



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

March 17, 2025

IN ATTENDANCE

Birgit Blizzard, City Councillor
Margaret Booker, Secretary
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

Temitope Arasi, KPMG
Natalie Kinal, KPMG
Iris Lee, City of Fort Saskatchewan
Clayton Northey, City of Fort Saskatchewan
Colleen Wagner, City of Fort Saskatchewan

REGRETS

Tamara Dabels, Trustee
Norma Leader, Vice Chair

Call to order: Nicole Starker-Campbell called the meeting to order at 6:28 pm

1. APPROVAL OF THE AGENDA

Motion by Margaret Booker to approve the amended agenda, with the addition of adding an In-Camera session. Seconded by Mary-Ann Thiessen. **CARRIED.**

2. 2024 Audited Financial Statement Presentation by the City of Fort Saskatchewan and KPMG

- Temitope Arasi reviewed KPMG's audit results of the 2024 Financial Statements, and their recommendations.
- Iris Lee reviewed the 2024 Financial Statements

Motion by Birgit Blizzard to approve the audited 2024 Financial Statements and Audit Findings Report, as presented by the City of Fort Saskatchewan and KPMG. Seconded by Margaret Booker. CARRIED.

Motion by Greg Scerbak to approve allocating the 2024 surplus of \$65,533 to the Operating and Capital Reserves, as per Reserves Policy 19/01. Seconded by Dianne Palovcik. CARRIED.

Guests left the meeting.

3. Approval of the minutes of the February 10, 2025 board meeting.

Motion by Margaret Booker to approve the minutes of the February 10, 2025 Board Meeting. Seconded by Lisa Mason. CARRIED.

4. REPORTS

a. Chair's Report

- Lisa and Nicole have a meeting set for April 7th for Tricia's annual review
- Nicole had coffee with SCL's Board Chair, they compared what each Board's are doing, and discussed best practices

b. Personnel Committee

- First meeting of the year this evening
- Discussions on dividing Dealing with Disruptive Persons and Unattended Children in the Library Policy into two policies:
 - Dealing with Disruptive Persons
 - Unattended Children and Dependent Adults in the Library
- Our Board self-evaluation survey will now be completed in May/June, so there will be time in the year to make any necessary changes
- Director Evaluation will be done at end of the year so new Board members have some time to evaluate.

Next meeting May 12

c. FDA Committee

- Nothing to report.

Next Meeting April 14

d. Report from Council

- Birgit provided a brief summary of Council business.

e. Director's Report

- See Attached.

f. Monthly Statistics

- February statistics were presented.

Motion by Greg Scerbak to accept reports 4.a. through 4.f. as information. Seconded by Marianne Quimpere. CARRIED.

5. MATTERS FOR APPROVAL
6. In Camera – from 7:48pm – 8:01pm
7. ROUNDTABLE
 - o Update on Library Giving Day
8. NEXT MEETING
April 14, 2025
9. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 8:01 pm.
CARRIED.



Board Chair



Margaret Booker (Apr 15, 2025 11:41 MDT)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
PLSB	<p>We are pleased to announce that provincial support for PressReader has been renewed through to the end of 2027. With same-day access to thousands of local, national, and international newspapers and magazines, PressReader is a popular resource enjoyed daily by public library patrons across Alberta and we are excited to see that usage continue.</p> <p>With this recent renewal, we were also able to add access to two new premium titles—The Wall Street Journal and The New York Times. Access to The Economist, another premium title we added to the platform in 2023, will also continue as part of the new contract.</p>
SCL Dinner	<p>Strathcona County Library has reached out, they are interested in hosting the Annual Meeting of the Boards. They would like to know if we are interested, or if we would like to change the format of what we have done in the past. A few dates that don't work for SCL:</p> <ul style="list-style-type: none">• Monday April 14 and May 12 are out because of Friends meetings.• Probably the week of April 7 is out because Board Members are volunteering at our trade fair April 11 to 13. Easter is April 18 to 21.• April 28 is our Board meeting, and April 30 is an Executive Committee meeting. May 26 is the May Board meeting date for us.

1.2 External

Item	Comments
Letter from Provincial minister	<p>Starting April 1, 2025, the Provincial Priorities Act requires Alberta libraries to seek provincial approval for any agreements with the federal government, including new agreements, amendments, and renewals, regardless of the amount.</p>

	This applies to all agreements, including those under \$100,000 or in-kind contributions, which are exempt from approval. The Minister responsible for the Libraries Act will assess these agreements to ensure they align with provincial priorities and do not intrude on provincial jurisdiction. We don't currently have federal agreements, but it's important to be aware of these requirements should we enter into any in the future.
Letter from the Provincial Minister	As per the attached letter, we will receive the same funding as 2024.
USA relations and tariffs	Even with the fluctuating Canadian dollar and tariff concerns, the price of our physical resources purchases has not increased. Publishers did increase the price of books last year, but that was not related to the current situation.
Parking	We are hearing many patrons complain about the lack of parking. We have had some of the caregivers from the early literacy programs say they were unable to attend because they could not find parking.

2. Risk and Compliance Update

Item	Due Date	Comments
AMSC	March 8/25	Our insurance has increased \$601.00. This is \$460.00 over what we had budgeted. I will make a note on this for next year's budget forecast to increase this amount.

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
OHS project		Staff have worked very hard to get our organization OHS compliant. We have an initial draft of the emergency procedures. The next step is to have the City Safety Officer review the procedures. We have created an OHS information bulletin board as per the regulations.
Hoopla expenses		We foresee a potential increase in Hoopla and Overdrive usage due to the current economic climate, this could lead to higher costs for the Library. Both of these resources are pay per use models. While promoting these resources would be well received, we need to consider the financial implications of increased usage. We will at some point

		have to have a conversation on balancing the goal of increased library usage and providing the community with resources and the cost sustainability of these resources.
MLIS Grant Project		An MLIS student has asked to use our Library for a grant project. I gave her a list of projects that we would be interested in securing funding for.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments

2.3. Funder Obligations

March 3	\$1000 Anonymous donation
Library Giving Day	April 1-8, 2025

3. Update on Strategic Plan Implementation

Ensure that library staff have the necessary skills, support, and training to actively contribute to the success of the Plan of Service.	March 7 th training – 4 staff members travelled to Leduc Library to participate in a Blanket Exercise.
Investigate adapting the library's physical space to meet the diverse and growing population's needs, fostering gathering and interaction.	We have added a QR Code on the wall of the Collaboratory with instructions on using green screen. The in-house ipad will be available for use this week.
Research and initiate a strategy to enhance library spaces to encourage parents and caregivers to build social connections.	We removed one bank of computers, and moved the AWE computers to create a more analog experience in the children's section.
Ensure that collections align with community interest by doing a thorough collection assessment before 2029.	This project has been started by doing large weeds on all the collections and removing items that are not circulating. In turn we are doing some collection renaming and shifting to reflect the needs of the community.
Enhance information fluency skills and create school partnerships to offer in-school programming.	March 12 th , I have been asked to be the "host" of the Battle of the Books at Ecole Park. Being asked to be a part of these events shows that we are creating relationships with the school libraries.

Provide accessible, current, and relevant information on our website and social media platforms, ensuring patrons can easily find the information.	We highlighted canemploy.ca on the Newcomer page of the website. This free resource provides valuable information for newcomers looking to enter the workforce.
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4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

Some great reviews on our newest programmers:

Sat. Storytime

What did you like most about this program?

The teacher/parent/child interaction.

Very age appropriate.

Please comment on how well the presenter met your expectations.

10 out of 10.

Other comments:

This class is wonderful. Great job all around!

Dig Lit.

What did you like most about this program?

Instructor's presentation and knowledge.

Gave me some items to work on and how to get help.

Best method to take to prevent a further catastrophe.

Please comment on how well the presenter met your expectations.

Patient, willing to problem solve with us.

Very well and helpful with the group.

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2. Matters for Noting

- We are getting noticed in the Library community, we have been asked to speak about the Menopause Café at a conference, and Emily has been approached by another library about cram-a-thon. They heard about the idea and are interested in trying it themselves.
- Councillor Ajibola Abitoye had a reading of her book, I Am a Gift, in the Library on February 28th. It was well received and everyone enjoyed the presentation.

- April 7th James MacDonald, the Executive Director of Northern Lights Library System and his leadership team will be joining us for their leadership meeting. They have requested a tour and a meeting room for the day.
- One of our practicum students has started and the next will be starting on April 1st.
- Exam proctoring has been going well and has increased revenue.