



# FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

**September 9, 2024**

## **IN ATTENDANCE**

Margaret Booker, Secretary  
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

## **REGRETS**

Renetta Peddle, Trustee

Call to order: Norma Leader called the meeting to order at 6:33 pm

### 1. APPROVAL OF THE AGENDA

**Motion** by Patrick Noyen to approve the agenda. Seconded by Margaret Booker. **CARRIED.**

### 2. Approval of the minutes of the June 10, 2024 board meeting.

**Motion** by Nicole Starker Campbell to approve the minutes of the June 10, 2024 Board Meeting. Seconded by Mary-Ann Thiessen. **CARRIED.**

### 3. REPORTS

#### a. Chair's Report

- o Community Showcase is taking place this evening, Britney is representing the Library.

**Motion** via email by Marianne August 10, 2024 to approve the proposed preliminary 2025 Budget as presented. Seconded by Margaret Booker. **CARRIED.**

#### b. Personnel Committee

- Committee reviewed the Director's proposal to modify the classifications on the salary grid for 2025. Committee recommends Board approves the 2025 Salary grid as presented

**Motion** by Dianne Palovcik to approve the 2025 Salary Grid as presented. Seconded by Judy Raaschou. CARRIED.

Next meeting TBD

- c. FDA Committee
  - Marianne reviewed the June Financial Statements as the committee hasn't met since June. No questions, and she recommends the Board approves the statement as presented.

**Motion** by Patrick Noyen to approve the June Financial Statements as presented. Seconded by Mary-Ann Thiessen. CARRIED.

Next meeting TBD

- d. Report from Council
  - Patrick provided a brief summary, Council meets again tomorrow.
- e. Director's Report
  - See Attached.
- f. Monthly Statistics
  - June, July and August statistics were presented.

**Motion** by Margaret Booker to accept reports 3.a. through 3.f. as information. Seconded by Marianne Quimpere. CARRIED.

4. MATTERS FOR APPROVAL
5. In Camera
6. ROUNDTABLE
7. NEXT MEETING  
October 21, 2024
8. ADJOURNMENT

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

*Norma J. Leader*

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Board Chair

*Marg Booker*

Marg Booker (Oct 25, 2024 09:24 MDT)

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Board Secretary

Monitoring & Accountability

1. Current Topics  
 1.1 Internal

Item	Comments
Staffing changes	<p>We've experienced several changes over the summer:</p> <ul style="list-style-type: none"> <li>-One staff member is on short-term sick leave. We've been using a contractor to handle their duties. Starting September 30th, we've temporarily assigned these responsibilities to a current employee until January 2025.</li> <li>-Another staff member is retiring at the end of September. We're currently evaluating how to adapt this position to better align with the Library's evolving needs.</li> <li>-One staff member is relocating. We've already interviewed and filled their position with an internal candidate.</li> <li>-Due to the adjustments from the temporary assignment, we'll be hiring an additional Page.</li> </ul> <p>I've been very impressed with the quality of our applicants. Our Library is gaining a reputation as a desirable place to work. As our professional staff grows in expertise, our services improve, which in turn attracts even more high-caliber candidates. Our wages are competitive with similar-sized libraries, and we offer a beautiful workspace in a vibrant city. This gives us the opportunity to select the top professionals that our community deserves.</p>
Staff meetings	<p>We will be replacing our current staff meetings with an internal newsletter. I'd like to discuss whether the Board would like to have access to this newsletter via their Google Drive for informational purposes.</p> <p>In place of traditional staff meetings, we will introduce rotating training sessions focused on circulation, collection development, and programming. For the first session on circulation scheduled for September 20th, we sent out a comprehensive survey in August asking staff to rate their comfort with various circulation competencies. Using this feedback, we've tailored the upcoming training session. I'm enthusiastic about this change because it allows for more dynamic and interactive meetings, where staff can engage in group brainstorming rather than passively receiving information.</p>

	<p>Meetings where everyone contributes are far more effective than those where information could be shared in other ways.</p> <p>For our programming meeting, I invited staff from SCL to participate. They were so enthusiastic about the idea that they're sending 13 staff members. I hope this marks the beginning of more collaboration between our libraries, similar to how library consortiums regularly share ideas and resources.</p> <p>For the collection development meeting, SCL staff will be presenting to our selectors on collection maintenance and weeding.</p>
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### 1.2 External

Item	Comments
Community Showcase September 9	Britney is attending the Community Showcase for Volunteers this evening. Although we do not have volunteer positions, I think that it is important to be there for potential Board Members and for Britney to make contacts with Agencies in the City.

### 2. Risk and Compliance Update

Item	Due Date	Comments
Budget deadline	August 30th	The budget has been submitted to the City. We will be presenting to Council on November 18 <sup>th</sup> .

#### 2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
City Contract	Dec 2024	We have finished moving into the Offices, the City will be changing the contract with the Library to reflect this.
Emergency Procedure	Dec 2024	Once we have the contract updated, the emergency procedure will need to be updated as well.

#### 2.2. Risk and Compliance Incidents

Item	Due Date	Comments

Banned Individual	August, 2024	An individual was banned from the Library due to repeated defecation in the Library. This was a bio hazard to staff and patrons. RCMP issued the ban, and FCSS were called due to the nature of the situation. We have not had any issue with the patron since the banning.
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### 2.3. Funder Obligations

Air Products	Donation has been received. The donation was for \$6000, we received \$5710.12 because Benevity takes an amount for issuing the cheque. This donation is for the baby bag program. In the near future we will have a presentation to the Library from an Air Products representative. I will email information as it becomes available.
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### 3. Update on Strategic Plan Implementation

Provide free, accessible, and inspiring opportunities for play, learning, and socialization for preschoolers and their families.	Little Saturday Summer Socials were a hit! We had 26 participants
Raise public awareness about the importance of early literacy skills in young children by creating new marketing strategies	Revamping of the Welcome Baby bags
Develop programs and initiatives that promote learning through play and increase interactive play opportunities.	Little Saturday Summer Socials also helped us to work towards promoting learning through play.
Increased options for staff training and development opportunities so they are aware of current research, trends, and best practices.	Implementing monthly staff training sessions.

### 4. Monthly Statistics

- See attached

### Informational

#### 1. Key Accomplishments

- HUFSS received a donation from the Lions Club and chose to accept their cheque in the Library because our partnership with the Association has been so vital in the work that they do.
- Many of our programs are filling within days of the Program Guide being released. A big thank you goes out to Emily Springer, our Community Librarian, for developing needed and trending programming.

#### 2. Matters for Noting

- There are financial implications of having to pay short term benefits to a staff member, and paying a person to temporarily fill their position. We have enough of a cushion to cover this, but the Board must be aware of this fluctuation.