



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

December 11, 2023

IN ATTENDANCE

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

VIA ZOOM

Michelle Craig, Vice Chair
Lisa Mason, Trustee

Call to order: Norma Leader called the meeting to order at 6:05 pm

1. APPROVAL OF THE AGENDA

Motion by Norma Leader to approve the agenda. Seconded by Patrick Noyen. **CARRIED.**

2. Approval of the minutes of the November 20, 2023 board meeting.

Motion by Nicole Starker Campbell to approve the minutes of the November 20, 2023 Board Meeting. Seconded by Margaret Booker. **CARRIED.**

3. REPORTS

a. Chair's Report

- o No reply yet on moving the Book Borrowing boxes, Norma will follow up in the spring
- o Interview for the one applicant for one of the two vacant board positions has taken place. This applicant has lots of experience with other boards and will be a great addition. Official announcement will happen on December 12th. Jibs Abitoye, Brad Babiak and Norma facilitated the interview. Requested the City put an ad in the local

newspaper to fill the other vacancy. New member will have a tour and orientation prior to our January meeting.

- We wish Michelle well, tonight is her last meeting with us on the Board. Thanks for staying on until the end of the year.
 - b. Personnel Committee
 - Nothing to report.
- Next meeting TBD
- c. FDA Committee
 - Nothing to report.
- Next meeting TBD
- d. Report from Council
 - Regular Council meeting tomorrow when operating budget will be adopted.
 - Light's up event was a huge success, shout out to all those involved.
 - Economic Development presentation on how we can attract light industrial to fill up the vacancies
 - 6 new full-time firefighters have been hired
 - Dow announced approval of their Path2Zero expansion
 - Front counters at city hall will be completed this month
 - e. Director's Report
 - See Attached.
 - f. Monthly Statistics
 - November statistics were presented

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

4. MATTERS FOR APPROVAL

- a. Moving funds to Capital Reserves
 - Tabled to January meeting when we will have actual numbers.
- b. Correcting PD Day on Closures to June 7th.

Motion by Judy Raaschou to approve revised Library Closures, correcting PD Day to June 7th. Seconded by Margaret Booker. CARRIED.

- c. Plan of Service Approval
 - Tabled until all revisions have been made, email vote to take place once finalized
- d. In Camera 6:45-7:05pm

Motion by Margaret Booker to approve a new classification for an Administrative Services Coordinator. Seconded by Marianne Quimpere. CARRIED.

5. ROUNDTABLE

- 6. NEXT MEETING
January 8, 2024
- 7. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:07 pm.
CARRIED.

Norma J. Leader

Board Chair

N. Stephen Campbell

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
\$500 donation to food bank from Twice But Nice for January	We will be running an initiative similar to a Walk-a-thon. We will be partnering with the local school librarians, Twice But Nice and the food bank. There will be a competition for a school to win the Golden Jam Jar by reading the most pages in January. Twice but Nice pledged to donate \$500 to the Food Bank for this project. This project is aimed to raise money for the food bank, and raise awareness for the agencies and literacy.
Fort Foundation	Some staff members attended the open house of the Fort Foundation. It is important for us to be aware of these agencies so that we can provide patrons with information on their programs.
Phase 1-3	-Tvs have been bought, facilities approved mounting them. - Approval from facilities and the City Manager to look at the feasibility of putting in a washroom.
DOW First Robotics	We had the initial meeting and both DOW and the Library are interested in looking at offering the program. Once we have completed our research we will reach out to DOW to initiate the project.
New guide is out	The new guide is out and registration is open.

1.2 External

Item	Comments
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Heartland Community Commons	The Bridge Church has secured land for a new building behind Heartland Ford. Through our work with the HCC group we are working towards having a space in the building for programming, a book drop, and possible talks on a passive library. They are hoping to have the building completed by September 2025.
DOW Expansion	As I am sure all of you know, DOW has announced the approval of their expansion. We see this as a great opportunity for the area, and for the Library. It is our goal to have potential employees see the Library as a draw to living in our community.

2. Risk and Compliance Update

Item	Due Date	Comments
Biblioteca	01/21/24	Bill for selfchecks, sorter maintenance and support. 9218.31
City Business License	12/31/23	\$0.00 renewed
Canada job grants	01/10/24	We will be applying for 2 summer grant positions.
DOW Corporate Membership Program	12/08/23	City Corporate Membership renewed. \$0.00

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
GoMo maintenance	Nov 30/23	Library car received winter maintenance – oil change, new wipers and a new battery. The tires will have to be replaced next year. They did suggest that the vehicle should be driven more than it currently is.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments

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2.3. Funder Obligations

Individual donor	A community member donated \$500 to the Library.
Individual donor	\$100

3. Update on Strategic Plan Implementation

Plan of Service	Once approved will be sent to PLSB, added to our website, and distributed to our partners. Thank you for all your hard work, I think it is a great document for us to base services on.

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

Lights Up Event - Our gate count for Friday November 24th was 2905. It was a very busy and successful night. I would recommend that the City provide staff or volunteers to man the lines because there were people who were waiting and they were turned away at the end of the night.



Cyber Robotics – We ran two very successful programs with Cyber Robotics. From the response to these programs, it is clear to see that there is a lot of interest in STEM programming.

Work has begun on passively turning the makerspace into a meeting space. Please take a look if you have a chance. We think it is a huge improvement already.

2. Matters for Noting

Staff Christmas Party was held on December 1st. It was an interesting evening, and we appreciate your support.

I attended the APLAC (Alberta Public Library Administrators' Council) meeting. I learned about Red Deer Public Library's passive library branch. I would like to learn more about this model and see how it works long term. Each library represented has concerns with unhoused patrons, many libraries are encountering issues and lack of support and services.