



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

September 15, 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
Tricia Wall, Library Director
Shannon Bubel, Recording Secretary

REGRETS

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 Dianne Palovcik. CARRIED.

2. Approval of the minutes of the June 16, 2025 board meeting.

Motion by Lisa Mason to approve the minutes of the June 16, 2025 Board Meeting. Seconded by Greg Scerbak. CARRIED.

3. REPORTS

a. Chair's Report

i. Board Basics Workshop

- o Waiting on PLSB to see if there have been updates in recent years
- o Will find out when the next Workshop is and let Board know

ii. Board Executive Position Descriptions

- o Included for information. Will make revision under Secretary "Record any decisions (and only decisions)" changes to "Record any recommendations made by the Board while in camera"

- iii. National Library Worker's Day
 - o Is October 17th. Will bring card and treats for Staff to celebrate
- b. Personnel Committee
 - o Met tonight. Reviewed and revised Personnel Committee Mandate Statement, Google drive will be updated with current version.

Next meeting November 17

- c. FDA Committee
 - o Clayton Northey from The City of Fort Saskatchewan will attend the next FDA Committee meeting, to discuss investment options

Motion by Tamara Dabels to approve the June 2025 Financial Statement as presented. Seconded by Norma Leader. CARRIED.

Motion via email by Marianne Quimpere August 13, 2025 to approve the proposed 2026 Budget as presented. Seconded by Tamara Dabels. CARRIED.

Next Meeting October 20

- d. Report from Council
 - a) Birgit provided a brief summary of Council business.
- e. Director's Report
 - o See Attached.
 - o Will continue with providing Director's Report to the Board in the summer months.
- f. Monthly Statistics
 - o August statistics were presented.

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

4. MATTERS FOR APPROVAL

- a) Bylaw 3

Motion by Greg Scerbak to read the proposed revision to the Fort Saskatchewan Public Library Bylaw #3. Seconded by Lisa Mason. CARRIED.

First Reading

Motion by Tamara Dabels that the Fort Saskatchewan Public Library Bylaw#3 be amended as proposed, and be given first reading. Seconded by Diane Palovcik. CARRIED.

Second Reading

Motion by Birgit Blizzard that the Fort Saskatchewan Public Library Bylaw#3 be given second reading. Seconded by Norma Leader. CARRIED.

Third and Final Reading

Unanimous vote to proceed with the third and final reading of the Fort Saskatchewan Public Library Bylaw #3.

Motion by Margaret Booker that the Fort Saskatchewan Public Library Bylaw #3 be given third and final reading, and thereby be adopted. Seconded by Birgit Blizzard. CARRIED.

b) Staff area improvement expenditure

Motion by Marianne Quimpere to approve spending up to \$40,000 from the Capital Reserves to fund the Staff Area Improvement Expenditure. Seconded by Lisa Mason. CARRIED.

c) Discussion on Sorter/Self-check machine and maintenance/purchase

Motion by Lisa Mason to proceed with obtaining quotes to purchase a new 3 bin sorter and two self-checkouts. Seconded by Tamara Dabels. CARRIED.

5. ROUNDTABLE
6. NEXT MEETING
October 20, 2025
7. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 8:06 pm. CARRIED.



Board Chair



Margaret Booker (Oct 22, 2025 10:27:23 MDT)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal Operations and Service Updates

Item	Comments
Radon Kits	We now have 2 circulating radon kits, thanks to a partnership with the Alberta Lung Association. There are currently over 30 holds so they'll mostly be out on loan. These kits will not circulate during the summer because they are less accurate.
Staffing	Kirsten Grahn, who was covering a mat leave, will be staying on with us to fill the vacant LA role. Danielle Manalo will be returning from mat leave on September 24 th . Both staff members will be 30 hours per week.
Summer BINGO	We had 919 players this year, up from 731 last year. It was a very busy and successful program this year!
OHS compliance and training	We have an initial draft of the OHS policies and training manual. Once the policies are approved we will be in a position where we are OHS compliant and just need to create a maintenance schedule.

1.2 External Relations and Community Context

Item	Comments
Twice But Nice Grant	Twice But Nice is sponsoring 4 \$10,000 grants to celebrate their 40 th year. This money, to be used for a capital project, will be rewarded in December, 2025. We will be applying for one of the grants.

2. Risk and Compliance Update

2.1. Compliance and Risk Management Initiatives

Item	Due Date	Comments

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Patron threatened outside of building	September 3, 2025	A person new to the community was threatened outside the Library. She told staff about the incident. An incident report was filed and the Director took the information to the RCMP. We are working with the RCMP to insure this does not happen to other patrons. The Director phoned the patron and they were very understanding and appreciative of the help of the Library staff.

3. Funding and Donations Updates

Air Products baby bag sponsorship	Air Products will be sponsoring the baby bags for the August 2025-August 2026 year. They have provided us with \$5949.24 for the year.

4. Strategic Plan Progress

Ensure that library staff have the necessary skills, support, and training to actively contribute to the success of the Plan of Service.	Staff who have not received mental health first aid will be attending training on November 7 th . In the future we would like to refresh this training like we do with standard first aid.
Increase child and family-friendly events that actively promote literacy and a passion for reading.	We hosted the Kompany Family Theatre, for a family friendly event. There were 53 attendees and lots of great reviews.
Provide new programs, services, and spaces that support the whole child, integrating principles of play, inquiry-based learning, social connection,	This summer we had 2 Pop and Play at the Park programs that were very well received.

and practical experiences for more meaningful learning opportunities.	Programs like this can introduce families to the Library by going to where they are.
By 2029, develop and implement three strategies for providing STEM programming for all ages.	This Fall we are piloting the STEMIE program, a junior version of our STEM programming. These programs are geared towards kids ages 3-6 years old.

5. Monthly Statistics

- See attached

6. Informational

1. Key Accomplishments and Highlights

- As we have mentioned, winning the Minister's Award was a huge accomplishment for the team. It is really exciting to be recognized for our hard work and innovative ideas!
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