



# FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

March 11, 2024

## IN ATTENDANCE

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

## VIA PHONE

Renetta Peddle, Trustee

## REGRETS

Margaret Booker, Secretary

Call to order: Norma Leader called the meeting to order at 6:37 pm

## 1. APPROVAL OF THE AGENDA

**Motion** by Nicole Starker Campbell to approve the agenda. Seconded by Judy Raaschou. **CARRIED.**

## 2. Approval of the minutes of the February 12<sup>th</sup>, 2024 board meeting.

**Motion** by Lisa Mason to approve the minutes of the February 12, 2024 Board Meeting. Seconded by Marianne Quimpere. **CARRIED.**

## 3. REPORTS

- a. Chair's Report
  - o Renetta has accepted the Personnel Committee Chair position, Marianne has accepted the FDA Committee Chair position.
  - o
- b. Personnel Committee

- Met this evening. Discussed updating the Donations and Sponsorships Policy 11-01. Proposed revisions will be sent out via email for Board approval.

Next meeting TBD

- c. FDA Committee
  - Nothing to Report

Next meeting April 8

- d. Report from Council
  - Council will hear a proposal tomorrow for an offer and development plans for the old hospital lands.
  - Qualico will be presenting a redistricting proposal for different housing types in Forest Ridge tomorrow as well.
- e. Director's Report
  - See Attached.
  - EPL announced their strike today. EPL is hiring Loomis for service between SCL and FSPL. Plan to use GoMo to drive to Edmonton for ILL's.
  - April 3<sup>rd</sup> is Library Giving Day.
- f. Monthly Statistics
  - February statistics were presented.

**Motion** by Marianne Quimper to accept reports 3.a. through 3.f. as information. Seconded by Dianne Palovcik. CARRIED.

4. MATTERS FOR APPROVAL

- a. Intellectual Freedom/Book Banning Presentation for the Board
  - This is of interest for the Board, Tricia will record a video for the Board to be able to watch again if needed.
- b. SCL has contacted FSPL about having another Board dinner, our Board is interested. Tricia will follow up with SCL to find a date.

5. ROUNDTABLE

6. NEXT MEETING

April 8, 2024

7. ADJOURNMENT

**Motion** by Norma Leader to adjourn the meeting at 7:25 pm. CARRIED.

*Norma J. Leader*

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Board Chair

*Margaret Booker*

Margaret Booker (Apr 17, 2024 23:50 MDT)

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Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
Virtual Services Lead/Communications position	The person in this position has resigned. We will be looking for a marketing/communications employee. We will be advertising for this position once the job description has been redefined. Ideally the candidate would have a background in marketing and not necessarily libraries.
March 18 <sup>th</sup> Under 3 Fair	Response from the agencies has been very positive and we are looking forward to another successful event this year. Thanks to FCSS we are able to advertise this event on the DOW Highway sign. Hopefully this advertising will reach many families.
Marketing/Fundraising Strategy	Glenda Sheard has been brought on board to help us complete a fundraising and marketing strategy. This will be helpful in hiring and onboarding a marketing and communications person. With this position Glenda will also be completing an internal culture audit.
Thank you donor packages	The thank you packages including the donor brochure, a Plan of Service, and a note from our Board Chair has been mailed out.
2% increase for LAs	The increase has been implemented for the Library Assistant employees. This increase has led to a broader range of tasks and responsibilities. This has been a success because the LAs are now able to engage in a variety of duties that align with their skills. They are enjoying the opportunity to take on additional responsibilities, allowing us to offer more diverse programming and services to our patrons.

1.2 External

Item	Comments
Indigenous Society	The Society seems to be struggling right now. They have cancelled their events and social media. We will continue to try to connect with them and provide support if needed.
EPL strike	Strike mandate has been approved. We have not heard any new information, this is still an ongoing matter.

## 2. Risk and Compliance Update

Item	Due Date	Comments
Plan of Service	Feb 16	PLSB has received the Plan of Service and replied with this response: I've reviewed the plan and everything looks great! I appreciate all the detail that's been included – it's clear that a lot of work went into this, especially with all the engagement that was done, so kudos to all involved in the process.

### 2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Government funding	February 29	The Alberta government has sent out a letter confirming provincial support will stay the same for 2024. We receive \$ 159,875.00 from the Alberta Government

### 2.2. Risk and Compliance Incidents

Item	Due Date	Comments

### 2.3. Funder Obligations

Glenda Sheard	\$100 donation in memory of her son Darrel
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### 3. Update on Strategic Plan Implementation

<p>Increase early literacy programs with flexible scheduling, including alternative dates and times.</p> <p>By 2029, develop and implement three strategies for providing STEM programming for all ages.</p>	<p>We started offering Saturday storytimes, and we will be offering STEM Sundays in the Spring program line-up.</p>
<p>Investigate adapting the library's physical space to meet the diverse and growing population's needs, fostering gathering and interaction.</p>	<p>Continuous work on the Space and the Collaboratory to make the rooms inviting for the community. This includes adding more study space in the Space.</p>
<p>Cultivate partnerships with community organizations to establish ongoing program collaborations for children ages 0-5.</p>	<p>Literacy Specialists will be visiting a daycare (Westpark Masterminds) at the end of March. This is a new connection for us.</p>
<p>Commit to listening to, learning from, and building relationships with local Indigenous communities in recognition of the Truth and Reconciliation Commission of Canada's Call to Action #69.</p>	<p>Hosting Indigenous Society meetings We have a smudging kit available for patron request.</p>
<p>Organize an event in 2024 aimed at providing support and resources for caregivers and families, assess the need for this program annually</p>	<p>Under 3 Fair will be held on March 18th</p>
<p>Explore new opportunities to support local creators.</p>	<p>-Art Gallery and programs by our first artist have been well received and well attended. We have sold 3 pieces of art to date.</p>

### 4. Monthly Statistics

- See attached

### Informational

#### 1. Key Accomplishments

- We are making steady progress in creating “The Collaboratory” and “The Space”. Both areas are much improved and we have heard positive feedback from the public.
- The resume tutor program is going very well, appointment times are consistently booked.

## 2. Matters for Noting

- Art Gallery – to date, 3 items have sold
- Volunteer opportunity – we will be providing a 6-week volunteer work opportunity for Ethan Buck. This is not something we regularly do, but it seemed like a good fit. Ethan will be learning to shelf-read, do the trace list, and some general daily cleaning.
- Rebecca, one of our LAs took the Alberta Law Libraries “Do You Get Legal Questions” webinar for public libraries. She will be presenting this information to staff at our staff meeting on March 18<sup>th</sup>.
- All staff have completed training in Libby, and selection staff have completed a 3 hour weeding training program.