



# FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

**June 16, 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**

Colleen Wagner, Accountant, City of Fort Saskatchewan

## **REGRETS**

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 agenda. Seconded by Norma Leader. **CARRIED.**

### **2. Approval of the minutes of the May 12, 2025 board meeting.**

**Motion** by Birgit Blizzard to approve the minutes of the May 12, 2025 Board Meeting. Seconded by Greg Scerbak. **CARRIED.**

- 3. Colleen Wagner, City of Fort Saskatchewan – Banking Revisions**
- o City put out a Request for Proposal for their bank account, and they are moving to BMO. As we are so connected, the Library will be moving as well.

**Motion** by Tamara Dabels to approve the Banking Resolution as presented. Seconded by Margaret Booker. **CARRIED.**

Colleen Wagner left the meeting at 6:38pm.

4. REPORTS

a. Chair's Report

- i. Accessing Board Drive – Please keep the instructions so you can access all the Board documents.
  - o The University of Alberta has a program for students to join Boards for volunteer credits. The application date has passed for this year but something to keep in mind for the future.

b. Personnel Committee

- o Results from the Board Self Evaluation are in, thanks to everyone who completed the survey. As expected, results are positive and favorable.

Next meeting September 15

c. FDA Committee

- o Committee reviewed the April Financial Statement. Will present June's statement in September for approval.

Next Meeting TBD

d. Report from Council

- a) Birgit provided a brief summary of Council business.

e. Director's Report

- o See Attached.
- o Discussed our Horizon Server and the direction that SCL is going in regards to the current relationship with SCL, SAPL and FSPL. They will be moving to a virtual server with SAAS, which means we will be too.

f. Monthly Statistics

- o May statistics were presented.

**Motion** by Mary-Ann Thiessen to accept reports 4.a. through 4.f. as information. Seconded by Margaret Booker. CARRIED.

5. MATTERS FOR APPROVAL

a) Revision to Policies and Code of Conduct

- o Changes to be made, policies and Code of Conduct will be sent out for approval via email once these changes have been made.

6. ROUNDTABLE

7. NEXT MEETING

September 15, 2025

8. ADJOURNMENT

**Motion** by Nicole Starker-Campbell to adjourn the meeting at 7:32 pm. CARRIED.



Board Chair



Margaret Booker (Sep 16, 2025 08:59:57 MDT)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal

Item	Comments
Creating permanent Indigenous display	Work has started on creating the Indigenous display. We have received the stickers and are looking at parameters for the collection. It is our hope to be able to introduce the public to the collection in September.
A member of the team has resigned.	We are sad to announce the LA who was covering a maternity leave has resigned to spend more time with her family. She will be truly missed and we appreciate her many contributions. To cover the rest of the maternity leave, we've hired one of our former practicum students. We're thrilled with this choice, as their existing knowledge of our systems makes for a smooth transaction.
Staffing constraints	As we head into summer, we're anticipating some staffing challenges with two family leaves, a recent resignation, and upcoming staff holidays. Shannon is working incredibly hard to shuffle the schedule, but it's possible we'll have periods where only one person is staffing the circulation desk. To be clear, the building will always have more than one person present, but the frontline desk might have solo coverage. We're striving to minimize these instances, but it can be tough with staff members away.

1.2 External

Item	Comments
Canada Summer Jobs Grant	We did not receive the funding for the summer student position. Without this funding we will be unable to hire a summer student. We will see a slight increase in wages due to this.

2. Risk and Compliance Update

Item	Due Date	Comments

3G networks end of life	July 2025	3G networks are being retired and this will affect our coin box/card reader for the photocopier. We will have to purchase a new coin box. IT staff have found a replacement model and will be ordering it.
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## 2.1. Update on Risk and Compliance Management

Item	Due Date	Comments
Changing GL codes for 2026	May 13	We met with the City accounting department to discuss changing some of the GL codes to better reflect the Library budget. Some changes will begin immediately and others will commence with the 2026 budget.
Discussion of purchasing a new sorter		Our sorter has been breaking down quite regularly. I have been discussing options with the IT staff and we will need to look into quotes. We will need to replace the unit, or hire a staff member to replace the unit.
Fire drill clarification	June 6	We conducted a fire drill at our PD Day and discovered some areas that need clarification with the City. Going forward we will be conducting scenario fire drills in addition to the one on PD day so that we can keep our procedure fresh in people's minds.

## 2.2. Risk and Compliance Incidents

Item	Due Date	Comments
AWE computer monitor fell on child	May 8	A child pulled an AWE computer cord which caused the monitor to fall and hit the child's head. IT looked into tethering the computers so this does not happen again. The child was fine but the parent did have concerns that it would happen to another child.

## 2.3. Funder Obligations

## 3. Update on Strategic Plan Implementation

Support the creation of an online directory of resources for community access.	In partnership with Heartland Community Commons, FCSS, and Kickstand The Bridge, we have decided to endorse 211 as the vehicle for community online information. We will be
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	working towards getting community agencies keeping their information updated on this database.
Increase child and family friendly events that actively promote literacy and a passion for reading.	On Saturdays over the summer from July 5 to Aug 16, Rebecca will be running a drop in Saturday morning play time most suitable for 6-24 months old called Littles Saturday Summer Socials

#### 4. Monthly Statistics

- See attached

#### Informational

##### 1. Key Accomplishments

- Safe Zone training – more than half of the staff are trained with the Safe Zone training. We had an in person event facilitated by myself and another Pride committee member. It was well received and we have been asked to provide the training to other organizations in the community.
- We had our PD day on June 6<sup>th</sup>. It was a great success! Staff enjoyed themselves and we have so many great ideas from the brainstorming session. Evan's presentation on cybersecurity was very informative. It was beneficial to have our IT present the program so they could answer questions specific to our Library.
- Legacy park Family Festival was a bit windy but an overall success. Staff spoke to 536 people.
- Staff will be visiting 6 schools (2245 students) and dropping off Summer BINGO/programming information to 1 school (272 students).

##### 2. Matters for Noting

- Britney has revamped our book bucks in order to utilize legal paper, which we have an abundance of, and to add some library information. Sample will be shown at meeting.
- We will be hosting a student from the BGC Youth Employment Program. The cost will be \$250 and we will have the student from July 16<sup>th</sup> – August 15<sup>th</sup>.