



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

February 9, 2026

IN ATTENDANCE

Birgit Blizzard, City Councillor
Margaret Booker, Trustee
Tamara Dabels, Secretary
Dianne Palovcik, Trustee
Cara Pullan, Trustee
Marianne Quimpere, Vice Chair
Greg Scerbak, Trustee
Nicole Starker Campbell, Chair
Mary-Ann Thiessen, Trustee
Joyce Wang, Trustee
Tricia Wall, Library Director
Shannon Bubel, Recording Secretary

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 Joyce Wang. CARRIED.

2. Approval of the minutes of the January 9, 2026 board meeting.

Motion by Dianne Palovcik to approve the minutes of the January 9, 2026 Board Meeting. Seconded by Greg Scerbak. CARRIED.

3. REPORTS

a. Chair's Report

- o We had a Board Executive meeting to plan and create a calendar for the year. Hoping to make this an annual event.
- o The podcast Tricia sent out on Intellectual Freedom and the current state of libraries had lots of great information.

b. Personnel Committee

- o First Meeting of the year tonight
- o Two things coming to the board for approval in March:

- o Confidentiality of User Records Policy
- o Terms of Reference

Next meeting April 13

- c. FDA Committee
 - o Nothing to report

Next Meeting March 16

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

Motion by Tamara Dabels to accept reports 3.a. through 3.f. as information.
 Seconded by Cara Pullan. CARRIED.

4. MATTERS FOR APPROVAL

- a) 2025 Annual Report

Motion by Margaret Booker to accept the 2025 Annual Report as presented.
 Seconded by Birgit Blizzard. CARRIED.

- b) SCL Board Dinner
 - o Dates to come, we will do appetizers and a craft.

- c) CRA Letter
 - o Board reviewed, phone number updated, will be mailed out this week.

5. ROUNDTABLE

6. NEXT MEETING
 March 16, 2026

7. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 7:49 pm.
 CARRIED.



Board Chair



Tamara Dabels (Mar 17, 2026 11:41:59 MDT)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal Operations and Service Updates

Item	Comments
Video game donations	We will be adding a new collection, video games! We are doing a video game drive between Feb 2-28 th . We expect the collection to be quite popular. SCL does not have a video game collection, and in order to try and keep the items available for FSPL patrons we will not be allowing holds by SCL patrons at this time. Video games require players to read dialogue, follow complex instructions, and engage in high level problem solving – all while navigating a narrative they help create.
Training the pages	We will be training the Pages to work on the desk as a contingency plan for situation where we do not have an LA able to provide coverage. They will only be trained on high frequency tasks and not the full scope of the job. We just need to keep the desk operational for patrons. This is a secondary back up measure, they will not have regularly scheduled shifts. They will be compensated at the entry level LA rate while covering.
Agreement with SiriDyinx	We have been working with Brownlee law firm on the contract for the SAAS horizon project. We are happy with the master agreement and are moving forward with signing. FSPL has signed a Letter of Authorization to have the SCL Board sign the agreement as it requires one signature for one instance. Our next step is to sign a MAGNET Amendment agreement so that we can break our agreement with SAPL in 30 days rather than one year. We will also need to update a Shared Technology Agreement between the two libraries.
Invitation to shadow SCL on their Microsoft migration	SCL recently invited me to attend a technical consultation regarding their M365 migration. Seeing the timeline and process involved has provided a much clearer picture of the project's technical complexity. While our initial plan was to manage this internally, the migration may require a level of specialized expertise that we do not have. For financial, risk mitigation and staff focus reasons, we may need to look at hiring the contractor as well. We will continue to learn from their transition.
Imagination house update	We have received preliminary blueprints for the Imagination House. (A project sponsored by Twice But Nice funding). Once we have approved the blueprints we will contract a carpenter for the work. We are anticipating having this project completed in June.

Sorter/self check machines update	We expect the new self-checkout units to arrive in approximately three months, though the ETA for the material sorter remains pending. To ensure a seamless transition, we will initially install these units in a back-of-house training area; this allows staff time to get acquainted before the hardware replaces our current units. SCL has been invited to join this training to evaluate the models for their own future needs. Our existing units will be moved to storage to remain available for potential expansion into additional library spaces.

1.2 External Relations and Community Context

Item	Comments
Chamber Mixer	Thank you to Nicole and Greg for attending the mixer on behalf of the Library. We were happy to have such great Library representation at the event!
Farmer's markets	The summer applications have opened. We have applied for June 11 th and August 20 th .
City Hall signage	City Hall will be changing some of their signage for better wayfinding. The Library will have a new "Library" sign to match the other signage.

2. Risk and Compliance Update

2.1. Compliance and Risk Management Initiatives

Item	Due Date	Comments
Migration to Microsoft Exchange has begun	April 3	We will be moving from gmail based emails to Microsoft based. This is the first step in the migration. With this we will also be moving to Outlook calendars rather than Google. The Board access will remain the same.
Printer computer upgraded		Our public printer computer was quite old and starting to have issues. IT replaced the computer and solved the issues.

Purchasing software and hardware to upgrade our assistive technology	Ongoing February	To ensure the library remains accessible for all community members, we are currently auditing our assistive technology for general use and exam proctoring. While these specialized tools are not accessed frequently, they are essential for equitable service. Our magnifying reader recently failed but we have decided not to replace it, the cost is \$800.00. It is rarely used. Our previous unit was a donation, and we have reached out to other libraries to let them know we would be happy to find another.
New Blue Cross benefit plans	Feb 1, 2026	The new benefit plan with Blue Cross came into effect on February 1 st . This plan is brokered and maintained by the City.
General Insurance Package	March 1, 2026	We have received the invoice for the annual insurance including the auto insurance. We were correct in our forecasting. The invoice was \$5761.00 and we budgeted \$6000.00

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
City Hall shared Spaces		Please see additional report.
Website upgrade	January 16th	We had a critical issue that shut down the website after an upgrade. The company who built the website, Strong Coffee Marketing, offered incredible customer service and fixed the issue quickly.

3. Funding and Donations Updates

Bolton Family Fund	We received \$3910.50 from the Bolton Family Fund.
Individual donations	\$109.00
March 2025	We are currently working on our “Thank you Donors” brochure for 2025.

4. Strategic Plan Progress

Review	The Lead Team is currently reviewing the Plan of Service and aligning our 2026 goals with the document.
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Increase early literacy programs with flexible scheduling, including alternative dates and times.	We had added an additional toddler play time and the STEMIE Sunday program.
Ensure that collections align with community interest by doing a thorough collection assessment before 2029.	Introducing the video game collection.
By 2029, develop and implement three strategies for providing STEM programming for all ages.	Introducing the STEMIE Sunday program.
Provide accessible, current, and relevant information on our website and social media platforms, ensuring patrons can easily find the information.	Increase social media connection. Website has been updated and security has been increased.

5. Monthly Statistics

- See attached

6. Informational

The results are in...

- Fort Elementary 52,171 minutes (174 minutes/ student)
- Ecole Parc 37,019 minutes (127 minutes/ student)
- Win Ferguson 39,809 minutes (117 minutes/ student)
- James Mowat 24,004 minutes (66 minutes/ student) *plus 175 jars of jam!

1. Key Accomplishments and Highlights

The blurb we submitted for the Annual report to sum up 2025:

The Fort Saskatchewan Public Library experienced continued growth in 2025, with a 4% increase in patron visits. Digital engagement continues to increase. The number of library cardholders grew to 5,038. The library's social media presence also continued to expand, with a 6% increase in Facebook followers and a 9% increase in Instagram followers. Program participation saw a significant boost of 17% in 2025. The library also celebrated major community recognition and implemented several new initiatives in 2025, including:

- Winning the Minister's Award for the Menopause Cafe
- Winning the Best Nonprofit Award from the Chamber of Commerce
- Launching a Radon Screening Kit lending program in partnership with the Alberta Lung Association
- Acquiring Fiero Code software and Sphero robots to enhance STEM learning
- Creating new collections, including Easy Nonfiction and Junior Large Print
- Partnering with FCSS to host the Newcomer's Fair
- Hiring a Collections Development Coordinator to assess, maintain and curate collections
- Implementing exam proctoring services for the community

Sometimes we get great comments that let us know that the little things that we are doing are helpful. We received this response on an evaluation. The questions asked “how did you hear about this program?”

"Saw it in the FSPL program guide while visiting library. A laminated copy was on the table; I picked it up and perused then registered my 2 sons in multiple programs. Thank you FSPL for your AMAZING staff and all you do for our community!"