



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

January 13, 2025

IN ATTENDANCE

Birgit Blizzard, City Councillor
Margaret Booker, Secretary
Tamara Dabels, Trustee
Norma Leader, Chair
Lisa Mason, Trustee
Dianne Palovcik, Trustee
Marianne Quimpere, Trustee
Greg Scerbak, Trustee
Nicole Starker-Campbell, Trustee
Mary-Ann Thiessen, Trustee
Shannon Bubel, Recording Secretary

REGRETS

Tricia Wall, Library Director

Call to order: Norma Leader called the meeting to order at 6:28 pm

1. APPROVAL OF THE AGENDA

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

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

Motion by Birgit Blizzard to approve the minutes of the December 9, 2024 Board Meeting. Seconded by Nicole Starker Campbell. CARRIED.

3. REPORTS

- a. Chair's Report
 - o Welcome to our new Board Members, Tamara and Greg.
- b. Personnel Committee
 - o Nothing to reportNext meeting TBA
- c. FDA Committee
 - o Nothing to reportNext meeting TBD

- d. Report from Council
 - o Birgit provided a brief summary of Council business.
- e. Director's Report
 - o See Attached.
- f. Monthly Statistics
 - o December statistics were presented.

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

4. MATTERS FOR APPROVAL

a) Elections to Board Positions

The floor was opened for nominations for Library Board Chair for 2025

- Norma Leader nominated Nicole Starker Campbell
- Nicole accepted
- Nicole Starker Campbell elected via acclamation as Chair

The floor was opened for nominations for Library Board Vice Chair for 2025

- Nicole Starker Campbell nominated Norma Leader
- Norma accepted
- Norma Leader elected via acclamation as Vice Chair

The floor was opened for nominations for Library Board Secretary for 2025

- Norma Leader nominated Margaret Booker
- Margaret accepted
- Margaret Booker elected via acclamation as Secretary

i. Personnel and FDA Committee sign up

Personnel Committee – members for 2025

- o Margaret Booker
- o Norma Leader
- o Lisa Mason
- o Dianne Palovcik
- o Greg Scerbak

FDA Committee – members for 2025

- o Birgit Blizzard
- o Tamara Dabels
- o Marianne Quimpere
- o Mary-Ann Thiessen

5. ROUNDTABLE

6. NEXT MEETING

February 10, 2025

7. ADJOURNMENT

Motion by Norma Leader to adjourn the meeting at 7:07 pm.
CARRIED.

Norma J Leader

Board Chair

Margaret Booker

Margaret Booker (Feb 12, 2025 08:55 MST)

Board Secretary

Monitoring & Accountability

1. Current Topics
 1.1 Internal

Item	Comments
Staffing changes	<p>Colleen Melanson started as our Collections Development Coordinator. We have 2 new Library Assistants starting next week.</p> <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>
Exam proctoring	<p>We are finding quite an interest in our exam proctoring service. So far the service is working very well. We charge \$30 for anyone with a valid Fort Saskatchewan library card or \$50 for a non-resident. These fees are on par with Strathcona County Library.</p>
Staff meeting	<p>I want to thank the Board again for providing us with the opportunity to have a staff meeting on December 20th. We have changed so much in the past 6 months that it was important to have a meeting where staff could be heard. It was a great opportunity to talk about the positive changes and create some excitement for 2025!</p>

1.2 External

Item	Comments

2. Risk and Compliance Update

Item	Due Date	Comments

LAPP audit	December 13 th	Working with the City, KPMG completed an LAPP audit for the Library. There were very few questions and I feel it all went well.
------------	---------------------------	---

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Government Annual Report	February 28, 2025	We have started to compile stats for the 2024 Annual report to PLSB.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Banned Individual	December 2025	Municipal enforcement has extended the ban for the individual whose ban was going to expire January 22, 2025. This is a building wide ban.

2.3. Funder Obligations

Bolton Family Giving Fund	We received a donation from the Strategic Charitable Giving Foundation for \$2380.00 on behalf of the Bolton Family Giving Fund. This donation came as a welcome surprise!
---------------------------	--

3. Update on Strategic Plan Implementation

4. Monthly Statistics

- See attached

Informational

Key Accomplishments

- The Stuffie sleepover was a huge hit with the patrons, and the newspaper!

Matters for Noting

- I have been asked to sit on the TAL Nominations/Elections committee. This position is in term until the elections at the AGM. I don't anticipate this position to take too much of my time, and it is important to give back to the library community.