



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

December 9, 2024

IN ATTENDANCE

Birgit Blizzard, City Councillor
Margaret Booker, Secretary
Norma Leader, Chair
Dianne Palovcik, Trustee
Renetta Peddle, Trustee
Marianne Quimpere, Trustee
Judy Raaschou, Trustee
Mary-Ann Thiessen, Trustee
Tricia Wall, Library Director
Shannon Bubel, Recording Secretary

VIA PHONE

Nicole Starker Campbell, Vice Chair

REGRETS

Lisa Mason, Trustee

Call to order: Norma Leader called the meeting to order at 6:34 pm

1. APPROVAL OF THE AGENDA

Motion by Judy Raaschou to approve the agenda. Seconded by Renetta Peddle. CARRIED.

2. Approval of the minutes of the November 18, 2024 board meeting.

Motion by Birgit Blizzard to approve the minutes of the November 18, 2024 Board Meeting. Seconded by Mary-Ann Thiessen. CARRIED.

3. REPORTS

- a. Chair's Report
 - o We had 5 great applicants to the Board, the successful applicants will be announced tomorrow.
- b. Personnel Committee
 - o Results for the Board Self-Evaluation are complete.

Next meeting TBA

- c. FDA Committee

- o Committee met tonight and reviewed the October Financial Statement.
- o Committee discussed advocacy for 2025

Next meeting TBD

- d. Report from Council
 - o Birgit provided a brief summary of Council business. Budget will be approved tomorrow.
- e. Director's Report
 - o See Attached.
- f. Monthly Statistics
 - o November statistics were presented.

Motion by Norma Leader to accept reports 3.a. through 3.f. as information. Seconded by Marianne Quimpere. CARRIED.

- 4. MATTERS FOR APPROVAL
 - a. **Motion** by Margaret Booker to close the Library at 1pm December 20th for an all staff meeting. Seconded by Dianne Palovcik. CARRIED.
- 5. MATTERS FOR DISCUSSION
 - a. January Board Meeting – Tricia away
- 6. ROUNDTABLE
- 7. NEXT MEETING
January 13, 2024
- 8. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:18 pm. CARRIED.

Norma J. Leader

Board Chair

Margaret Booker
Margaret Booker (Jan 14, 2025 08:50 MST)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
Coding database	We have purchased a new database, Fiero Code. We will be the first library in Alberta to trial this database. It has self guided training in 6 different coding languages. It includes programs for running coding camps and international challenges. This database will help us meet the community requests for STEM programming and resources. We will be discontinuing Creativebug so this change will not have a financial impact on the Library. I am hoping, if the rollout is successful. I can find a sponsor for the subscription.
Staffing challenges	Regrettably. The recently hired Collections Development Coordinator resigned. However, we swiftly identified another qualified candidate who has accepted the position and will start on January 2 nd .
Lights Up event	We had another successful Lights Up event in partnership with the City. This event is a great opportunity for families who may not have visited the Library to see the space and everything we have to offer. Britney created library pamphlets for us to have throughout the Library. These are great because we can use them in so many other circumstances.
Suspicious activity on the website	The IT staff noticed some unusual activity on the website. It all came from one IP address so it is thought that it was only one person looking to see how secure our website is. Basically, it would be the equivalent of a troublesome teen checking to see if our doors and windows are locked. They blocked the IP address and we have not seen any similar activity. The IT staff assured me this was not a cyber threat and something they would have done when they were teens just to see if they could. We don't store any staff or patron records in a way that is accessible through the website.
January funding	Twice But Nice is excited to partner with us on January again in 2025. They have offered a \$500 sponsorship to support the program.

New printing program implemented	We are using a new program for mobile printing. The IT staff have just set it up so we have not received any public feedback on the system as of yet. This system is much more intuitive than our previous mobile printing system.
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1.2 External

Item	Comments
SCL implementing new youth card	The SCL Board recently approved allowing 16 and 17 year olds to obtain a card without parental consent. These cards grant access to digital and physical items, unlike our digital only cards. Notably, SCL will not hold youth accountable items that are lost or damaged. This could impact FSPL because the items could belong to FSPL. SCL has expressed a willingness to discuss covering these costs should they arise.

2. Risk and Compliance Update

Item	Due Date	Comments
KPMG audit	December 2	We received and approved the KPMG audit invoice of \$7875.00.

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Ban expiring	January 22, 2025	A ban enforced by municipal enforcement will be expiring on January 22, 2025. I think it is in the best interest of the Library and the public to discuss this ban with both City Staff and Municipal Enforcement. We do need to consider the safety and comfort of all patrons in this matter.

2.3. Funder Obligations

Anonymous	\$500.00 donation
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Canada gives	\$100.00 donation

3. Update on Strategic Plan Implementation

February Action plan	At the February meeting I will present the lead team's action plans for 2025 to the Board. These plans will detail how we will implement the Plan of Service in 2025 and achieve its goals by 2029.
Ensure that library staff have the necessary skills, support, and training to actively contribute to the success of the Plan of Service.	Creation of an information pamphlet to use at outreach events and to accompany new cards. This pamphlet highlights many of the services the Library offers. Having this information readily available helps support staff in welcoming new members.

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

Some nice comments from our Baby Program:

"We loved the program and seeing my child slowly become more engaged every week and learn the actions to songs. Would sing and do them at home too. Loved Sue so much. Very happy with everything."

"We love to come to the weekly children programs. Started with Baby Rhyme Time and now Fun for Ones. She loves it. Good way to get out and interact with other kids and parents. We love the library!"

2. Matters for Noting

- Our next program guide will be released on December 20th, we have an amazing amount of programming for all ages.