



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

May 13, 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

GUESTS

Sheldon Jacobs, KPMG
Iris Lee, City of Fort Saskatchewan
Clayton Northey, City of Fort Saskatchewan
Colleen Wagner, City of Fort Saskatchewan

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

1. APPROVAL OF THE AGENDA

Motion by Margaret Booker to approve the agenda. Seconded by Dianne Palovcik. **CARRIED.**

2. 2023 Audit Finding Report and Audited Financial Statement Update
- Sheldon Jacobs reviewed the revisions to the 2023 Audit Findings Report to account due to sick time. Clayton Northey summarized the reasoning for the revisions.

Motion by Norma Leader to approve the amended financial statements as presented, subject to completion of KPMG's Audit work. Seconded by Dianne Palovcik. **CARRIED.**

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

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

4. REPORTS

a. Chair's Report

- o Norma attended two cheque presentations with Tricia, one at the Twice but Nice AGM for the Food Bank fundraiser, and another at the Rotary.
- o Still waiting for City of Fort Saskatchewan Legislative Services to draft a letter to end the book borrowing box agreement.
- o Reminder we are hosting the SCL Board for dinner on May 30th at 6pm.

b. Personnel Committee

- o We had Glenda Sheard present her Internal Culture Audit report at tonight's meeting.
- o Director's Performance evaluation to be done early June

Next meeting TBD

c. FDA Committee

- o Committee Chair reviewed the March financial statements, as we have not met since we received the statements. Recommend that the Board approve the statements as presented.

Motion by Nicole Starker Campbell to approve the March Financial Statements as presented. Seconded by Mary-Ann Thiessen. CARRIED.

Next meeting June 10

d. Report from Council

- o Patrick provided a brief summary on topics that will be discussed at the next Council meeting.

e. Director's Report

- o See Attached.

f. Monthly Statistics

- o April statistics were presented.

Motion by Norma Leader to accept reports 4.a. through 4.f. as information. Seconded by Renetta Peddle. CARRIED.

5. MATTERS FOR APPROVAL

a) Bathroom Quote

Motion by Marianne Quimper to proceed with obtaining RFP's for the bathroom development. Seconded by Judy Raaschou. CARRIED.

6. ROUNDTABLE

7. NEXT MEETING

June 10, 2024

8. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:32 pm.
CARRIED.

Norma J Leader

Board Chair

Marg Booker

Marg Booker (Jun 17, 2024 09:20 MDT)

Board Secretary

Fort Saskatchewan Public Library
 Executive Director Board Report
 May 13, 2024

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
EPL Kitchen event	Nicole and I will be attending an event at EPL on May 15th. This event will bring together Chairs and CEOs from EPL, CPL, SCL, SAPL, and FSPL and local politicians for culinary demonstrations and discussions at EPL's flagship downtown location. The primary objective of this gathering is to underscore the significance of libraries in communities for provincial and municipal politicians.
Honourable Jackie Armstrong-Homeniuk visit	I received a response from the Constituency Office. They would like to schedule a visit in June after the Session in Legislature. They will be contacting us to set up at date closer to June.
Canada Summer Jobs Grant Student	We have hired a local university student for the summer position. We have not received confirmation of the Canadian grant as of yet. Historically they have been quite slow in releasing the information.
Volunteer position	The pilot phase of our 6-week volunteer program has concluded. Regrettably, it did not meet our anticipated level of success. The initiative required significant staff time and supervision, which proved challenging given the multitude of responsibilities our page lead manages. It appears that our current staffing levels may not be sufficient to effectively sustain such a program.

1.2 External

Item	Comments
Families First Director has resigned	They are currently accepting applications. Jac will not be done until the end of June so there will be some crossover. I will try to set an appointment once the position has been filled.

2. Risk and Compliance Update

Item	Due Date	Comments
Budget deadline	August 30th	The budget submission is due on August 30 th . We will be presenting to Council on November 18 th .

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
LAA	April 16, 2024	Institutional Membership renewed for the Library Association of Alberta
Aerohive and Fortinet renewal	May 1, 2024	These are the subscriptions that run our internet connection and the AP radios used for the networks
Birthdate requirements for library cards	Immediately	SCL has decided for security reasons to no longer include the day/month/year on library card registrations. They will be recording the year only going forward. We will be doing this as well for continuity.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Fire Drill	April 25, 2024	We had a surprise fire drill midday. The Library performed well but we did have a few hiccups. I scheduled a follow up meeting with the Fire Inspector and we went through our procedures. He will be looking into how our garage door should function and whether we should close it during an evacuation. The door should be inspected annually and this has not been done.

2.3. Funder Obligations

Twice But Nice	AGM presentation regarding January and the \$500 grant
Rotary Club Grant \$1500.00	Norma and I attended the Rotary club meeting on May 1 st to receive a grant for the Children's Summer BINGO
Children's tables	The tables in the program room were sold to a local daycare for \$800.00

3. Update on Strategic Plan Implementation

Ensure that library staff have the necessary skills, support, and training to actively contribute to the success of the Plan of Service.	Two staff members attended training on Creating Interactive Storytimes. One staff member attended training on the Alberta Law Library.
Increase initiatives to empower and support families and caregivers, enabling them to nurture emergent literacy and social skills in their children, fostering confidence and capability.	Due to demand, we added a second Fun For Ones program.
By 2029, develop and implement three strategies for providing STEM programming for all ages.	Introduced STEM Sundays, our first program had 20 participants. This is close to the maximum participants we can accommodate.
By the end of 2029, provide a minimum of three initiatives that support opportunities for lifelong learners.	Introduction of the Understand IT and Discuss IT program. Although these programs were not strongly attended, the participants were very happy with the programs. I think they will increase in popularity with targeted marketing.

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

- I was very pleased that a volunteer from HUFSS mentioned us at the Twice But Nice AGM. She said some wonderful things about the Library and the work we are doing for the newcomers.
- Great response to our table at the Trade Show. It was lovely to hear all the great stories about the Library. Thanks to the salesmanship of the Board we gained 34 new members. There were 504 entries into the Trade Show draw and we counted 721 people talked to.
- The After School Gaming Club has grown to 17 kids, so many we have had to move the program to a bigger room.
- Attended literacy night at Fort Elementary
- Medieval Arms and Armour program was so successful we almost didn't have enough room. This, along with the success of the STEM Sunday, shows that weekend programs are popular.

2. Matters for Noting

- Looking forward to budgeting for future years, we need to include replacing aging technologies like our smart chutes and self checks. I intend on spacing these items out in the next few years so that we don't have a large increase all at once.