



# FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

**June 10, 2024**

## **IN ATTENDANCE**

Norma Leader, Chair  
Lisa Mason, 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  
Patrick Noyen, City Councillor  
Dianne Palovcik, Trustee  
Marianne Quimpere, Trustee

Call to order: Norma Leader called the meeting to order at 6:31 pm

### 1. APPROVAL OF THE AGENDA

**Motion** by Lisa Mason to approve the agenda. Seconded by Mary-Ann Thiessen. **CARRIED.**

### 2. Approval of the minutes of the May 13, 2024 board meeting.

**Motion** by Nicole Starker Campbell to approve the minutes of the May 13, 2024 Board Meeting. Seconded by Judy Raaschou. **CARRIED.**

### 3. REPORTS

#### a. Chair's Report

- o The book borrowing box lease with the City of Fort Saskatchewan has been ended.
- o Norma has registered for two government webinars, Organization Purpose and Building a strong team.
- o The dinner with the SCL Board was a success, thanks to Tricia and Shannon for organizing.

- o Director's annual evaluation has been completed.

**Motion** by Norma Leader to approve the Director's bonus for a full salary this last year of her contract to be what is reflected in this years budget (\$100,000) up until the end of her contract in May 2025. The bonus of \$6810.40 will be paid from the operating reserve in two payments in June and December of 2024. Seconded by Renetta Peddle. CARRIED.

b. Personnel Committee

- o There were no concerns with Tricia's performance evaluation. The Board is very happy with all of her work and look forward to working together going forward.

Next meeting TBD

c. FDA Committee

- o 2025 Budget will be approved via email over the summer as it is due August 30.
- o Committee reviewed April's Financial Statement and nothing stood out.

Next meeting TBD

d. Report from Council

- o Patrick provided a brief summary via email. The recent census and aquatics results were almost 70% in favor of the cost and new pool proposal.

e. Director's Report

- o See Attached.

f. Monthly Statistics

- o May statistics were presented.

**Motion** by Mary-Ann Thiessen to accept reports 3.a. through 3.f. as information. Seconded by Nicole Starker Campbell. CARRIED.

4. MATTERS FOR APPROVAL
5. In Camera
6. ROUNDTABLE
7. NEXT MEETING  
September 9, 2024
8. ADJOURNMENT

**Motion** by Norma Leader to adjourn the meeting at 7:17 pm. CARRIED.

*Norma J. Leader*

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Board Chair

*Marg Booker*

Marg Booker (Sep 11, 2024 10:05 MDT)

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Board Secretary

Monitoring & Accountability

1. Current Topics  
 1.1 Internal

Item	Comments
June 7 PD Day	We will be closed on June 7 <sup>th</sup> for PD Day. This year will focus on a communications workshop in accordance with the recommendations in the internal audit.
Honourable Jackie Armstrong-Homeniuk visit	The visit will take place on June 13 <sup>th</sup> at 10:00am
Canada Summer Jobs Grant Student	We did not receive this grant, many Alberta libraries did not. We will adjust accordingly.
Legacy Park	We had a great response at Legacy Park, we handed out 400 ring flyers, talked to 653 people, and signed up 24 new/renew cards.
New marketing and brand communications coordinator hired	We hired Britney Blomquist for this position. She is already hard at work on the program guide.
Moving to the offices	We have started to move into the offices. This will be done in phases to try and make the transition as smooth as possible. We were fortunate that the previous cable lines were still installed and moving the data was quick and inexpensive.

1.2 External

Item	Comments

2. Risk and Compliance Update

Item	Due Date	Comments
Adjusted lease agreement	June 24 <sup>th</sup>	Currently working on updating the City lease agreement to reflect the move to the new office space.

Provincial grant	June 15th	We cannot submit the grant until we have the signed financials, we are still waiting for KPMG to be able to sign off on them. We may have to ask for an extension.
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### 2.1. Update on Risk and Compliance Management

Item	Due Date	Comments

### 2.2. Risk and Compliance Incidents

Item	Due Date	Comments

### 2.3. Funder Obligations

Air Products sponsorship	Air Products will be sponsoring our Welcome Baby bags for \$6000.00 annually. I hope to make this into a long term sponsorship.
Downtown Business Council donation \$2500.00	The Downtown Business Council has disbanded, they chose to make a donation to the Library with their remaining funds.

### 3. Update on Strategic Plan Implementation

Increase child and family-friendly events that actively promote literacy and a passion for reading.	Added Move and Do for Ones and Twos, program is full
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.	Added Baby Sign, program is full.
Organize 10 outreach events in the community by December 2029 to promote community awareness of library resources and services.	- Legacy Park table
Evolve FSPL's role as a community resource connector through beneficial partnerships and relationships	- Tabled at 2 Pride events, attend Bridge community agency meetings.

Investigate adapting the library's physical space to meet the diverse and growing population's needs, fostering gathering and interaction.	<ul style="list-style-type: none"> <li>- The Makerspace has been transformed into The Space, an area with a seating area and meeting/studying space. TV has been installed</li> <li>- The Collaboratory has a green screen for programs and individual use.</li> </ul>
By 2029, develop and implement three strategies for providing STEM programming for all ages.	<ul style="list-style-type: none"> <li>- We introduced Discuss IT and Understand IT programming for Adults.</li> </ul>

#### 4. Monthly Statistics

- See attached

#### Informational

##### 1. Key Accomplishments

- SCL Board and Director were happy with the Board Dinner at FSPL. I think everyone was impressed with our Library and the things we do!

##### 2. Matters for Noting

- The Local Author's fair is coming up on June 16<sup>th</sup> from 1:30-4:30pm. Please spread the word, we would like to see more people attend this event.
- Our first artist contract is done. Our next artists will be Kathy and Paul Braid. I am hoping to have the artwork hung before the MLA visit.
- Green screen in The Collaboratory is finished, the mural in the baby area has been refreshed, and the booklists brochures have been placed in The Space.