



# FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

February 12, 2024

## IN ATTENDANCE

Norma Leader, Chair  
Margaret Booker, Secretary  
Lisa Mason, Trustee  
Patrick Noyen, City Councillor  
Dianne Palovcik, Trustee  
Marianne Quimpere, Trustee  
Judy Raaschou, Trustee  
Mary-Ann Thiessen, Trustee  
Tricia Wall, Library Director  
Shannon Bubel, Recording Secretary

## GUESTS

Iris Lee, City of Fort Saskatchewan  
Colleen Wagner, City of Fort Saskatchewan

## VIA ZOOM

Sheldon Jacobs, KPMG

## REGRETS

Renetta Peddle, Trustee  
Nicole Starker Campbell, 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 amended agenda, adding Youth e-card under matters for approval. Seconded by Mary-Ann Thiessen. CARRIED.

## 2. 2023 Audited Financial Statement Presentation by the City of Fort Saskatchewan and KPMG.

- Iris Lee and Colleen Wagner reviewed the 2023 Financial Statements
- Sheldon Jacobs reviewed KPMG's audit results of the 2023 Financial Statements, and their recommendations.

**Motion** by Lisa Mason to approve the audited 2023 Financial Statements, as presented by the City of Fort Saskatchewan and KPMG. Seconded by Marianne Quimpere. CARRIED.

3. Approval of the minutes of the January 8, 2024 board meeting.

**Motion** by Margaret Booker to approve the minutes of the January 8, 2024 Board Meeting. Seconded by Patrick Noyen. CARRIED.

4. REPORTS

- a. Chair's Report

- o Welcome to our newest Board member Dianne Palovcik. Dianne will sit on the Personnel Committee for this year.
- o Amanda Milke's artwork is now up in the Library, it adds visual interest. All the pieces are for sale.
- o Norma attended the cheque presentation at the Food Bank for our "January" event.

- b. Personnel Committee

- o Nothing to Report

Next meeting March 11

- c. FDA Committee

- o Nothing to Report

Next meeting TBD

- d. Report from Council

- o Change to our commuter transit to take place this summer. Change from the City of Edmonton buses to Strathcona county. Route will go from the DCC to the Bethel Transit station in Sherwood park. Just waiting on the tech to be installed for the Arc cards.
- o Tomorrow Council will be receiving an update from Dow on their plans for moving forward with the expansion.
- o Heartland Housings annual presentation and requisition
- o Municipal Census to take place again this year. The Government of Alberta has changed how they allocate their funds for municipalities, so having current stats will be beneficial. There will also be a question on recreation on the census.

- e. Director's Report

- o See Attached.
- o The Book Banning Panel is on February 21<sup>st</sup>.

- f. Monthly Statistics

- o January statistics were presented.

**Motion** by Judy Raaschou to accept reports 4.a. through 4.f. as information. Seconded by Margaret Booker. CARRIED.

5. MATTERS FOR APPROVAL

- a. 2023 Annual Report for PLSB

**Motion** by Marianne Quimpere to approve the 2023 Annual Report, correcting the spelling of Dianne Palovcik's name. Seconded by Mary-Ann Thiessen.  
CARRIED.

- b. New Youth e-card
  - o Recommendation to add 1.2d and 2.8 on Bylaw #1 Schedules A.
  - o The proposed additions to Schedules A were reviewed by the Board.

**Motion** by Lisa Mason that the Fort Saskatchewan Public Library Bylaw #1 Schedules A be amended as proposed. Seconded by Marianne Quimpere.  
CARRIED.

**Motion** by Lisa Mason that the Fort Saskatchewan Public Library Bylaw #1 Schedules A be given second reading. Seconded by Marianne Quimpere.  
CARRIED.

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

**Motion** by Lisa Mason that the Fort Saskatchewan Public Library Bylaw #1-2021 Schedule A be given third and final reading. Seconded by Marianne Quimpere.  
CARRIED.

- 6. ROUNDTABLE
- 7. NEXT MEETING  
March 11, 2024
- 8. ADJOURNMENT

**Motion** by Norma Leader to adjourn the meeting at 8:10 pm.  
CARRIED.

*Norma J. Leader*

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Board Chair

*Margaret Booker*

Margaret Booker (Mar 23, 2024 09:41 MDT)

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Board Secretary

Fort Saskatchewan Public Library  
 Executive Director Board Report  
 2024

Monitoring & Accountability

1. Current Topics  
 1.1 Internal

Item	Comments
Contracted programmer	We have contracted Zane Weller as a library programmer. We worked with the City lawyers to create a general contract that we can use for a number of purposes. We are piloting this idea with Zane and will be using sessional contracts. This is an exciting and innovative idea that lends itself well to our needs and the programmer's working style.
Art Gallery	The art has been hung and is generating a lot of interest. The Art Gallery webpage for the website will be up this week. Amanda Milke has been great as our pilot artist. She has given us feedback that will be very useful going forward.

1.2 External

Item	Comments
EPL Strike	We have been in communication with SCL and EPL with regards to our services and how to mitigate any disruption in services. In the event of a strike, EPL will be contracting a 3 <sup>rd</sup> party courier for the SCL/FSPL route. We have offered to one day a week retrieve items from Edmonton branches and UofA ILL items. SCL does not have a library vehicle, we need to put kms on ours, so it seems to be a good solution.
Chamber of Commerce	They have terminated all positions except the Director, and they will be putting the building up for sale. We are quite busy right now but I do think it would be worth exploring if there are service gaps that we can help with.

Families First	There have been funding changes and they are tightening their focus. The play programs will be cut 50% this year, and the programming will be focused on areas outside of Fort Sask. They have made this decision because they feel the Library provides these opportunities for Fort families.
The Alberta Library	The new CEO of The Alberta Library, Darel Bennedbaek, came for a visit and tour of the Library. He has some very innovative ideas and I am excited to see the value that will be added to this partnership.
The Library Association of Alberta	The Association met on the 6 <sup>th</sup> for the first meeting of 2024. There was a proposal to create divisions in the LAA which would allow other associations to join. Members will be voting on this initiative later this year.

2. Risk and Compliance Update

Item	Due Date	Comments

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Building-wide Ban	January 23, 2024	An individual has been banned from the building for 1 year.
Trade show	April 19-21	We have confirmed we would like a table. The hours are: Friday April 19 5-8:30pm Saturday April 20 10am-5pm Sunday April 21 11am-4pm

2.2. Risk and Compliance Incidents

Item	Due Date	Comments

2.3. Funder Obligations

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### 3. Update on Strategic Plan Implementation

Donor brochure and Plan of Service delivery	
PLSB	New Plan of Service has been sent to PLSB

### 4. Monthly Statistics

- See attached

#### Informational

##### **1. Key Accomplishments**

-January was a hit, but we hope to make it even bigger next year.

-2024 has started with some great and successful programming. Our “no school day” programming is very busy and we have received positive comments on the programming offered by our staff, and by outside resources. In particular, the Parks Canada Camping program was very well received. Emily is doing an amazing job at looking for on trend programming and ideas. Here is one comment from our Art Program with Amanda Milke –

“Hello!

Thank you so much for another wonderful art class! Feel extremely lucky to have such a talented instructor working with the children!

It truly is inspiring creativity and fostering a love of learning!

Always looking forward to the next one!

Much appreciated”

- I presented to the City Youth Council on the 7<sup>th</sup>. We had a great discussion and they came up with some interesting programming ideas for teens. We are hoping to implement one idea in particular at the end of the school semester.

- Winter walk day was a success. The Mayor read the Physical Literacy Month proclamation and thanked the Library for its work. It is great when we can work with the City on projects like these.

##### **2. Matters for Noting**

I am implementing mandatory web training for staff. Web training is not ideal, we lose the group discussion piece, but presently it is the best option. Training for collection weeding and Libby are currently being taken by staff.

[https://twitter.com/ValentinaForSOS/status/1754964444776443937?utm\\_source=substack&utm\\_medium=email](https://twitter.com/ValentinaForSOS/status/1754964444776443937?utm_source=substack&utm_medium=email)

[https://writersguild.ca/controversy-noon-book-banning-in-alberta-and-canada-online-february-21/?fbclid=IwAR14NFfhk-yMzdZQdzqcW0bgwXmqemK489SuUjkxlyHn6w\\_sk3N26h-bhMo](https://writersguild.ca/controversy-noon-book-banning-in-alberta-and-canada-online-february-21/?fbclid=IwAR14NFfhk-yMzdZQdzqcW0bgwXmqemK489SuUjkxlyHn6w_sk3N26h-bhMo)

CONTROVERSY @ NOON: BOOK BANNING IN ALBERTA AND CANADA A free online panel presented by the Writers Guild of Alberta.