



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

February 10, 2025

IN ATTENDANCE

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

REGRETS

Marianne Quimpere, Trustee

Call to order: Nicole Starker-Campbell called the meeting to order at 6:29 pm

1. APPROVAL OF THE AGENDA

Motion by Greg Scerbak to approve the amended agenda, with the addition of electing a Personnel Committee Chair with the personnel report, and approval to spend \$100 on a retirement gift for a staff member. Seconded by Mary-Ann Thiessen. **CARRIED.**

2. Approval of the minutes of the January 13, 2025 board meeting.

Motion by Lisa Mason to approve the revised minutes of the January 13, 2025 Board Meeting, correcting the attendance. Seconded by Margaret Booker. **CARRIED.**

3. REPORTS

- a. Chair's Report
 - o Nicole has been reviewing the Board Google Drive, highly recommend everyone takes a look
 - o Thanks to Norma for being our Board Chair for the past two years!
- b. Personnel Committee

- Election of Committee Chair
- Greg nominated Lisa
- Lisa accepted
- Lisa elected by acclamation

Next meeting March 17

c. FDA Committee

- Committee met tonight, Marianne was elected as Committee Chair by acclamation
- Committee reviewed the December 2024 Financial Statements, and recommends the board approve the statements as presented

Motion by Norma Leader to approve the December 2024 Financial Statements as presented. Seconded by Lisa Mason. CARRIED.

Next meeting TBD

d. Report from Council

- Birgit provided a brief summary of Council business.

e. Director's Report

- See Attached.

f. Monthly Statistics

- January statistics were presented.

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

4. MATTERS FOR APPROVAL

a) Annual Report for PLSB

Motion by Tamara Dabels to approve the 2024 Annual Report for PLSB as presented. Seconded by Margaret Booker. CARRIED.

b) Approval of \$100 retirement gift

Motion by Birgit Blizzard to approve spending \$100 on retiring staff members gift. Seconded by Norma Leader. CARRIED.

5. In Camera – from 7:41pm – 7:51pm

6. ROUNDTABLE

7. NEXT MEETING

March 17, 2025

8. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 7:57 pm. CARRIED.



Board Chair



Margaret Booker (Mar 27, 2025 09:19 MDT)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
Sound panels in The Space	We have installed the sound barriers in The Space. These baffles cut down on sound echoing in the area.
Practicum students	The Library is committed to fostering the next generation of library professionals by providing valuable practicum experiences. We recently hosted a student from SAIT's Library Information Technology program, offering hands-on learning and mentorship from our staff. We are also pleased to welcome upcoming placements from Mohawk College in March and MacEwan University in April. These placements benefit both the students and the Library, bringing fresh perspectives and enthusiasm to our team while strengthening our connection to the library community.
Creating individual log ins rather than one Horizon log in	<p>We are transitioning to individual staff logins for our library system to enhance security and accountability. This change allows for:</p> <ul style="list-style-type: none"> • Tracking of staff actions: Improved ability to identify the source of errors or unauthorized access. • Reduced security risk: Limits potential damage from compromised credentials. • Compliance with privacy regulations: Demonstrates responsible handling of patron data. • Granular access control: Ensures staff can only access features necessary for their roles.
Moving children's AWE computers and incorporating more screen free activities.	In response to a growing trend of reducing children's screen time, we proactively addressed the situation. We have been monitoring computer usage since the summer and as a result, we removed four of the mid-sized children's computers. This allowed us to relocate the AWE early childhood computers to that space, effectively separating the digital devices from the train set and Duplo table. This change fosters a more screen-free play zone within the children's area, and we plan to further enhance this space with the addition of a flannel board free play unit.

	<p>This adjustment not only addresses community concerns but also provides a more dedicated space for families interested in utilizing the educational computer games. By creating distinct zones for different types of play, we aim to provide a balanced and enriching experience for all children visiting the library. We are pleased to have received positive feedback from caregivers regarding this change and believe it demonstrates our commitment to being responsive to the evolving needs of our community.</p>
Princh mobile printing	<p>We have incorporated a new system for mobile printing which is much easier for the public to use. We do not do a large number of mobile prints but the system is more secure, easier to use, and takes less staff time.</p>
Library giving day April 1 st , 2025	<p>Library Giving Day is fast approaching! This year, it falls on April 1st, and we will be focusing on promoting donations throughout the entire week of April 1st-8th. This is our second annual Library Giving Day, and we are hoping the Board can help us promote it through word of mouth.</p> <p>One of our key objectives is to increase community awareness that we are a non-profit organization. Many residents may not realize that we rely on donations to supplement our funding and provide the best possible services.</p> <p>Traditionally, our Library has not received donations proportional to our size and the community we serve. In fact, our donation numbers are significantly lower than comparable libraries. This presents a challenge, especially with rising costs and the new growth our city is experiencing. While the City of Fort Saskatchewan has been a wonderful supporter of the Library, we need to actively work at increasing donations to ensure we can continue to meet the evolving needs of our community.</p> <p>I will be keeping the Board informed as we get closer to the event, providing updates on our strategies, and promotional materials.</p>
Fiero Code database	<p>To highlight the tangible benefits of donations to the library, we will be showcasing the recently acquired Fiero Code database and Sphero robots, made possible by the generous donation from the Bolton Family. This comprehensive coding learning platform, offering self-guided lessons and hands-on experience, will be promoted during Library Giving Day as a prime example of how donations directly enhance the library's resources and benefit the community. This acquisition demonstrates our commitment to providing innovative and engaging learning opportunities for patrons of</p>

	all ages. Board members are encouraged to explore Fiero Code at https://app.fierocode.com/sign-in to experience its potential firsthand.
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1.2 External

Item	Comments
Chamber of Commerce new Director	The Chamber is looking for a new Director. I don't think this will impact the Library much, but I will be sure to connect with them once they are settled in.
Families First funding cut	While I'm not fully informed about the specifics of this situation beyond what was reported in the newspaper, it serves as a valuable reminder for non-profits to maintain meticulous records and establish clear expectations regarding the involvement of sponsors and donors.
2025 Municipal election	This year presents a crucial opportunity for us to strengthen advocacy for the Library. We are eager to collaborate with the Board and leverage your valuable networks to champion the library's mission and essential role within our community.

2. Risk and Compliance Update

Item	Due Date	Comments
Annual report		The Annual report is on track for submission.
Tradeshow	April 25-27, 2025	We have registered to attend the Chamber Tradeshow. A sign up sheet for the show will be provided closer to the date.

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
OHS procedures and safety update	February 28, 2025	The Library is currently updating its OHS procedures to ensure compliance with the Alberta Safety Act. A staff committee is revising all procedures and creating a centralized system for easy access. This project is a top priority and will be completed by the end of February 2025.

Ransom security system	January 30 th , 2025	We tested the ransom security system. The system worked well and shut down the shared drive and the server immediately when the system was breached.
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2.2. Risk and Compliance Incidents

Item	Due Date	Comments

2.3. Funder Obligations

Judy Raaschou	\$500 donation to the Library
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3. Update on Strategic Plan Implementation

2025 Plan of Service action plan	See attached

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

- FCSS liked our “What you can do with your Library Card” brochures so much they asked for 50 so that they can include them in their Senior’s packages
- The Paperbag Fairies had another successful Valentines for Seniors campaign in the Library.

2. Matters for Noting

- To strengthen communication, collaboration, and strategic alignment, we are implementing monthly leadership team meetings. These meetings will ensure that we are collectively focused on key priorities and utilizing the expertise of our staff to their full potential. By using an approach that involves all aspects of the library – marketing, programs, and collections – we aim to maximize our impact and effectiveness. These meetings will also provide a platform for clarifying roles, identifying areas for improvement, and optimizing the allocation of staff resources.
- <https://www.youtube.com/watch?v=aC2Y14ipb3U> This video does an amazing job of explaining the cost of e-books for libraries. We will be highlighting this video in our social media. If you have a minute to watch it, it is very informative!

- A wonderful card from Judy:

Dear Board and Library staff,

Although this note is overdue, I wanted to thank you for your kind words and the beautiful necklace.

My time on the Library Board was very rewarding. I know that the Library is in capable hands and will continue to be a gem in our community.

With much appreciation,

Judy Raaschou.