



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

November 17, 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

GUESTS

Ike Anugwom, City of Fort Saskatchewan
Colleen Wagner, City of Fort Saskatchewan
Sheldon Jacobs, KPMG

REGRETS

Shannon Bubel, Recording Secretary

Call to order: Nicole Starker-Campbell called the meeting to order at 6:25 pm

1. APPROVAL OF THE AGENDA

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

2. KPMG Audit

- o March 9th final presentation to the Board

3. Approval of the minutes of the October 20, 2025 board meeting.

Motion by Margaret Booker to approve the minutes of the October 20, 2025 Board Meeting. Seconded by Norma Leader. **CARRIED.**

4. REPORTS

a. Chair's Report

- o The posting for the vacant Board position will be closing Friday.

- b. Personnel Committee
 - o Met tonight, reviewed and revised Board Trustee Orientation and Continuing Education Policy. Will be presented at next meeting for approval.
 - o Library Director's appraisal to be moved to end of the year, process has begun.

Next meeting TBD

- c. FDA Committee

Motion by Marianne Quimpere to approve the September 2025 Financial Statements as presented. Seconded by Dianne Palovcik. CARRIED.

Next Meeting December 8

- d. Report from Council
 - o Birgit provided a brief summary of Council business.
- e. Director's Report
 - o See Attached.
- f. Monthly Statistics
 - o October statistics were presented.

Motion by Lisa Mason to accept reports 4.a. through 4.f. as information. Seconded by Mary-Ann Thiessen. CARRIED.

5. MATTERS FOR APPROVAL

- a) Capital Reserves Expenditure

Motion by Birgit Blizzard to approve the quotes as presented for the new sorter and self-checkouts, to be funded from Capital Reserves. Seconded by Tamara Dabels. CARRIED.

6. ROUNDTABLE

- o We will have a holiday potluck at our December meeting

7. NEXT MEETING

December 8, 2025

8. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 7:17 pm. CARRIED.



Board Chair



Margaret Booker (Dec 9, 2025 17:33:15 MST)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal Operations and Service Updates

Item	Comments
Partnering with FCSS for Metis Team and Bannock social	<p>We are going to co-host a Tea and Bannock Social at the Library on Fri. Nov. 21 at 3:30 pm. That week is Metis Week.</p> <p>We are co-hosting the tea and bannock social with our St. Albert Metis District Councillor for Fort Sask (Ms. Kylin Culhane), and FCSS. Our local ANEW Centre for Healing will be making the bannock. We will be setting up outside of the program room and people can simply stop by for a few minutes to enjoy tea, bannock, and conversation or use the program room to sit and visit for a longer amount of time.</p> <p>This info is now on libcal at https://fspl-ca.libcal.com/event/3952990. It is drop-in and everyone is welcome.</p>
New Easy Nonfiction collection	<p>We have created a new collection, Easy Nonfiction. These books have been separated out from the junior nonfiction and are for Preschool-Grade 1.</p>
New benefits plan for February 2026	<p>Shannon attended an in person session on November 5th and will provide staff with an overview. There will also be a webinar available at a later date.</p>
Newspaper discontinue	<p>We are discontinuing the National Post due to inconsistent delivery and the Edmonton Sun due to high cost.</p>
Addition of radon kits	<p>We have added radon kits to the Library collection. I have attached the press release from the Record on this new initiative. People are still reading</p>

	the newspaper because we have been getting quite a few telephone requests.
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1.2 External Relations and Community Context

Item	Comments
EISA staffing	EISA (Edmonton Immigrant Services Association) is having staffing issues. Historically we have had two workers each week. We currently have one worker on Monday, EISA is looking into getting us another worker.
Paper bag Fairies Nov 19, 26, Dec 3 and 10	The paper bag fairies will be joining us on these dates from 2:30-4pm/

2. Risk and Compliance Update

Item	Comments
Copyright License renewal	License for Access Copyright has been completed. This license allows public libraries to photocopy portions of public works within specific limits.
Elevator functioning	We are excited to note the elevator is working again – and it was just in time for the book sale.

2.1. Compliance and Risk Management Initiatives

Item	Due Date	Comments
Library Space Petition signing	October 30, 2025	We have received 2 requests in the last 3 months to host petition signing tables in the Library. As a nonpartisan institution we must maintain political and organizational neutrality in the public spaces. We do not have a specific policy on petition signing tables, it might be prudent for the Board to discuss if one is required.
Cost recovery project		We have deleted the expired cards (2020-2023) to clean up our patron records. With this project we also created a spreadsheet of expired cards with fees-processing and lost and damaged. We forgave the late fine fees.

		<p>These are the results of that report.</p> <p>- 2020-2024 Processing fees \$9,290 L&D \$22,063.63 Total \$31,353.63</p> <p>-2020-2024 Cost recovery over \$20.00 Processing fees \$\$7985.00 L&D \$20,303.00 Total \$28,288.00</p> <p>-2023-2024 Cost recovery over \$20.00 Processing fees \$3441.00 L&D \$11,567.00 Total \$15,008.00</p>
Mental health training	Nov 7, 2025	More staff has taken the Mental Health First Aid training. We will be creating a schedule for recertification training like Standard First Aid.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
3 month youth ban	October 23, 2025	A youth has been banned from the Library for 3 months due to inappropriate behavior and an altercation with a staff member. The youth's parent and Municipal Enforcement have been notified of the incident and the subsequent ban.
System down for over 48 hours	Oct. 4-5, 2025	Our main ILS system, Horizon, was down for over 48 hours. This severely limited what staff could do, and services patrons could access. Libby and Hoopla created bypass systems for patrons and the self check out systems worked for check out. We could not check in items or do any work with cards. The system was repaired at 3:00pm on the 6 th and staff were amazing at getting items back on the shelf.

3. Funding and Donations Updates

4. Strategic Plan Progress

5. Monthly Statistics

- See attached

6. Informational

1. Key Accomplishments and Highlights

-We have 79 books in our new Junior Large Print collection, 43 of them are checked out and 5 are on hold – so that 61% out or on hold. This is a great circulation! We have a few more on order so we should be at 100 by December.

The Library Halloween event was a great success! There were 31 people in the storytime and the gate count during the event was 541 people. Special thanks to Rhonda and Theresa who went the extra mile to create this fun filled day.

New radon kits available at the Fort Saskatchewan Public Library

JAMES BONNELL

This November, in conjunction with Lung Cancer Awareness Month and Radon Action Month in Canada, the Fort Saskatchewan Public Library is happy to announce that residents can now access Radon Screening Kits available for loan as part of the library's offerings thanks to a partnership between the library and Alberta Lung Association.

Radon is a gas that results from the breakdown of uranium and can accumulate in homes. While Alberta Lung's website (ablung.ca) mentions that every home has some level of radon, Radon Screening Kits allow users to gain an initial reading of levels in their home to help determine if any next steps are needed. Those who record higher levels of radon may follow-up with longer-term testing beyond the initial reading available with the FSPL kits.

Long-term exposure to high levels of radon can lead to lung cancer making it the leading cause of lung cancer among non-smokers and the second leading cause of lung cancer (af-

ter smoking) according to Alberta Lung's website, ablung.ca.

"Our goal is to educate the community about the risks of radon and give them access to tools to screen their homes for radon and to determine if further testing is required," says Fort Saskatchewan Public Library's Collections Development Lead, Colleen Melanson. "We're really grateful for this partnership with the Alberta Lung Association and encourage people to visit their website for more learning opportunities."

Radon Screening Kits are available to check out with your Fort Saskatchewan Public Library card between October 1 and May 1 each year for a loan period of three weeks. Residents are encouraged to join the waitlist if the kits are out as they will be contacted once they are next available.

Each kit includes an explanation of the basics of radon, how to use the kit, and what to do after the screening is complete. These kits have been made possible thanks to the Alberta Lung Association.



The FSPL's new radon testing kit.

learn more about the association and radon at ablung.ca.

For those interested in checking out a Radon Screening Kit

from the Fort Saskatchewan Public Library, you can find the kits in the library catalogue at fspl.ca or you can call the Library at

780-998-4275 for assistance in joining the waitlist.
Fort Saskatchewan Public Library release.