



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

April 8, 2024

IN ATTENDANCE

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

Call to order: Norma Leader called the meeting to order at 6:35 pm

1. APPROVAL OF THE AGENDA

Motion by Patrick Noyen to approve the agenda. Seconded by Lisa Mason.
CARRIED.

2. Approval of the minutes of the March 11, 2024 board meeting.

Motion by Nicole Starker Campbell to approve the minutes of the March 11, 2024 Board Meeting. Seconded by Renetta Peddle. **CARRIED.**

3. REPORTS

a. Chair's Report

- o Thank you to Lisa and Marg for attending the Board Appreciation Event that was hosted by the City. The City is working on developing more programs for non-profit volunteers. The Government of Alberta also has a Non-profit learning centre, which provides courses, webinars and other information.
- o We are down another book borrowing box, the door has been torn off. Since they are in low traffic areas, they seem to be targets for vandalism.

Motion by Patrick Noyen to discontinue our Book Borrowing Box lease with the City of Fort Saskatchewan. Seconded by Margaret Booker. CARRIED.

b. Personnel Committee

Motion via email by Norma Leader March 14, 2024 to approve the amended Policy 11/01 Donations and Sponsorships. Seconded by Dianne Palovcik. CARRIED.

o Committee will be starting the Director's annual review process.

Next meeting May 13

c. FDA Committee

o Committee voted to present the Financial Statements to the Board for approval quarterly.

Next meeting June 10

d. Report from Council

- o Council is looking at expanding their materials handling site
- o Consultant for the Urban Forest Protection plan presented their findings to Council.
- o The Brownfield Tax Exemption Bylaw is a tax saving incentive for businesses to build downtown.
- o Phase one of development on the old hospital lands starts this year.

e. Director's Report

- o See Attached.
- o We have received \$2592.90 in donations from our first annual Library Giving Day.

f. Monthly Statistics

- o March statistics were presented.

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

4. MATTERS FOR APPROVAL
5. ROUNDTABLE
6. NEXT MEETING
May 13, 2024
7. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:40 pm. CARRIED.

Norma J. Leader

Board Chair

Margaret Booker

Margaret Booker (May 15, 2024 09:53 MDT)

Board Secretary

Fort Saskatchewan Public Library
 Executive Director Board Report
 April 2024

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
Under 3 Fair	Staff did a wonderful job putting together this event. We had 133 people register for the gift pack, this is 21 more people than last year. We received good feedback from the public.
James Mowat Grade 5 tour	We had both classes come for a Great Reads tour. It was a great success and fun was had by staff and students!
Youth e-resource cards	Cards are live on the website. We will start doing a soft promotion to the school soon.
After School Gaming Club	April 2 nd we had 17 kids

1.2 External

Item	Comments
City Downtown Website	- The City is working on a local businesses page for the Downtown website. We will be listed.

2. Initiatives Update

Item	Due Date	Comments
Rotary Community Grant Application	March 27	Applied for \$1500.00 grant from Rotary for sponsoring the Children's Celebrate Summer BINGO.

2.1. Management Update

Item	Due Date	Comments
Twice but Nice AGM	April 25th	We have been asked to present at the AGM in regards to January and the impact the grant had on the community. All organizations that received funding from TbN will be presenting.
Strathcona County Library Board	May 30 th	We will be hosting the SCL Board for a dinner and tour. Please save the date.

2.2. Incidents Update

Item	Due Date	Comments
Marketing/Communications position to be posted	Mid-April	Our current marketing/communications employee has resigned. We are working on creating a listing for a new hire.
Summer assistant job posted	April 12	We have posted for a summer position, this position will be full time and mostly at the circulation desk.

2.3. Funder Obligations

Item	Comments
\$1040.00	Donations due to the article in The Record

3. Update on Strategic Plan Implementation

Organize an event in 2024 aimed at providing support and resources for caregivers and families, assess the need for this program annually.	Under 3 Fair
Evolve FSPL's role as a community resource connector through beneficial partnerships and relationships.	Providing space and resources for the HUFS Ukrainian Newcomers English Language Learning programs.
Highlight or introduce one new service annually to improve community access to local information.	Introduction of the Youth e-Resources card.

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

- The wait list was so long for our Fun For Ones we have added an additional program
- 1st Library Giving Day

2. Matters for Noting