



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

March 16, 2026

IN ATTENDANCE

Birgit Blizzard, City Councillor
Margaret Booker, Trustee
Tamara Dabels, Secretary
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

GUESTS

Ike Anugwom, City of Fort Saskatchewan
Sheldon Jacobs, KPMG
Clayton Northey, City of Fort Saskatchewan

VIA TEAMS

Tricia Wall, Library Director

REGRETS

Dianne Palovcik, 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 Tamara Dabels. CARRIED.

2. 2025 Audited Financial Statement Presentation

- Sheldon Jacobs reviewed KPMG's Audit Findings Report for 2025, and their recommendations
- Clayton Northey reviewed the 2025 Financial Statements

Motion by Marianne Quimpere to accept the audited 2025 Financial Statements and Audit Findings Report as presented by the City of Fort Saskatchewan and KPMG. Seconded by Birgit Blizzard. CARRIED.

Motion by Marianne Quimpere to approve allocating the 2025 surplus of \$73,836 to the Operating and Capital Reserves, as per Reserves Policy 19/01. Seconded by Tamara Dabels. CARRIED.

Guests exited meeting at 7:06pm

3. Approval of the minutes of the February 9, 2026 board meeting.

Motion by Margaret Booker to approve the minutes of the February 9, 2026 Board Meeting. Seconded by Greg Scerbak. CARRIED.

4. REPORTS

a. Chair's Report

- o An update from PLSB was sent out, has dates for free Board training
- o Great to see the staff internal newsletter (for Board information, not action), gives the Board a glimpse into what is happening day to day in the library

b. Personnel Committee

i. Confidentiality of User Records Policy

Motion by Tamara Dabels to accept the revision to the Confidentiality of User Records Policy 86-28 as presented. Seconded by Marianne Quimpere. CARRIED.

ii. Terms of Reference

Motion by Greg Scerbak to adopt the Terms of Reference as presented. Seconded by Tamara Dabels. CARRIED.

Next meeting April 13

c. FDA Committee

- o Met tonight, no financials to review yet
- o Reviewed the Sales, Soliciting or Fundraising in the Library policy, will present to the Board for approval in April

Next Meeting May 11

d. Report from Council

- o Birgit provided a brief summary of Council business.

e. Director's Report

- o See attached

f. Monthly Statistics

- o February statistics were presented.

Motion by Margaret Booker to accept reports 4.a. through 4.f. as information. Seconded by Cara Pullan. CARRIED.

5. MATTERS FOR APPROVAL

a) Fees for non-resident cards

Motion by Mary-Ann Thiessen to approve charging \$30 for non-resident library cards. Seconded by Tamara Dabels. CARRIED.


b) SCL Board Dinner

- Form will come out with date options
- c) City Council Meet and Greet
 - Birgit will see if there are any evening/weekends dates
- 6. ROUNDTABLE
 - Greg invited Board members to a Brewhouse burger party that he won representing the Board at a Chamber of Commerce event.
- 7. NEXT MEETING
April 13, 2026
- 8. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 8:02 pm.
CARRIED.



Board Chair



Tamara Dabels (Apr 15, 2026 13:11:32 MDT)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal Operations and Service Updates

Item	Comments
Self checks will be installed on March 16 th	We have our first training meeting on March 3 rd , and we have paid the first invoice.
Imagination House	The blueprints have been approved and we are waiting on the final quote for the project.
Library Giving Day April 1	Britney has started the awareness campaign for the Annual Library Giving Day. Support your Library and The Power of Giving brochures will be ready for this date.
New water fountain	<p>We are currently evaluating the purchase of a combined water bottle filling station and drinking fountain. Moving away from our current system of providing disposable cups would address both hygiene concerns and our environmental footprint.</p> <ul style="list-style-type: none"> • During 2025, we utilized 4,000 disposable cups. • The annual expenditure for these cups totaled \$207.55. • Beyond the financial cost, this practice results in a significant amount of avoidable waste. • We have had patron comment cards requesting a different style of water fountain.
Safety and Security in Library – Informed Libraries presentation	Colleen and I attended this presentation at the Red Deer Public Library. The session was put on by Calgary Public Library and provided some hands-on information on debriefing after an incident. We learned some procedures we can incorporate in our library in order to support staff after stressful interactions.
May 26 th	The tentative date for the SaaS migration. This is a backend migration and should not be at all noticeable to patrons. We are just moving where we store data from a physical location to the cloud.

Mid March	The IT staff will be replacing the camera in the Collaboratory and adding cameras to the teen area and The Space.
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1.2 External Relations and Community Context

Item	Comments
PLSB Board Basics April 25 th	We will be hosting a Board Basics in The Space. The training is for up to 25, it will be cozy!
Winter walk day	In previous years we worked with the City to have a Physical Literacy month proclamation by the Mayor on Winter Walk day. This year the City and Library decided we were not going to move ahead with the project. FCSS has decided to take up the Winter Walk day event.

2. Risk and Compliance Update

2.1. Compliance and Risk Management Initiatives

Item	Due Date	Comments
Person banned from City hall for one year		The person currently banned from the Library for 5 years, has been banned from City Hall for one year.
Grant application submitted to Twice but Nice		

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Elevator repair	Feb 10	The elevator key is causing issues with the elevator. The City has decided that the simplest solution is to just have a button on the elevator. This does mean that the lower level is less secure, but they are currently running wire for the swipe door locks for the offices.

3. Funding and Donations Updates

Feb 10	Canada Helps Anonymous donation \$500
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Individual Donations February	\$105
Feb 27	\$73.50 Anonymous donation United Way Easy Ontario
Mar 5	\$75 Canada Helps donation

4. Strategic Plan Progress

Raise public awareness about the importance of early literacy skills in young children by creating new marketing strategies.	See Building Bright Futures brochure
Diversify and expand the collection, ensuring all community members have the opportunity to see themselves and explore experiences different from their own.	Indigenous resources brochure
Ensure that library staff have the necessary skills, support, and training to actively contribute to the success of the Plan of Service.	We are working on expanding training by having staff attend webinars and workshops and then passing that learning on to all staff.
Organize 10 outreach events in the community by December 2029 to promote community awareness of library resources and services.	March 16 th Early Years Information Fair
Evolve FSPL's role as a community resource connector through beneficial partnerships and relationships.	Emily and I attended the community workshop for the Family Resource Network. This workshop was geared towards identifying the gaps in service and creating beneficial partnerships.

5. Monthly Statistics

- See attached

6. Informational

1. Key Accomplishments and Highlights

Here's what you need to know about the Video Game Collection:

- Cases will be shelved on the bestseller shelf
- **Loan period is one week**
- Must be checked out to an adult card
- **Can be held but only at our branch, don't send to SCL**
- Limit one video game per library card
- **The Switch 2 is set up with 8 digital games. Patrons playing in house will just need the controllers checked out.**
- \$90 replacement charge or same new game replacement