



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

October 21, 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
Tricia Wall, Library Director
Shannon Bubel, Recording Secretary

REGRETS

Renetta Peddle, Trustee
Mary-Ann Thiessen, Trustee

Call to order: Norma Leader called the meeting to order at 6:30 pm

1. APPROVAL OF THE AGENDA

Motion by Margaret Booker to approve the agenda. Seconded by Nicole Starker Campbell. **CARRIED.**

2. Approval of the minutes of the September 9, 2024 board meeting.

Motion by Patrick Noyen to approve the minutes of the September 9, 2024 Board Meeting. Seconded by Lisa Mason. **CARRIED.**

3. REPORTS

a. Chair's Report

- o The Lease Agreement with the City of Fort Saskatchewan has been revised and signed to account for the change in workspaces on the lower level.
- o Received a letter from the Government of Alberta advising us on our annual operating grant, as well as a letter acknowledging we were shortlisted for the 2024 Alberta Minister's Awards for Municipal and Public Library Excellence.

b. Personnel Committee

- o Nothing to Report

Next meeting November

c. FDA Committee

- o Committee met tonight and reviewed the August Financial Statement.
- o Committee discussed recruitment for the two vacant Board positions. Going to place an ad in the newspaper, plus Board Fact Sheet will go out to all Board members so they can share as well.

Next meeting TBD

d. Report from Council

- o This is Patrick's last meeting with us, as he will be sitting on other Board's. The Board thanks him for all his contributions.
- o Patrick provided a brief summary of the Capital Budget items.

e. Director's Report

- o See Attached.
- o We were approached by PLSB to host a Board Seminar here, but due to size constraints we are unable to offer what they need.
- o Mock Budget presentation will be on November 1st. Presentation to Council will be November 18th.

f. Monthly Statistics

- o September statistics were presented.

Motion by Margaret Booker to accept reports 3.a. through 3.f. as information. Seconded by Dianne Palovcik. CARRIED.

4. MATTERS FOR APPROVAL

a. Changes to 2025 Salary Grid

Motion by Judy Raaschou to approve the revisions to the 2025 Salary Grid as presented. Seconded by Lisa Mason. CARRIED.

5. MATTERS FOR DISCUSSION

- a. 2025 Board Meetings on third Monday of the month when feasible. To discuss and approve at next Board Meeting.

6. ROUNDTABLE

7. NEXT MEETING

November 18, 2024

8. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:34 pm. CARRIED.

Norma J. Leader

Board Chair

Marg Booker

Marg Booker (Nov 21, 2024 10:30 MST)

Board Secretary

Monitoring & Accountability

1. Current Topics
 1.1 Internal

Item	Comments																					
Collections Development Lead has been hired	I am pleased to announce that we have hired for the Collections Development Lead position. She comes with over 15 years of public library service and will be an excellent addition to our team.																					
September 20 th Circulation training and Internal newsletter	<p>We piloted our first circulation training session. As part of our new training initiative, we've transitioned from monthly staff meetings to rotating training sessions focusing on collection development, circulation, and programming. The training was based on a staff competencies survey and received enthusiastic feedback. All participants found the sessions to be valuable and informative. The sessions were recorded for future reference and to support onboarding new staff.</p> <p>To maintain consistent communication, we also introduce the internal newsletter, which was piloted alongside the training. Staff, and especially staff that work less hours, have mentioned that they find the newsletter useful. While the newsletter is lengthy, I believe it can also provide the Board with insights into our daily operations and activities.</p>																					
October 18 th Programming training	Nine staff members from SCL will be joining us for the October programming training meeting. I am eager to collaborate with our SCL colleagues and strengthen our partnership. By sharing ideas, discussing challenges, and exploring current trends, we can enhance our programming efforts and better serve our communities.																					
Hoopla price cap and de-duplication	<p>We have changed the price cap for Hoopla items to \$3.30 from \$3.99 and removed any instances of items from Hoopla that we already own in Overdrive. This is in alignment with what SCL is doing with their records as well. We have seen a rising cost in Hoopla that is not sustainable for our budget.</p> <table border="1" data-bbox="487 1591 974 1864"> <thead> <tr> <th></th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>\$ 1,301.49</td> <td>\$ 1,631.67</td> </tr> <tr> <td>Feb</td> <td>\$ 1,284.91</td> <td>\$ 1,379.37</td> </tr> <tr> <td>March</td> <td>\$ 1,448.66</td> <td>\$ 1,478.61</td> </tr> <tr> <td>Apr</td> <td>\$ 1,201.45</td> <td>\$ 1,434.10</td> </tr> <tr> <td>May</td> <td>\$ 1,312.68</td> <td>\$ 1,428.93</td> </tr> <tr> <td>June</td> <td>\$ 1,315.65</td> <td>\$ 1,313.12</td> </tr> </tbody> </table>		2023	2024	Jan	\$ 1,301.49	\$ 1,631.67	Feb	\$ 1,284.91	\$ 1,379.37	March	\$ 1,448.66	\$ 1,478.61	Apr	\$ 1,201.45	\$ 1,434.10	May	\$ 1,312.68	\$ 1,428.93	June	\$ 1,315.65	\$ 1,313.12
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	<p>July \$ 1,196.42 \$ 1,772.94 August \$ 1,393.03 \$ 1,784.29</p> <p>I will be meeting with the Hoopla vendor and the e-resource manager of SCL on October 18th. We will be exploring Hoopla's newest products and discussing how we can provide this service to patrons at a reasonable cost.</p>
DOW visit October 29th	The DOW Volunteer Program Liaison will be coming to the Library for a tour and to discuss the Collaboratory. This space was renovated with the 2023 Dow Community Grant.
Elk Island Art Society paintings	We have new art within the Library, thanks to the Elk Island Art Society. There are more pieces than we have ever had so it can be a bit of a scavenger hunt to find them all. I would like to give a shout out to Britney for creating a social media video of the artwork. It has received quite a bit of attention and is drawing new interest to the project.

1.2 External

Item	Comments
Great news coverage	It was exciting to see that a STEM program offered by the Library was highlighted on the cover of The Record. We are committed to getting more human interest stories in both newspapers.

2. Risk and Compliance Update

Item	Due Date	Comments
General Insurance renewal	October 11th	The pre-renewal questionnaire has been reviewed and submitted for the 2025 Insurance with Alberta Municipalities Insurance.

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
		N/A

2.3. Funder Obligations

Rotary Club Grant \$400.00	The Rotary Club has donated \$400.00 to be used for resources to advance Truth and Reconciliation in our Community.
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3. Update on Strategic Plan Implementation

Increase early literacy programs with flexible scheduling, including alternative dates and times.	We have added Saturday Storytimes to our programming roster. We are currently running the program at 10:30am, but we may look at changing the time for future weekend programming.
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.	We are offering a Welcome Baby! Library Tour for New Parents program to help new parents learn about all the Library has to offer
Provide new programs, services, and spaces that support the whole child, integrating principles of play, inquiry-based learning, social connection, and practical experiences for more meaningful learning opportunities.	STEM Sundays (families of children K-6) we had 19 attendees to our first STEM Sunday program. I think this one is going to be very well received.
By the end of 2029, provide a minimum of three initiatives that support opportunities for lifelong learners.	Starting October 2024 we will be offering exam proctoring for students of Athabasca University.
Ensure that library staff have the necessary skills, support, and training to actively contribute to the success of the Plan of Service.	Implementing monthly training programs for staff that are guided by the staff and their needs.

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

- I am pleased to announce that our January program was shortlisted for the 2024 Alberta Minister's Awards for Municipal and Public Library Excellence. While

the City of Edmonton Public Library Board's Together We Grow program ultimately received the award, we are grateful for the recognition of our work. If we are successful in securing a Twice but Nice grant, we plan to relaunch January this coming January. We are excited to continue building on the success of this program and to develop innovative new ideas for future initiatives.

- October 7-11th is Read In week. We received so many requests to come to the schools to participate that we did not have to advertise to the schools that we were available. It will be a very busy, but very enjoyable week!
- I attended a session on Plan of Service implementation at the Stronger Together conference. During the session, I had the opportunity to showcase our library's Plan of Service to several directors of smaller libraries. The feedback was overwhelmingly positive, and I've been asked to share a copy of our plan with all the attendees. I'm thrilled to see that the hard work we put into developing this document is benefiting both our community and the broader library field.

2. Matters for Noting

- Britney was very busy talking to people at the Volunteer Connection night. We do have many people in the community looking to volunteer at the Library, they seem particularly interested in the book sale. We will make it a priority of looking into how we can make this work for next year's book sales. Britney talked to 44 people, handed out 25 program guides, and 14 Board flyers.
- Olivia and I attended the Stronger Together Conference on October 3rd and 4th. This is the second year of the conference and it seems to be doing well. It might be of interest for some Board Members to attend next year. The conference will be hosted in Edmonton on October 8th and 9th, 2024.