



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

September 11, 2023

IN ATTENDANCE

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

REGRETS

Renetta Peddle, Trustee
Michelle Craig, Vice Chair

Call to order: Norma Leader called the meeting to order at 6:30 pm

1. APPROVAL OF THE AGENDA

Motion by Margaret Booker to approve the agenda. Seconded by Nicole Starker Campbell. CARRIED.

2. Approval of the minutes of the June 12, 2023 board meeting.

Motion by Judy Raaschou to approve the minutes of the June 12, 2023 Board Meeting. Seconded by Patrick Noyen. CARRIED.

3. REPORTS

a. Chair's Report

- o Director's evaluation survey has been completed.
- o Unfortunately, Makinna Pitcher has resigned from the Board due to other commitments. City recommends waiting until the end of the year to fill the position.
- o The Board attended a Plan of Service planning session on September 9th led by Angela Kublik to develop the outline for the new 2024-2028 Plan of Service.

b. Personnel Committee

- o Nothing to report.
- Next meeting October 16

c. FDA Committee

Motion via email by Michelle Craig August 24, 2023 to approve the proposed preliminary 2024 budget as presented. Seconded by Margaret Booker. CARRIED.

- o Committee reviewed the June and July Financial Statements, and recommends that the board approves the June statements as presented.

Motion by Patrick Noyen to approve June Financial statements as presented. Seconded by Margaret Booker. CARRIED.

d. Report from Council

- o Council meets again tomorrow. There will be presentations from Linking Generations for their once a year update, as well as from the Lions Club for their proposal for expansion of Turner Park Campground.
- o Council is reviewing Southfort area structure plan with Planning and Development to see how future builds will look.
- o Motion happening tomorrow to name the new park with the skating rink to the Lesley MacMillan Park. She has made a huge impact on the community and the City wants to honor her.

e. Director's Report

- o See Attached.
- o The formal book challenge has been received. A report will be made for the Board to review, to be presented at next meeting.
- o We had a practicum student here recently, she works at one of the local school libraries. She has been great at advocating for the library, and 18 educator cards have gone out to her school.

f. Monthly Statistics

- o June, July and August statistics were presented.

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

4. MATTERS FOR APPROVAL

a. Early closure December 1st

Motion by Nicole Starker Campbell to approve the Library closing at 5pm on December 1st for the staff Christmas party. Seconded by Lisa Mason. CARRIED.

b. Exploratory phase of reallocating space

Motion by Patrick Noyen to approve the Library Director proceeding with application to the Dow Community Grant, with intent to use for the Digital Literacy Lab. Seconded by Marianne Quimper. CARRIED.

5. ROUNDTABLE

- 6. NEXT MEETING
October 16, 2023
- 7. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:42 pm.
CARRIED.

Norma J. Leader

Board Chair

N. Stephen Campbell

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
Book challenge	Update on situation involving recent book challenge.
Hiring of Literacy Specialist	We have hired Zane Weller as our new Literacy Specialist. Zane is passionate about robotics, AI, and programming. I am very excited to discover what he can bring to our team.
Lost and damaged inventory	We will be sending out letters to patrons with lost or damaged materials to try and recoup the items or funds. Going back one year we have \$5670 in unpaid balances.
Letter for mailed out new cards	We've recently included a new donation request in the letter that goes out with new cards. Our aim is to begin increasing our revenue through patron contributions. I'm told that historically we haven't actively pursued donations. Letter is attached to the package.
Meeting with DOW – First Robotics	These meetings were delayed over summer, we are currently rebooking. DOW is still very interested in the project.
Performance Appraisals	Experiencing some delay, but anticipate being back on schedule by October.

1.2 External

Item	Comments
Farmers Market June 22 & August 24	We attended 2 farmer's markets this year, both were a great success. Over 300 people were reached. Great events to create awareness.

Metis Flag raising	We attended this event to show our support and connect with Alfred L'Hirondelle in hopes of partnering in the future.

2. Risk and Compliance Update

Item	Due Date	Comments
Canada Post Grant	Aug 30, 2023	We were not successful in receiving money for this grant ask.

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Canada Summer Jobs	Aug. 28, 2023	Online payment claim submitted.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
N/A		

2.3. Funder Obligations

DOW Community Grant	Application closes September 15 th , applying for STEM materials and the creation of a Digital Learning room.

3. Update on Strategic Plan Implementation

Staff meeting- goals and objectives	Angela will use the staff meeting time to discuss the core library services and creating goals and objectives.
-------------------------------------	--

Meeting Angela/Tricia TBA	Angela and I will start to compile the results of the Plan of Service work to present to the Board.
---------------------------	---

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

- Summer BINGO, we had 443 children players and 301 teen/adult players. Compared to 2022 this is a small increase (50) for children, but a large increase for teen and adult (197).
- Year end puppet show had 75 people in attendance. It was a great opportunity to introduce the Fall program guide and registration.

2. Matters for Noting

- Over the summer we have partnered with both The Bridge and FCSS to provide community programming. We are currently creating programs together for the Fall and Winter sessions.
- Fall program guide is out and registration is open.
- We are currently gearing up for school visits and read in week.
- The 2024 budget has been submitted to the City.
- The annual book sale will be held the weekend of November 4-5th. We will be looking for Board volunteer help on Friday evening to prepare. We will not be hosting the VIP night this year; the ROI was not enough for the staff time invested.