



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

June 12, 2023

IN ATTENDANCE

Norma Leader, Chair
Michelle Craig, Vice Chair
Lisa Mason, Trustee
Patrick Noyen, City Councillor
Makinna Pitcher, Trustee
Judy Raaschou, Trustee
Nicole Starker Campbell, Secretary
Tricia Wall, Library Director

REGRETS

Margaret Booker, Trustee
Marianne Quimpere, Trustee
Renetta Peddle, Trustee
Shannon Bubel, Recording Secretary

Call to order: Norma Leader called the meeting to order at 6:34 pm

1. APPROVAL OF THE AGENDA

Motion by Norma Leader to approve the amended agenda, adding 4.a) Update Schedule A Bylaws. Seconded by Judy Raaschou. **CARRIED.**

2. Approval of the minutes of the May 15, 2023 board meeting.

Motion by Michelle Craig to approve the minutes of the May 15, 2023 Board Meeting. Seconded by Lisa Mason. **CARRIED.**

3. REPORTS

a. Chair's Report

- o All board members have completed the Director survey.
- o Shannon is sending out the staff survey this week
- o Norma and Michelle will review the survey results and meet with Tricia

b. Personnel Committee

- o An In-camera meeting policy was created for board review and approval.

Motion by Makinna Pitcher to approve the proposed In-camera policy 23-01.
Seconded by Michelle Craig. CARRIED.

- c. FDA Committee
 - o FDA Chair reviewed the April Financial Statements and provided a summary report to the committee. The budget reflects increased revenue primarily resulting from an increase in the provincial grant.
 - o Expenditures continue to reflect anticipated variances. However, the anticipated year end deficit may be reduced due to the increased revenue and ongoing expenditure reductions.
- d. Report from Council
 - o Council approved a decreased property tax rate from the proposed 3.05% to 1.64%.
 - o Council is looking at adding six new firefighter positions to staff, and another firetruck to improve service.
 - o The city is still trying to find funding for the widening of Veteran's Way. There was no change to the transportation minister after the provincial election.
 - o The local assistant RCMP inspector gave a report to Council and policing is looking good.
 - o Dow is on the brink of finalizing their local expansion, which will be one of the biggest in provincial history. VIPs will be in the Fort Saskatchewan this week and Mayor Katchur will represent the City.
 - o Construction of the Strathcona to Edmonton foot bridge is starting.
 - o The official opening of our new pedestrian bridge is expected to be July 9 or 12.
- e. Director's Report
 - o See Attached.
 - o Tricia will send out a Google survey with possible dates for the board retreat to work on the Plan of Service.
 - o We were unsuccessful in obtaining the Red Cross COVID Relief Grant.
 - o Truth and Reconciliation will be incorporated into the Plan of Service.
- f. Monthly Statistics
 - o May's statistics were presented.

Motion by Patrick Noyen to accept reports 3.a. through 3.f. as information.
Seconded by Michelle Craig. CARRIED.

- 4. MATTERS FOR APPROVAL
 - a. Update Schedule A Bylaws.

Motion by Norma Leader to allow three readings of Bylaw #1 Schedules A and C at this meeting. Seconded by Nicole Starker Campbell. CARRIED.

Motion by Judy Raashou that the Fort Saskatchewan Public Library Bylaw #1-2021 Schedules A and C be amended as proposed, therefore given first reading. Seconded by Lisa Mason. CARRIED.

Motion by Patrick Noyen that the Fort Saskatchewan Public Library Bylaw#1-2021 Schedules A and C be given second reading. Seconded by Makinna Pitcher. CARRIED.

Unanimous vote to proceed with the third reading of the Fort Saskatchewan Public Library Bylaw #1-2021 Schedules A and C.

Motion by Lisa Mason that the Fort Saskatchewan Public Library Bylaw #1-2021 Schedules A and C be given third and final reading. Seconded by Michelle Craig. CARRIED.

5. ROUNDTABLE
6. NEXT MEETING
September 11, 2023
7. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:51 pm. CARRIED.

Norma J Leader

Board Chair

N. Starker Campbell

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
Roof repair	The roofing project is a bit delayed but moving along.
Leduc programming meeting	May 25 th we met with programmers from the surrounding area to discuss what we are seeing in programming. Most libraries are also finding it difficult to fill programs. There was discussion on the difficulty some libraries are having due to budget and staffing constrains.
Metro Foundation meeting	May 17 th meeting with EPL, SCL, and SAL in Edmonton. We talked about the political climate, organized protests against Pride, Book challenges, and Writer in Residence. We have decided not to continue with the writer in residence program because the cost is increasing and we are not seeing the value.
Meeting with DOW – First Robotics	DOW would be very interested in sponsoring a First Robotics club at the library. They are currently sponsoring one with the BGC. We will meet with DOW, BGC to discuss what this will look like. I do not want to run the same programs in competition, we need to find a way to partner and share the resources.
Performance Appraisals	I have been working on Staff performance appraisals. I have incorporated SMART goals. Each staff member must have at least 2 SMART goals for the next year.

1.2 External

Item	Comments
Legacy Park	Legacy Park Family Festival was very busy. Staff spoke to over 750 people. The program guide and registration were ready to go for the day, and I think it was successful in helping get people signed up for programs. We also gave out branded frisbees.

2. Risk and Compliance Update

Item	Due Date	Comments
Canadian Red Cross Grant	June 12, 2023	We were not successful in receiving money for this grant ask.

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Staff PD day fire drill	June 2, 2023	I have simplified the evacuation procedure to one page and it worked well. We will continue to update the rest of the Emergency Procedures. The City is hoping to have a fire drill in the near future so I am glad we have the evacuation procedures clarified.
CALLS Final Report	June 29, 2023	The 2023 Partnership final report will be due on the 29 th . The request for funding has been submitted. It is \$650 less because we did not host as many classes as we wanted. The request for 2023-2024 partnership has been submitted.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
N/A		

2.3. Funder Obligations

Wolf Midstream Donation	We received a donation from Wolf Midstream for Summer game prizes. The sponsorship request was \$2500. We received a cheque for \$500. I will confirm we can use the funds for the Adult/Teen prizes, rather than the children's prizes.
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3. Update on Strategic Plan Implementation

Meeting with Angela	Initial meeting to start to compile community data and create questions for summer outreach.
Dates for community engagement and Board retreat	Angela would be interested in having the dates set for September so she can book them. I will send out a google form to choose a date.

	We also have to choose a location for the Board Retreat.
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4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

- PD day focused on Equity, Diversity, and Inclusion. It was a great day packed with learning opportunities. We invited FCSS for our keynote speaker since they are hiring a EDI staff member soon.
- Shannon discovered that Canva offers a free account for non-profits, we are now using the software for free.

2. Matters for Noting

- The summer student and practicum student have both started and we are excited to have them. We are hoping to get a few housekeeping projects done while they are here such an inventory, one has not been done in four years.
- Summer program guide is out and registration is open.
- Summer challenges for adults, teens and children have been created.
- The Chamber of Commerce reimbursed the Library for the Trade show fees.
- We participated in the Agency workshop for the Poverty Awareness Committee.
- We are just finalizing the Board Documents as a Google Drive. This will make access easier and more secure than the current Board intranet on the website.
- The new server has arrived and is being installed, as are the 2 replacement display tvs.