed they are safe for children to use.

This cleaner will also be used on the materials on the public floor - the soft blocks and the train set.

Ukrainian books and tours	We have purchased bilingual books in English and Ukrainian. Most of the items are for children, but there are some for adults. Once these items are catalogued, we intend to contact groups working with Ukrainian newcomers. With the aid of a translator we would like to provide tours of the Library for these families.
Red circling staff member's wage	<p>Under the previous Director, a staff member was moved into a new category on the salary grid. This staff member does not have the education nor the responsibilities to be in this grid allocation.</p> <p>I am moving them back into their appropriate classification and red circling their wage until the salary range for the reclassified position meets or exceeds the employee's red-circled salary.</p>

1.2 External

Item: Program room easel sponsorship	Comments
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	<p>We are looking for a sponsor for a storytime easel for the program room. The cost of the easel was \$519.21. The sponsor will be acknowledged on the item, in our social media, and will receive a tax receipt. Please let me know if you have any contacts that may be interested.</p>
<p>Item: SCL moving to 2-year card renewals</p>	<p>In discussions with the staff, we did not feel this was something FSPL should pursue right now. People often forget to update their information with the Library so a once a year check-in is beneficial. There are many ways to renew cards, and it is a quick process.</p>

## 2. Risk and Compliance Update

### 2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Ban over for 2 individuals	March 17, 2023	The individuals have not entered the Library as of yet. We have an agreement with Families First (FF) that we would like to have a meeting before the individuals are welcome in the Library. The meeting would consist of the individuals, myself, and a FF mediator. We would discuss the Code of Conduct and expected behaviour.
Library Operating Grant	June 15, 2023	Ready to submit

CALLS partnership	June 2023	This partnership grant is on our radar and we are preparing to submit a partnership grant application.
OHS committee training	2023	The City safety officer has been contacted for information on training required for OHS staff. Emily has taken on the role of chair, and we have one new member of the committee.
Canadian Survey on Business Conditions - second quarter 2023 Statistics Canada	April 8,2023	

## 2.2. Risk and Compliance Incidents

N/A

## 2.3. Funder Obligations

Funder	Item	Due Date	Status	Comments
Toothworks Dentistry	\$500.00	April 13, 2023	Pending	Sponsorship for EDI training or easel
Stratotech Park	\$500.00	March 15, 2023	Received	Sponsorship for train

## 3. Update on Strategic Plan Implementation

Service Response	Objective	Status	Comments
1.Foster Literacy	Increase early literacy programming by 20%	Increased early literacy programming by 40%	Added another baby, toddler, and family storytime.
2.Foster Literacy	Increase children's collection by 20%	Ongoing. This project is being led by the Community Literacy Librarian, who has extensive knowledge of this collection.	Collections budget has been reallocated to reflect this objective and the needs of the community. See above.



3.Foster Literacy	Increase the number of programs for Adults by 20%	Completed	3 new Digital Literacy programs were introduced in late 2022.
4. Visit a welcoming, comfortable, and accessible place	90% of library patrons will feel welcomed and satisfied with the service provided by staff.	Target reached and ongoing	The Summer 2022 Community survey showed that 95.7% of patrons are satisfied with the overall quality of the Library services.
5. Connect with your community	Increase programming with partners by 20%	Target reached and ongoing	<p>Partnering with FF on PGMC, and library cards for vulnerable families.</p> <p>Partnered with Heartland Housing on the Community Art project, with future plans for outreach programming in the Muriel Ross Court.</p> <p>Partnering with FCSS on tabling at the Pioneer House, and Mental Health week activities.</p> <p>Meeting arranged with Pioneer House to investigate how we can partner together in the future.</p> <p>Reconvened the EYC and hosted the Under 3 event.</p>

			Made connections with local parent group MOPS.
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#### 4. Monthly Statistics

- See attached

### Informational

#### 5. Key Accomplishments

- We are working with Families First to provide cards to the families in the Safe Houses, without compromising the privacy and safety of the families.
- The train table is on the floor and getting lots of attention, including traditional media.
- The Heartland Housing Foundation Art projects and the Paperbag Fairies card making programs were both a great success. Amanda Milke counted 238 participants in the Make Art program. At times there was a line up to get into the room.
- Registration for programs has started, please promote the Library programs. Guides are available if you would like some.
- We donated some discarded books and essentials backpacks to the Bees in Need Fort High program. This program provides supplies to high school students who are in need of essentials.

#### 6. Matters for Noting

- We will be participating in the May mental health walk, and a meditation session in the Fireplace area on May 4th.
- We presented at the Pioneer House board meeting, we are exploring the way we can partner, or services we can provide.
- I will be meeting with Micheal Liu to give him a tour of the Library.
- I attended the first Let's Move in Libraries regional meeting. This is a chapter of the international physical literacy committee. They are dedicated to advocating for the benefits of physical literacy and the role libraries play.
- Tololwa Mollel, the Writer in Residence will be joining us for programming in May.
- We are sending a staff member to the Marigold Conference in Calgary in May. This is a library conference with a focus on EDI.