



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

May 12, 2025

IN ATTENDANCE

Birgit Blizzard, City Councillor
Margaret Booker, Secretary
Tamara Dabels, Trustee
Lisa Mason, Trustee
Marianne Quimpere, Trustee
Greg Scerbak, Trustee
Nicole Starker Campbell, Chair
Tricia Wall, Library Director
Shannon Bubel, Recording Secretary

REGRETS

Norma Leader, Vice Chair
Dianne Palovcik, Trustee
Mary-Ann Thiessen, Trustee

Call to order: Nicole Starker-Campbell called the meeting to order at 6:30 pm

1. APPROVAL OF THE AGENDA

Motion by Margaret Booker to approve the agenda. Seconded by Greg Scerbak. **CARRIED.**

2. Approval of the minutes of the April 14, 2025 board meeting.

Motion by Lisa Mason to approve the minutes of the April 14, 2025 Board Meeting. Seconded by Marianne Quimpere. **CARRIED.**

3. REPORTS

- a. Chair's Report
 - o Thanks to the Board members for participating in the Trade Show.
- b. Personnel Committee
 - o Committee met tonight, reviewed the Board Self Evaluation survey. Updated version will be sent out by the end of the month, results to come at June's meeting.

- Committee also discussed and revised the following policies, as well as the Code of Conduct. These will be brought for approval next month.
 - Disruptive Persons Policy
 - Unattended Children in the Library
 - Code of Conduct

Next meeting TBD

c. FDA Committee

Motion by Tamara Dabels to approve March 2025 Financial Statements as presented. Seconded by Lisa Mason. CARRIED.

Next Meeting June 16

d. Report from Council

- Birgit provided a brief summary of Council business.

e. Director's Report

- See Attached.
- We received a grant from Twice but Nice for our Summer Bingo

f. Monthly Statistics

- April statistics were presented.

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

4. MATTERS FOR APPROVAL

5. ROUNDTABLE

6. NEXT MEETING

June 16, 2025

7. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 7:06 pm. CARRIED.



Board Chair



Margaret Booker (Jun 17, 2025 09:49 MDT)

Board Secretary

Fort Saskatchewan Public Library
Executive Director Board Report
May 12, 2025

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
City Grants to Organizations	Sonja Mercer has applied for the Grants to Organizations. For a university project she needed to apply for a grant. She chose to try and secure a grant for the Library and we are excited to see the results. This is not a grant that we have applied for before.
Practicum students	Both of our practicum students' terms are done, and happily they have both agreed to stay on as casual employees. Casual employees do not get regular hours but are available if we need someone to cover sick days or vacation time. We will have another practicum student joining us for the month of July.
Attended TAL AGM meeting	The Alberta Library is working on its strategic plan and I have been invited to sit on the committee. I am excited about the direction they are heading and I think we will see more value from the organization going forward.
Meeting with the City Manager	We discussed the issue of parking and we will be working together to see if we can find working solutions. We also discussed City leadership training and I have been invited to participate in any upcoming training with the City. I am very pleased to be invited and I think it will be very valuable.
City moving financials to BMO	The City will be moving all funds to BMO. Currently, with TD, we are not a separate entity. The City would like to have us as a separate entity under the umbrella of the City. We will need to have the Board Chair sign on the account, as well as the Library Director. More information will be coming as they look deeper into the move. They are expecting this will happen in the next 8-12 weeks.
City will be investigating alternatives to the Square	The City will be looking into the rates for Moneris (their payment processing service) for the Library. It will be difficult to get a rate as low as the rate Shannon found with the Square, but it is worth looking into.

1.2 External

Item	Comments
2025 Trade show	I would like to thank everyone for volunteering for the Trade Show. We had transactions with 569 people. In 2024 this number was 2004. I don't think this is a reflection on the Library table, but rather, the trade show in general seemed to be less busy.
Life in the Heartland April 9	Britney and Tricia attended this event. We discovered some organizations interested in partnering on some programming and we also discussed a possible sponsorship with another organization.

2. Risk and Compliance Update

Item	Due Date	Comments
Ad Blocking extension added to all staff computers	May 1	Our IT department has added the extension to all staff computers. The extension will speed up loading webpages, prevent ads from popping up, and increase overall security. This extension is free for all web browsers.

2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Get in the Loop subscription	April 14,2025	We have cancelled our subscription (even though it was a free subscription through the Chamber) This app is no longer used and I wanted to be sure that we would not be surprised with a charge in the future.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments

2.3. Funder Obligations

3. Update on Strategic Plan Implementation

Maintain a welcoming, customer-driven service approach, making daily connections with patrons.	All staff will be required to take the Safe Zone training. Some staff will be taking the training on May 15 th .
Commit to listening to, learning from, and building relationships with local Indigenous communities in recognition of the Truth and Reconciliation Commission of Canada's Call to Action #69.	We are creating an Indigenous collection that will be showcased at the front of the Library. The sticker for the books was created by an Indigenous artist and approved by Ellie Lagrandeur.

4. Monthly Statistics

- See attached

Informational

1. Key Accomplishments

Just wanted to let you know how much I appreciate being able to subscribe to magazines in Libby in addition to e-books. It's a great service and I love how it automatically updates to the latest issue.

Keep up the great work - we will always need our library.

Irene W.

2. Matters for Noting

- <https://www.lakelandtoday.ca/st-paul-news/county-of-st-paul-cuts-30000-to-library-services-10519045>
- <https://www.theguardian.com/books/2025/apr/30/most-parents-dont-enjoy-reading-to-their-children-survey-suggests>
- The City invited me to join in on their leadership training sessions in the future. This is a very generous offer! On the 6th I attended their “Difficult Conversations” session with Wendy Wilton. It was very good.