



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

April 14, 2025

IN ATTENDANCE

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

GUESTS

Kirsten Grahn, Practicum Student

REGRETS

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

1. APPROVAL OF THE AGENDA

Motion by Margaret Booker to approve the agenda. Seconded by Tamara Dabels. CARRIED.

2. Approval of the minutes of the March 17, 2025 board meeting.

Motion by Greg Scerbak to approve the revised minutes of the March 17, 2025 Board Meeting, correcting 4a-3f to 4a-4f. Seconded by Lisa Mason. CARRIED.

3. REPORTS

a. Chair's Report

- o Tricia has accepted the Board's offer to extend her contract another 3 years. Thanks to Lisa and the Personnel Committee, as well as the entire Board for their hard work.
- o Reminder to keep track of your volunteer hours, this is needed for our annual report to PLSB.

- b. Personnel Committee

Motion via email by Greg Scerbak March 19, 2025 to approve a new Director salary range and contract offer. Seconded by Nicole Starker Campbell. CARRIED.

Motion via email by Lisa Mason March 31, 2025 to make changes to the approved salary range and contract offer. Seconded by Norma Leader. CARRIED.

Next meeting May 12

- c. FDA Committee

- o Quarterly Financial Statement will be presented next month for approval.

Next Meeting June 16

- d. Report from Council

- o Birgit provided a brief summary of Council business.

- e. Director's Report

- o See Attached.
- o Thanks for the Board's trust and faith, and appreciate the positive staff evaluations.

- f. Monthly Statistics

- o March statistics were presented.

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

4. MATTERS FOR APPROVAL

5. ROUNDTABLE

- o SCL Board Dinner on June 18th at 6:30pm

6. NEXT MEETING

May 12, 2025

7. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 6:59 pm. CARRIED.



Board Chair



Margaret Booker (May 13, 2025 08:39 MDT)

Board Secretary

Fort Saskatchewan Public Library
Executive Director Board Report
April 14, 2025

Monitoring & Accountability

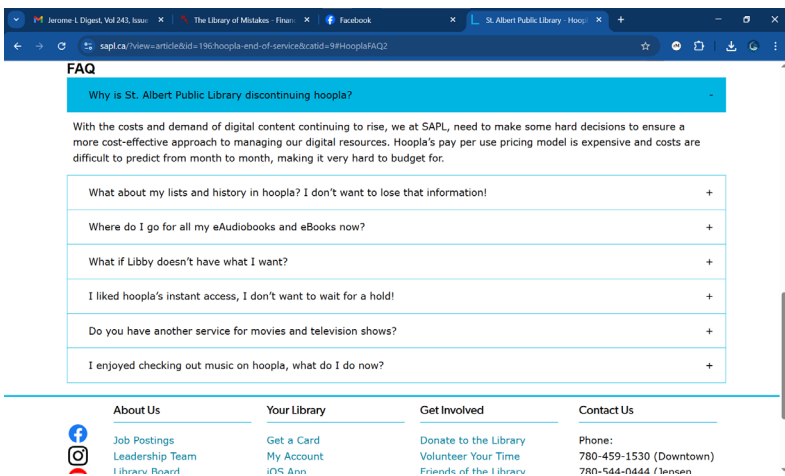
1. Current Topics

1.1 Internal

Item	Comments
Hoopla costs	February Hoopla costs were \$1691.31, March they were \$1863.35. We are monitoring this invoice and can sustain under \$1900.00 per month. If we exceed this, we will have to look at increasing our cap. In comparison, our portion of Overdrive for the first three months of 2025 is \$5456.68
Thank you brochures	The thank you donor brochures have been mailed to our donors who committed over \$100.00. The feedback we have received is that the gesture is appreciated and a great reminder that the Library is non-profit.
CELA discontinuing audio CD production	CELA (Centre for Equitable Library Access) will be discontinuing distribution services July 31, 2025. They will continue to provide support in other formats. This does not affect us overly, we do not have any DIASY users.

1.2 External

Item	Comments
Spruce Grove secondary location	Spruce Grove will be opening a secondary 12,000 square foot satellite branch on May 10 th .
St Albert Public Library Hoopla	St Albert has announced March 25 th that they will be discontinuing the Hoopla database due to high costs effective April 30 th .

	
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2. Risk and Compliance Update

Item	Due Date	Comments
Annual Charity Report		Shannon has been working on this document and will complete it once we have received confirmation on the financial statements by KPMG.

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Individual Horizon Log in	April 1, 2025	Prior to this month, staff used a generic log in for our catalog system. For security reasons, we have moved to individual log-ins. This will lead to additional steps for the staff but in the long term it is important for the protection of the systems and data.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
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2.3. Funder Obligations

Twice But Nice	May 2025	We have applied for a sponsorship for the Summer BINGO prizes and new books for children.
Library Giving Day	April 1-8	\$7235 in donations

3. Update on Strategic Plan Implementation

Positive growth in community partnership programming	We are starting a pilot project with The Bridge/Kickstand Connect to provide a space one day a week for free virtual counselling for teens. This project will be in place by mid-April.

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

- Ferguson's Spring Challenge – we had 192 participants! FB Comment: My son, now graduated, HATED reading, but with the promise of a Panago pizza he pushed through to get a prize! Thanks for being such a great encourager of readers and of non-readers alike

- Comments from patrons:

Hey Guys,

We had some lovely compliments on Saturday...

A patron said Thank you for having all the art everywhere, she really enjoys looking at all the paintings.

Another couple from Edmonton commented how beautiful our library was, better than any Edmonton location they have been to.

2. Matters for Noting

- Attached letter is written by the Canadian Urban Libraries Council to the Federal Department of Finance regarding book tariffs. This is just informational.
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