



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

October 20, 2025

IN ATTENDANCE

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

VIA PHONE

Marianne Quimpere, Trustee

REGRETS

Tamara Dabels, 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 amended agenda, adding c) Sorter Quote under matters for approval. Seconded by Norma Leader. CARRIED.

2. Approval of the minutes of the September 15, 2025 board meeting.

Motion by Birgit Blizzard to approve the revised minutes of the September 15, 2025 Board Meeting, correcting next the Personnel Meeting date, and the motion on the sorter quotes. Seconded by Greg Scerbak. CARRIED.

3. REPORTS

a. Chair's Report

- o Nicole delivered the card and treats for Staff for Library Worker's Day
- o The Board Drive is being cleaned up, everyone will get a memory stick with the drive contents in the new year

b. Personnel Committee

Nothing to Report

Next meeting November 17

c. FDA Committee

- o Met tonight, Clayton Northey did not attend, will extend another invitation
- o Reviewed the August 2025 Financial Statement, as well as reviewed and revised the Committee Mandate Statement

Next Meeting December 8

d. Report from Council

- o Birgit has finished her year representing City Council on our Board. She enjoyed being on the Library Board.

e. Director's Report

- o See Attached.

f. Monthly Statistics

- o September statistics were presented.

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

4. MATTERS FOR APPROVAL

a) Early Closure December 5

Motion by Lisa Mason to close the Library an hour early on Friday December 5th, 2025, for the Staff Christmas Party. Seconded by Mary-Ann Thiessen. CARRIED.

b) OHS Policies

Motion by Greg Scerbak to approve the OHS policies as presented. Seconded by Margaret Booker. CARRIED.

c) Sorter/Self-check quote

The quote received isn't entirely complete, only had one self-check, and instead of a third bin, had a shelf to hold the transport bins. Will get that corrected and send out for approval once received.

5. ROUNDTABLE

6. NEXT MEETING

November 17, 2025

7. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 7:15 pm. CARRIED.



Board Chair



Margaret Booker (Nov 21, 2025 10:09:51 MST)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal Operations and Service Updates

Item	Comments
Staff area refresh	Things are moving along very quickly. The painting is finished and some furniture has arrived. We expect the kitchen to be installed by October 16 th . Things are looking beautiful!
Appreciation party	Again, thank you everyone for coming to the appreciation party! I think it is really meaningful when the staff have an opportunity to hear from the Board.
The Offices main door	A big thank you to Birgit for approaching the City about adding a security fob to the main door of the Offices. They expect the change will cost about \$11,000 and the City would be willing to pay for half the bill. I have not received word on when they would be able to complete the work.
Chamber Best Nonprofit of the Year Award	We won the award for what I am is told the first time. This is such a special award because it comes from our community. Thanks to the Board and Staff for making us so phenomenal!
KPMG Audit Plan	Sheldon Jacobs will be attending the November Board meeting to discuss the 2025 audit plan. His document will be sent out in advance with the November Board package.
Sorter and self-check quotes	We have reached out to Convergent Technologies again, but as of yet have not received a quote. In the last email they were negotiating the installation package with the manufacturer.
October 24 th November 7 th	I will be travelling to Airdrie Public Library on the 24 th for an Alberta Directors meeting and on the 7 th for an Alberta Library Strategic Plan meeting.

1.2 External Relations and Community Context

Item	Comments
Rotary Club will cease operations December 31, 2025	The Rotary has supported the Summer Reading BINGO and they have given us funding for Indigenous resources each year. We are grateful for their support and saddened to hear about their decision.
Teacher's strike	We have had to postpone our Read-in week visits to the schools due to the strike. In house we have created packages for parents outlining the services we offer with a focus on school-age children. We anticipate we will have some children in the Library during the day and will be making sure students are aware they must be 10 years old plus to be in the library unattended. We currently are not offering more programming because we are at capacity. Our outreach numbers for 2025 will be much lower because this is the time of year we visit all the schools. We have put together a package for caregivers highlighting the services the Library has available. We are also working on a fun junior fiction "First Chapter Friday" pilot.
School trustee meeting	Leah Floyd, who is running for Elk Island Public Schools trustee has requested a meeting to hear more about the Library's perspectives on education. Her follow up email was sent to the Board. I feel it was a successful meeting.
FCSS Holiday Mixer	FCSS has invited Staff and Board to their annual mixer at West River's Edge on December 11 th from 2-4pm. Snacks and refreshments!

2. Risk and Compliance Update

2.1. Compliance and Risk Management Initiatives

Item	Due Date	Comments
Deleting expired cards		In an effort to clean up our files and accurately determine which accounts owe the Library money for lost or damaged materials, we have begun deleting all expired cards. A very welcome side effect of this long-overdue maintenance is the discovery of patrons who have been successfully using and renewing e-resources with expired cards.
Front desk computers purchased	October 1, 2025	We purchased new computers for the front desk for \$4200.00.

All staff computers have been changed to Windows 11.	October 1,2025	The M365 migration is underway, beginning with the purchase of the Microsoft licenses and installing Windows 11 on all staff computers. This is a complex project that will take some time to plan. Our immediate focus involves a comprehensive cleanup of old files to ensure only necessary data is transferred. I am hoping when I am on medical leave in December I can do a deep dive into how best to organize our files.
New Cat6A cable to the Offices	November, 2025	We must hire a contractor to replace the current, low-quality internet cables in the Offices. This critical upgrade is necessary to achieve the data speeds we require for operations. The project will be financed using the Computer capital budget, and we will be making the necessary budgetary adjustments.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments

3. Funding and Donations Updates

Twice but Nice \$10,000 grant October 15 th deadline	The grant application has been completed and submitted. The grant must be for capital items only. We submitted a grant proposal to enhance the children's area with an imaginative play structure and refurbishing the mats in the play area.

4. Strategic Plan Progress

Recognition by community agencies, as they see FSPL as a critical link to the community, reflecting the library's role as a valuable community resource as shown in evaluation results.	Being nominated, and chosen for the Chamber Best Non-profit of the Year shows the community, and agencies see the value of the Library.
Support the creation of an online directory of resources for community access.	Our goal is to collaborate with Heartland Community Commons to transform 211 into the highly requested central resource directory for the community. We view this as the most

	<p>viable path forward. The next step—booking a planning meeting—is delayed until 211 hires its new Director.</p>
<p>Evolve FSPL's role as a community resource connector through beneficial partnerships and relationships.</p>	<p>We have partnered with FCSS for the Newcomers Fair on November 18th. We are hoping this becomes an annual event where newcomers can learn about resources in their community.</p>

5. Monthly Statistics

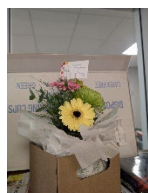
- See attached

6. Informational

Key Accomplishments and Highlights

The **Local Author Fair** was a success. Special thanks to Colleen, Bethany, and Kirsten for their excellent work managing the event on the day. Thanks also to Britney for her extensive behind-the-scenes efforts, particularly her work with the Government of Alberta regarding the Alberta Cultural Days Grant and Donna for coming up with some adorable activities.

A noteworthy highlight was Colleen's quick thinking: she saw an opportunity to improve the authors' experience and swiftly moved the readings from The Space to the more central location. This simple change was highly appreciated by all attendees and participants.



How cute is this? One of Bethany's many hats is as our resume tutor. A patron dropped off these great flowers to show her appreciation for the wonderful work Bethany does.