



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

October 16, 2023

IN ATTENDANCE

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

VIA ZOOM

Michelle Craig, Vice Chair

Call to order: Norma Leader called the meeting to order at 6:29 pm

1. APPROVAL OF THE AGENDA

Motion by Margaret Booker to approve the agenda. Seconded by Renetta Peddle. CARRIED.

2. Approval of the minutes of the September 11, 2023 board meeting.

Motion by Lisa Mason to approve the minutes of the September 11, 2023 Board Meeting. Seconded by Nicole Starker Campbell. CARRIED.

3. REPORTS

a. Chair's Report

- o Thanks to Michelle for agreeing to stay on with the Board until the end of the year.
- o Thanks to Patrick for mentioning the Library in the article in the Fort Record.
- o Norma attended training through the Alberta Community Development department on "The Role of the Chair on a Non Profit Board"

- Historical Society is celebrating their 65th anniversary this month. Some of the first artifacts they acquired were displayed in the Library in the early 60's.
- The Board self-evaluation will be sent out in November, it hasn't been done in a couple years. Norma has asked Lisa to send it out as part of it is evaluating the Chair.
- b. Personnel Committee
 - The committee met tonight, and discussed the updated/rewritten Selection and Reconsideration of Library Materials Policy 86-10. This revision provides clarity and sets us up realistically for the future.

Motion by Lisa Mason to approve the revision to the Selection and Reconsideration of Library Materials Policy 86-10. Seconded by Margaret Booker. CARRIED.

Next meeting TBD

- c. FDA Committee
 - Michelle has reviewed the August Statements. Things are as expected. Next month the FDA meets and will present September's statement for approval.

Next meeting November 20th

- d. Report from Council
 - Today was the first day of Capital Budget presentations. A few items to note are:
 - Two traffic circles in the works in Westpark
 - Bike skills park being discussed
 - Motion for staircase and lookout at Chabot park down to the river valley
- e. Director's Report
 - See Attached.
 - Budget presentation has been moved to November 20th.
 - Careers under Construction did not receive their funding, so we have put in an application with CALLS for funding of a portion of a resume tutors wage. Looking at 6 sessions a week to start.
- f. Monthly Statistics
 - September 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. Book Borrowing Boxes
 - Looking at adding our branding to the boxes, as well as information.
- b. Book Challenges

- o Letter will be sent to the challenger informing them of our decision to keep the book in the collection.

5. ROUNDTABLE
6. NEXT MEETING
November 20, 2023
7. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:38 pm.
CARRIED.

Norma J. Leader

Board Chair

N. Stephen Campbell

Board Secretary

Fort Saskatchewan Public Library
Executive Director Board Report
2023

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
Chamber of Commerce invoice	Our membership with the Chamber of Commerce is due. The invoice is \$288.75 for the year. We save \$6 on each market booking and \$140 savings at the trade show.
YRCA school visits	YRCA visits to the school were very busy and successful. We are having really great response from the schools when we go to visit the classes.
Book sale	Our book sale was successful, with a total of \$1608.00 raised.
Intellectual Freedom training	I completed the Intellectual Freedom train the trainer training and will be training our staff as soon as we can organize a time to do this as efficiently as possible.
Mock city budget presentation	The budget presentation to City staff was very well received. There was some helpful feedback that I will incorporate but I am overall happy with how the presentation looks. The next step is to discuss the presentation with Norma and Nicole to get their feedback.
Program statistics	We have changed the way we record the program statistics to better reflect the actual numbers who attended. Passive initiatives have been taken out of the program stats. See September stats without SITS.

1.2 External

Item	Comments
Grand opening of the Fort Foundation	This organization is hoping to provide legal workshops and free legal advice to community members. They are having their Grand Opening on the 1 st and we are hoping to find out more information on their organization so that we can connect people that might need their services.
Indigenous training from the City	City staff invited the Library staff to participate in some Indigenous awareness training in November and December. Staff were invited to go to the free training if they wished. When all the sessions have been completed we will have staff member inform all staff of what they learned.
Partnerships with other agencies	We are working on creating a document as to what we do with partner agencies/what our scope is. This document will be beneficial in making it clear what our role is.

2. Risk and Compliance Update

Item	Due Date	Comments

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Application for Canada Summer Jobs has opened	Jan 10,2024	We will be applying for a programming summer student and a summer page position.
City audit information	November and ongoing into 2024	

Meeting with City accountants	Oct. 30, 2023	City accountants feel that our forecast is on track.
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2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Employee incident report sent to WCB		On October 12 th an employee fell when trying to sit on a rolling chair. At the time ice was applied and there was no lost time. An in-house incident report was filled out. On November 5 th the employee informed the Director that a physiotherapist felt she should see a doctor for a possible rotator cuff injury. The incident report was then forwarded on to WCB. The employee will be making an appointment with a Doctor and we will see what develops from there.

2.3. Funder Obligations

DOW Community Grant	DOW will be giving us the \$4000 Community Grant cheque before January
CALLS	We have received \$2976 from CALLS to help with the wages for a resume tutor. The program will start as soon as we can get it organized. The money is to provide a resume tutor until June 30, 2024.
Estate of Dick Easton	We received a cheque for \$7000. This money will go towards new shelving for children's movies. Moving the children's movies will create more room to expand our French/Language collection.

3. Update on Strategic Plan Implementation

Draft of Plan of Service is being edited	Angela is looking at the draft. I have brought a copy of what the final product will look like. I will send it out before the December meeting so there is lots of time to look at it before approval in December.

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

- A big thank you to Marg for helping us out on Sunday at the book sale. After the sale, there were a lot of boxes to transfer to the Correctional Centre and our contact just had a minivan for transport. Luckily, Highland Moving and Storage were willing to provide us with a cube van and some help. They helped us load, transfer, and unload the books free of charge.
- We ran a great program in partnership with Cyber Robots from Sherwood Park. The program was well received and had a waiting list. STEM programming is definitely what the community is looking for.
- Our art programs for November break were full with waiting lists.

2. Matters for Noting

- ILL loans are down. This is not a concern. ILLs are populated by libraries wanting items that they do not have in their collection and a patron wants. This means that we are buying less niche items that other libraries don't see the need to purchase. This is because we restructured the spending to be less on DVDs, the items most often loaned. This money was spent on increasing the picture book collection and that collection is circulating at a higher percentage.
- Explain that the reference stats are taken during focus weeks, they are not for every question. We will be moving to a daily tabulation.
- We have hired a new page. We are very pleased with her so far.
- We will again be participating in the Lights Up event. We will have some community trees and most importantly Santa will be here for the kids. We expect it to be a very busy and enjoyable evening.