



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

January 8, 2024

IN ATTENDANCE

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

REGRETS

Lisa Mason, Trustee
Marianne Quimpere, Trustee

Call to order: Norma Leader called the meeting to order at 6:33 pm

1. APPROVAL OF THE AGENDA

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

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

Motion by Margaret Booker to approve the minutes of the December 11, 2023 Board Meeting. Seconded by Renetta Peddle. **CARRIED.**

3. REPORTS

a. Chair's Report

- o Welcome to our newest Board member Mary-Ann Thiessen. Marianne Quimpere has also been approved for a second term on the Board.
- o Unfortunately, our book borrowing box at Pryce Alderson has burned down, need to decide if we are going to get a replacement.

Motion via email by Norma Leader December 13, 2023 to approve the Fort Saskatchewan Public Library Plan of Service for 2024-2029. Seconded by Lisa Mason. CARRIED.

Motion via email by Nicole Starker Campbell December 16, 2023 to approve the minutes of the In-Camera session on December 11, 2023. Seconded by Michelle Craig. CARRIED.

- b. Personnel Committee
 - o Nothing to ReportNext meeting TBD
- c. FDA Committee
 - o Nothing to ReportNext meeting TBD
- d. Report from Council
 - o Council has been on break since beginning of December. Meeting tomorrow to review the Recreation Facility Survey, and the best course of action moving forward.
- e. Director's Report
 - o See Attached.
 - o Artwork hanging has been postponed to January 21st.
 - o Audit starts on January 22nd with KPMG
- f. Monthly Statistics
 - o December statistics were presented.

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

4. MATTERS FOR APPROVAL

a. Elections to Board Positions

The floor was opened for nominations for Library Board Chair for 2024

- Renetta Peddle nominated Norma Leader
- Norma accepted
- Norma Leader elected via acclamation as Chair

The floor was opened for nominations for Library Board Vice Chair for 2024

- Judy Raaschou nominated Nicole Starker Campbell
- Nicole accepted
- Nicole Starker Campbell elected via acclamation as Vice Chair

The floor was opened for nominations for Library Board Secretary for 2024

- Renetta Peddle nominated Margaret Booker
- Margaret accepted
- Margaret Booker elected via acclamation as Secretary

i. Selection of Personnel and FDA Committee Members

Personnel Committee – members for 2024

- o Margaret Booker
- o Lisa Mason
- o Patrick Noyen
- o Renetta Peddle

FDA Committee – members for 2024

- o Marianne Quimpere
- o Judy Raaschou
- o Nicole Starker Campbell
- o Mary-Ann Thiessen

b. Moving funds to reserves

Motion by Margaret Booker to approve spending up to \$63,000 from Capital Reserves for completion of projects started in 2023. Seconded by Nicole Starker Campbell. CARRIED.

- 5. ROUNDTABLE
- 6. NEXT MEETING
February 12, 2024
- 7. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:30 pm.
CARRIED.

Norma J. Leader

Board Chair

N. Starker Campbell

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
January 2 nd	Resume tutor program has started and already has bookings with minimal advertising. We will start to advertise the program this month.
January 7 th	Amanda Milke's artwork has been hung in the Library. She will also be doing some programs with the Library to promote the artwork. The Gallery has to be put on the website as well. Art from these programs will be put in the City Art Nook.

1.2 External

Item	Comments

2. Risk and Compliance Update

Item	Due Date	Comments
Annual report	February 28 th	We have started on the report and don't foresee any issues in getting it done on time. Please be sure to submit your volunteer hours for the 2023 year.

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Board documents	January 8 th	Each board member has been given a fspl email address and password. These will be used to access the Board Drive containing all the policies and Board information. We will be

		retiring the Intranet on the webpage because of security concerns.
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2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Patron Complaint	December 14th	We had a patron complaint about an incident involving her toddler and a Robin Hood client. I spoke with the patron and the issue has been dealt with to her satisfaction. I will be approaching the agency to have a meeting discussing client behavior in the Library.

2.3. Funder Obligations

Grants	We were unsuccessful in the 2 grants applied for, this was expected but it was worth trying.
Funder needed	We are looking for a sponsor for the Baby bags, please let me know if you have any ideas.

3. Update on Strategic Plan Implementation

Plan of Service has been sent to PLSB	
	We will be sending a copy out to our partners mid-month.
Staff awareness	All staff have been asked to read through the PoS, we will discuss at the next staff meeting.

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

Meeting room space

- The FCSS and Youth Council are very happy with the way the former Makerspace area looks. They were to have their meeting in the Lang Room but chose to stay in the Meeting area instead.
- Although we have not advertised the SAD lamp we find people are using it and the soft seating space.
- We have also had some unexpected benefits to moving things out of the area. Both the jigsaw table and the digital conversion station are being utilized more.

2. Matters for Noting