



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

May 11, 2026

IN ATTENDANCE

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

REGRETS

Mary-Ann Thiessen, Trustee
Joyce Wang, Trustee

Call to order: Nicole Starker-Campbell called the meeting to order at 6:33 pm

1. APPROVAL OF THE AGENDA

Motion by Tamara Dabels to approve the agenda. Seconded by Margaret Booker. CARRIED.

2. Approval of the minutes of the April 13, 2026 board meeting.

Motion by Birgit Blizzard to approve the minutes of the April 13, 2026 Board Meeting. Seconded by Dianna Palovcik. CARRIED.

3. REPORTS

a. Chair's Report

- o Nicole attended the State of the City Address. Some great information was presented.
- o Been keeping up with updates on Bill 28 through CAP. Committee of the Whole and potentially 3rd reading to take place this week.

b. Personnel Committee

- o Board Self Evaluation Survey to come out in the next few weeks, Committee will review at their next meeting.

i. Library Closure Policy

Motion by Greg Scerbak to approve the revision to Library Closure Policy 04-02 as presented. Seconded by Tamara Dabels. CARRIED.

ii. Minute Procedure Policy

- o Change distributed to shared, remove employee position title and replace with "The designated staff member", and remove electronic copy to Board drive as it is redundant with minutes on the website.

Motion by Marianne Quimper to approve the revision as presented with the above corrections to the Minute Procedure Policy 00-01. Seconded by Margaret Booker. CARRIED.

Next meeting June 15

c. FDA Committee

- o Met tonight, received the first monthly financial statement of the year, for March. Corrections to be made, will be shared next month for approval.

Next Meeting August 10

d. Report from Council

- o Birgit provided a brief summary of Council business.

e. Director's Report

- o See attached
- o Several staff went to Leduc for a Workshop, great opportunity to share and see what programs other Libraries are offering
- o Tricia and Britney are attending a session in Calgary on fundraising and sustainability

f. Monthly Statistics

- o April statistics were presented.

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

4. MATTERS FOR APPROVAL

5. ROUNDTABLE

6. NEXT MEETING

June 15, 2026

7. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 7:23 pm. CARRIED.



Board Chair



Tamara Dabels (Jun 16, 2026 12:01:17 MDT)

Board Secretary

Monitoring & Accountability

1. Current Topics

1.1 Internal Operations and Service Updates

Item	Comments
Self checks are out, Sorter update	The new self checks are on the floor and working well. The new sorter should be arriving mid-June. Our sorter will be out of commission for approximately 2 weeks but we will bring in the pages to help us with the volume of returns. We have received the sale order for the sorter, it is \$71669.85.
Office are secure with door fobs	The security door fob has been installed on the offices downstairs. We have not received a bill for this so I am hoping that they are absorbing all the cost.
SAAS migration	We have had some back and forth on this and we have had to work through some issues, but we will be going ahead with the SAAS migration. We have given SAPL a termination of agreement regarding the shared servers. SAPL is interested in possibly moving to SAAS as well so they are happy to let us go first. Migration is scheduled for June 2 nd .
Request for funding submitted to PLSB	Shannon has completed the request for the provincial operating grant and submitted it.
Canada Summer jobs grant	Although we were successful in getting a summer job grant, it was half of the amount we applied for. Ultimately, we declined the grant because the cost to the Library would have been outside the allotted budget.
SAAS migration credit	SirsiDynix, the parent company of Horizon, will provide a credit once we transition to their virtual system. SCL has proposed paying the current Horizon invoice and then reducing our portion of the bill by our share of the credit when it is received. This means we will simply pay the net amount, rather than paying the full amount upfront and being reimbursed later. We are currently on budget for this project, moving to the SAAS (cloud Horizon) system is estimated to cost 11,600.00 annually. The system we have been using (SAPL physical servers was \$12,200.00) We do not expect this move to be cost saving but it will provide more security for our databases.

1.2 External Relations and Community Context

Item	Comments
Library compensation report April 20	The voluntary library compensation report was completed. This gives us a picture of the salaries and compensations in Alberta. In the past this was done just for regional systems, these systems operate quite differently than independent library and provide centralized services to member libraries.
Career fair April 17 th	We tabled at the Career fair and staff spoke to 104 people, mainly about our resources for resume tutoring and our career help databases.
Board basics workshop	We hosted the board basics workshop with 10 people attending. Although there were 16 registered, the road conditions were icy leading to some cancellations.

2. Risk and Compliance Update

2.1. Compliance and Risk Management Initiatives

Item	Due Date	Comments
Office software for computers	April 13	We will be purchasing new Office licenses for the public computers (with the exception of the children's computers and the conversion station). Our current version of Office is no longer supported. We will continue to use Windows 10 on these computers because it is much cheaper.
Camera in the teen area	May 5	The new camera has been installed in the teen area. We now have cameras in The Collaboratory, The Space, and the teen area.
The Alberta Library membership renewed.	March 13	Our membership with TAL has been renewed at a cost of 2344. 61.
Changes to our phone system	May 6	This change should not affect the public, the City will be programming our phones to a scheduled system. The phones should turn the answering machine on and off according to our open hours. We currently have to log into the system and manually do this. We are not anticipating issues.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Unresponsive patron	April 24	We had an unresponsive patron and needed to call 911. Although the Ambulance arrived quickly, the patron was responding by the time they arrived. Staff did an amazing job of checking on him and acting quickly.
Small electrical fire	May 1	A patron was trying to replace his battery in his phone when the battery caught fire. The patron responded quickly and took the battery outside. There was no damage to Library furnishings or the facilities. There was a strong smell of electrical fire but the fire alarms were not triggered. Doris (our custodian) and I opened some doors and were able to air out the Library.

3. Funding and Donations Updates

Library giving day	Surpassed goal by \$3,400 and last year's total by about \$1,000.
--------------------	---

4. Strategic Plan Progress

Provide new programs, services, and spaces that support the whole child, integrating principles of play, inquiry-based learning, social connection, and practical experiences for more meaningful learning opportunities.	We had added an additional program for 3-4 year olds as a bridge between Toddler Play time and Alphabet Soup.
Provide free, accessible, and inspiring opportunities for play, learning, and socialization for preschoolers and their families.	Parent playdate program (0-9 months)
We will be responsive to emerging trends and the needs of users in how we create and deliver services and spaces.	Development of the video game collection.
Ensure that library staff have the necessary skills, support, and training to actively contribute to the success of the Plan of Service.	We are offering staff the opportunity to submit requests for remote work projects. These are projects that have a tangible immediate outcome, like attending a webinar and submitting a summary. These projects allow staff to attend webinars and

5. Monthly Statistics

- See attached

6. Informational

Key Accomplishments and Highlights

If you have a moment take a tour of the Library, thanks to Kirsten's hard work, we have new artwork in the Library. Our current artists are Anna and Allen Grahn.

We will be adding a "bat detector" kit to our collection for loan this summer. This device converts bat echolocation signals into sounds that humans can hear, offering a unique and engaging learning experience.

Rebecca was initially tasked with creating a kit, but she went above and beyond by connecting with the Alberta Community Bat Program and securing a beautifully prepared kit for us at no cost. There are only ten of these kits available in Alberta libraries and we are pleased to be an early partner in this initiative.

This project is especially meaningful as it grew out of the brainstorming session during our last PD day. Several ideas generated at that session have since been brought to life, including the FSPL Recommends readers' advisory service, the bat detection kit, a "poop party," and the video game collection.

It is incredibly rewarding to see staff ideas take shape in such tangible ways. Supporting and implementing these initiatives reinforces that staff contributions are valued, and that their ideas are heard and acted upon.