



FORT SASKATCHEWAN PUBLIC LIBRARY MINUTES OF THE REGULAR BOARD MEETING

June 15, 2026

IN ATTENDANCE

Margaret Booker, Trustee
Cara Pullan, Trustee
Dianne Palovcik, 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

REGRETS

Birgit Blizzard, City Councillor
Tamara Dabels, Secretary

Call to order: Nicole Starker-Campbell called the meeting to order at 6:40 pm

1. APPROVAL OF THE AGENDA

Motion by Margaret Booker to approve the agenda. Seconded by Mary-Ann Thiessen. **CARRIED.**

2. Approval of the minutes of the May 11, 2026 board meeting.

Motion by Margaret Booker to approve the minutes of the May 11, 2026 Board Meeting. Seconded by Dianna Palovcik. **CARRIED.**

3. REPORTS

a. Chair's Report

- o Thanks for coming to the SCL event, everyone had great feedback
- o Thanks for completing the self-evaluation. All participation and engagement help make the Board successful
- o Reminder, if you are unable to attend a meeting, please email Nicole
- o Sent a letter to the editor of the Fort Record on Bill 28
- o Farmer's Market last week was a success, despite the chilly weather. If you are signed up for August, please ensure you find someone to

cover your shift (Marianne Q. said she is available) or let Nicole if you are unable to attend as there will only be one staff member attending.

b. Personnel Committee

- o Board Self Evaluation Survey is complete. We had 9/10 Board members respond. Results were quite positive overall.
- o Discussed consolidating all the policies relating to the Board into one policy. Committee has more work to do before it is presented to the Board for approval.

Next meeting September 14

c. FDA Committee

Motion by Nicole Starker Campbell to approve the March financial statement as presented. Seconded by Mary-Ann Thiessen. CARRIED.

Next Meeting August 10

d. Report from Council

- o Nicole provided Birgit's summary of Council business.

e. Director's Report

- o See attached
- o KSN Contracting was here today to start fixing the wall for the sorter. Sorter is due to arrive next Monday.
- o Received the barcode scanner for the self-check machine, and it seems to have fixed the issues
- o Staff visits to schools to promote the summer reading game and programs a great success, reached 1800 students!
- o Tricia will be working on a Privacy Management Plan

f. Monthly Statistics

- o May statistics were presented.

Motion by Greg Scerbak to accept reports 3.a. through 3.f. as information. Seconded by Joyce Wang. CARRIED.

4. MATTERS FOR APPROVAL

a) Submission of letter to City Financial Department

- i. Board discussed sending a letter to the City regarding receiving our Financial Statements, to ensure we receive them on a timely basis.

Motion by Marianne Quimpere to approve sending the City Financial Department a letter to clarify accounting timelines. Seconded by Dianne Palovcik. CARRIED.

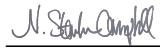
5. ROUNDTABLE

6. NEXT MEETING

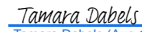
August 10, 2026

7. ADJOURNMENT

Motion by Nicole Starker-Campbell to adjourn the meeting at 7:28 pm.
CARRIED.



Board Chair



Tamara Dabels (Aug 11, 2026 14:05:30 MDT)

Board Secretary

Fort Saskatchewan Public Library
Executive Director Board Report
Date June 15, 2026

Monitoring & Accountability

1. Current Topics

1.1 Internal Operations and Service Updates

Item	Comments
Self check machines	We are optimistic that the bugs have been fixed with the self check machines. We are still waiting on a barcode scanner to fix one last problem.
Legacy Park	It was another great day for the sheep and the Library. Staff members talked to 433 people at Legacy Park Family Festival. This is such a great opportunity for the Library to get out and make connections with the community.

1.2 External Relations and Community Context

Item	Comments
New ERP (Enterprise Resource Planning) system for the City	Shannon and I attended a meeting to discuss the new ERP expected in 2028. It looks very promising for the Library if we have the ability to use it for forecasting and pulling financial reports. Since we are not a part of the City's M365 system, we have to make sure that we added to discussions in the future.

2. Risk and Compliance Update

2.1. Compliance and Risk Management Initiatives

Item	Due Date	Comments
Provincial funding	May 20	We have received the provincial operating grant of 159,875.00 as expected.
Bill 28 townhall email sent to Council	June 8	With the approval of the City Manager, the slides from the CAPS Bill 28 townhall were sent to the Council. We are not seeing public support, but it is important that Council is aware of the impact of the regulations.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Contractor work on the sorter intake	June 22	We have to change the size of the hole for the new sorter intake. We have contacted 2 contractors in the Fort regarding this work. Unfortunately, there will be repair work that will not be covered by the new face and we do not have the vinyl to match what is on the wall. We are hoping the contractor will have a satisfactory solution.
Contractor work in the program room	June 19	A contractor will be repainting the program room mid-June. We will be using the same color as the Offices, it will make it easier to match for repairs. OHS has mentioned that the cabinets in this room should be locked to be compliant so we have received quotes to key all drawers and doors with the same key. Our first quote has come in at \$1500.00.

911 called, Paramedics to Library	June 1, 2026	Staff called in regards to a patron who experienced a seizure in the Library. Paramedics arrived and left with the patron.
SAAS migration delayed	June 16, 2026	Our June 2 nd migration to SAAS has been delayed until June 16 th . We are being issued less licenses than expected and need to navigate how to use them efficiently.
Minor banned for 3 months	June 6, 2026	A minor has been banned for 3 months for verbal abuse of staff. Since this is the second ban, the minor and a caregiver will need to schedule a meeting with the Library Director to discuss appropriate behavior before he can resume using the Library.

3. Funding and Donations Updates

Benevity update	Shannon has updated our banking information with Benevity.

4. Strategic Plan Progress

Ensure that library staff have the necessary skills, support, and training to actively contribute to the success of the Plan of Service	Tricia attended a webinar by PLSB regarding POPA and AITA.

5. Monthly Statistics

- See attached

6. Informational

1. Key Accomplishments and Highlights

We had a very full and informative PD day. Staff enjoyed a presentation from the Imagine Institute about difficult conversations, information on the new City emergency radio system, and learned more about how library marketing and branding work. An evaluation will be going out to staff soon.

Twice But Nice joined us on PD day for a cheque presentation. They have kindly sponsored the Summer Reading Game this year.

Just a bit of fun. This is a pride display created at Devon library.

