



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

May 15, 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
Tricia Wall, Library Director
Shannon Bubel, Recording Secretary

REGRETS

Patrick Noyen, City Councillor
Nicole Starker Campbell, Secretary

Call to order: Norma Leader called the meeting to order at 6:40 pm

1. APPROVAL OF THE AGENDA

Motion by Margaret Booker to approve the amended agenda, removing 3.d) Report from Council, as Patrick Noyen, City Councillor is absent. Seconded by Makinna Pitcher. CARRIED.

2. Approval of the minutes of the April 17, 2023 board meeting.

Motion by Michelle Craig to approve the revised minutes of the April 17, 2023 Board Meeting, removing the two redundant bullets under FDA, revising the motion under Chair's Report, and adding "as recommended" after option on 5.b). Seconded by Judy Raaschou. CARRIED.

3. REPORTS

- a) Chair's Report
 - o SCL dinner and tour was a great success, wonderful opportunity to see how our relationship is mutually beneficial.

- b. Personnel Committee
 - o Proposed policies were presented and discussed.

Motion by Lisa Mason to approve revisions to Policy Making and By-Law Procedure – 92-02. Seconded by Margaret Booker. CARRIED.

Motion by Lisa Mason to approve revisions to Program Room Use – 04-01, and renaming to Library Room Use – 04-01. Seconded by Margaret Booker. CARRIED.

- c. FDA Committee
 - o Committee reviewed the March Financial Statements, and recommends that the Board approves the statements as presented.
 - o FDA will be looking at a forecast to budget statement as well going forward to improve understanding of the current and anticipated year-end financial position.

Motion by Michelle Craig to approve March Financial statements as presented. Seconded by Marianne Quimpere. CARRIED.

- d. Director's Report
 - o See Attached.
 - o Virtual server has been ordered as quote came in under budget.
 - o The new downtown Fort Saskatchewan website had us listed as "City Hall Public Library", which has been corrected
 - o Met with the City's Economic Development Director regarding improving the Library's representation in the City's literature.
- e. Monthly Statistics
 - o April's statistics were presented

Motion by Norma Leader to accept reports 3.a. through 3.e. as information. Seconded by Margaret Booker. CARRIED.

5. MATTERS FOR APPROVAL

6. ROUNDTABLE

7. NEXT MEETING

June 12, 2023

8. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:39 pm. CARRIED.

Norma J. Leader

Board Chair

N. Stan Campbell

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
<p>Roof repair The Library roof is being replaced, it is scheduled to be done by June 30th.</p>	<p>It is quite noisy in the Library at times, so we are offering patrons free ear plugs if requested.</p>
<p>Virtual Server Quote</p>	<p>The quotes for the server are in. We could get a server with 5 drives for \$7884.51, but the techs would prefer 6 drives. The cost of this server would be approx. \$8500.00.</p> <p>For a server that is to host virtualized servers, it is vital that the hard drive configuration address 2 major issues: Speed and data integrity. As this server will host many virtualized servers, it needs to be able to access the data on the hard drives in a fast and timely manner and with our configuration (the industry standard) the more hard drives we team together the faster the system can read and write data to the hard drives. It is also crucial to have redundancy in order to maintain data integrity. Our configuration (industry standard) will use 2 hard drives for data integrity through redundancy. 2 of the 6 drives will not contain our data but will be dedicated to ensuring data integrity. This means that the server will be able to remain operational without any data loss whatsoever even if up to 2 of the 6 hard drives were to completely fail simultaneously.</p> <p>We have tried to keep this server under budget but this is the least expensive configuration while confidently ensuring that this server will perform as needed in order to help provide necessary services to our staff and patrons.</p>

1.2 External

Item	Comments
<p>Program room easel sponsorship</p>	<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>

Downtown Fort Sask website	
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2. Risk and Compliance Update

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Canada Summer Job Grant approved	April 24, 2023	One of the summer job grants was approved. We have hired Andrea, who was with us last year. She will be starting on May 8th.
OHS committee training	2023	The City safety officer has informed us that OHS rules have changed and no formal certification is needed for the OHS lead. Emily is working on updating our monthly checklist.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Employee injury	April 28, 2023	An employee tripped and fell resulting in a trip to the hospital. She fell during her lunch break, off of the Library property so there was no WCB claim made.

2.3. Funder Obligations

N/A

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%	All summer programs will be repeated twice to increase programming and efficiency. We will build in the option to hold programs again if the wait lists are high.
2. Visit a welcoming place	By 2023 90% of those surveyed will be satisfied with the Library's online presence.	Ongoing	Community survey results were 88.9% satisfied.
3. Connect with your community	Increase programming with partners by 20%	Target reached and ongoing	We will be working with Turner Lodge to provide a technology drop in class in June

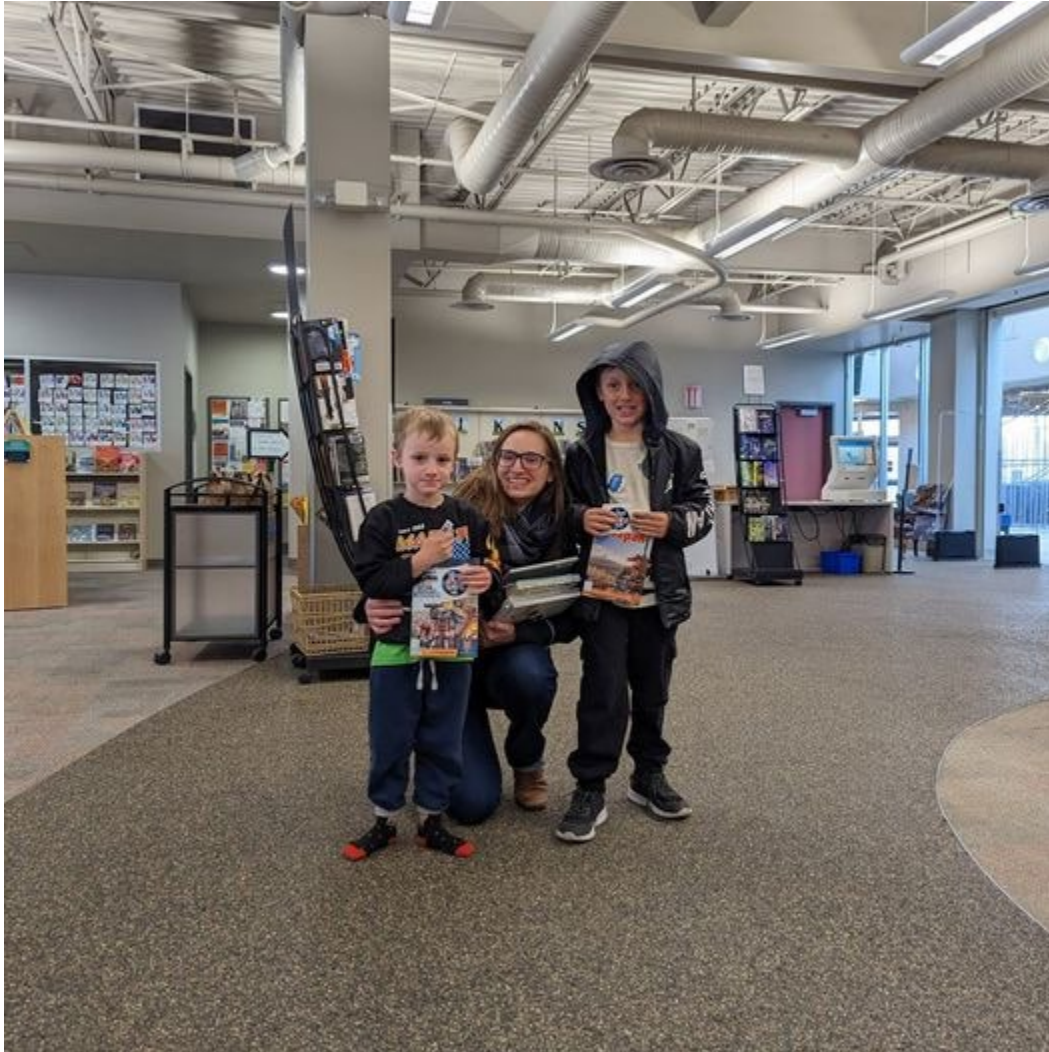
4. Monthly Statistics

- See attached
- Card holder numbers will be changing drastically.

Informational

5. Key Accomplishments

- Welcome bags were delivered to Families First for the families in the Safe Houses.
- For Volunteer Appreciation Week we set up and took down all the tables at the Pioneer House lunch. We also cleared all the tables of dishes.
- We tabled the Wellness Fair at Pioneer House and Fort Fan Fest
- Trip to Chapters
- Writer in Residence program has started and the schools are very happy with his presentations.
- We have added an additional Settlement Worker, Nacereddine. He will work on Mondays. He speaks Arabic, English, and French.
- [Janel Smith-Duguid](#) contacted us to let us know that her kids had read 1000 books. We gave them buttons and tattoos to celebrate. After seeing the post, another family contacted us about 1000 books as well. We will be celebrating with them too!



6. Matters for Noting

- We will be hosting a Library Assistant Practicum Student in June. This is an unpaid position, and we are hoping to have Jennifer work in many different positions in the Library in order to give her a well-rounded experience.
- We have started planning summer programming, and are excited with the programs so far.
- We attended the Indigenous Society open house, the Chamber City Council Round Table, the Alberta Library General Meeting, lunch/tour of our Library for the Beaumont Public Library Director.