FORT SASKATCHEWAN PUBLIC LIBRARY
MINUTES OF THE REGULAR BOARD MEETING

September 14, 2026

IN ATTENDENCE

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

VIA PHONE

Marianne Quimpere, Vice Chair

REGRETS

Dianne Palovcik, Trustee
Joyce Wang, Trustee

Call to order: Nicole Starker-Campbell called the meeting to order at 6:29 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 August 10, 2026 board meeting.

Motion *by Greg Scerbak to approve the minutes of the August 10, 2026 Board Meeting. Seconded by Tamara Dabels. CARRIED.*

3. REPORTS
   a. Chair's Report
      - New Legislative Officer is in place. The posting for Board vacancies has gone up on the City of Fort Saskatchewan's website. If you have anyone in mind please share.
      - If you are having trouble accessing the Board's Google Drive, please see Autumn and she can walk you through accessing it. This is essential for Board Members, as all our relevant documents live there.

- Nicole attended the unveiling of the Imagination Station this morning. Tricia and Donna did a great job, congratulations on such a great project!

b. Personnel Committee
- Revisions to Bylaw 3 were discussed tonight, will be presented to the Board in October.
- Committee is still working on consolidating the Board policies, as well as creating a Board Procedures Manual. Currently, a spreadsheet has been created documenting what needs to be done for the Board Procedures Manual.

Next meeting November 16

c. FDA Committee

Motion *by Marianne Quimpere to accept the June Financial Statement as presented. Seconded by Birgit Blizzard. CARRIED.*

Next Meeting October 19

d. Report from Council
- Birgit provided a brief summary of Council business.

e. Director's Report
- See attached

f. Monthly Statistics
- August statistics were presented.

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

4. MATTERS FOR APPROVAL

a) 2027 Budget

Motion *by Mary-Ann Thiessen to approve the 2027 Budget as presented. Seconded by Cara Pullan. CARRIED.*

b) Bill 28 options
- Board discussed and will work on compliance with Bill 28 by the January 1st deadline

c) Change to policy format to include reviewed

Motion *by Birgit Blizzard to amend policy headers to include reviewed under revised. Seconded by Nicole Starker Campbell. CARRIED.*

5. ROUNDTABLE

6. NEXT MEETING

October 19, 2026

7. ADJOURNMENT

Motion *by Nicole Starker-Campbell to adjourn the meeting at 7:50 pm. CARRIED.*

Board Chair

Tamara Dabels (Oct 20, 2026 12:58:26 MDT)

Board Secretary

Fort Saskatchewan Public Library
Executive Director Board Report
Date September 14th

Monitoring & Accountability

1. Current Topics
   1.1 Internal Operations and Service Updates

Item	Comments
Summer BINGO	Stats will be delivered at meeting
New marketing coordinator	Emilia has recently started and is hitting the ground running.
Selfchecks and sorter	The new equipment has been installed and is running smoothly. Staff are happy with the new sorter.
Sensory Support Backpacks	Item will be presented at the meeting. We will be offering a sensory support backpack for our patrons for times when children need a bit of extra comfort or to regulate feelings. Final touches are being added and it will be available soon.
Handling Difficult Conversations, staff training and onboarding	I have created a document for staff regarding difficult conversations. We will be presenting the information in conjunction with Heather Boonstra. Heather had joined us on PD Day and this initiative is a result of staff feedback from that seminar.
September is National Library Card Sign-up month	It would be great if the Board could help us promote getting more people library cards! Because of the transition to a new marketing coordinator we may not have less public awareness of this initiative.

1.2 External Relations and Community Context

Item	Comments
City Allocation budget meeting	We will be presenting the budget to Council on November 19th. Nicole and Marianne will co-present and Tricia will answer questions from Council.

2. Risk and Compliance Update

2.1. Compliance and Risk Management Initiatives

Item	Due Date	Comments
OHS inspections	Ongoing	The OHS Committee has recommended that staff members who are not committee members participate in monthly workplace inspections on a rotating basis. Before taking part in a scheduled inspection, staff are required to review and sign off on the OHS Procedure Manual. This process helps ensure staff are familiar with OHS requirements, supports compliance with safety procedures, and increases awareness of potential workplace hazards.
Bill 28	Jan 1	I am continuing to participate in the CAP work regarding implementation.

2.2. Risk and Compliance Incidents

Item	Due Date	Comments
Privacy Management Plan		As per the regulations, the Privacy Management Plan has been completed and is available on the website. Staff has been trained in the new regulations and will start implementing the changes. We also updated the layout of the Policies on the website for design and layout.

3. Funding and Donations Updates

United Way donation	$1213.01 donated, we do not have access to who this donation is from.
Individual donations over the summer	$225.00

4. Strategic Plan Progress

Increase initiatives to empower and support families and caregivers, enabling them to nurture emergent literacy and social skills in their children, fostering confidence and capability.	We have changed the age on our Baby and Me programs. Our programming was 0-12 months, and they are now 0-18 months to correspond with maternity leaves.
Increase child and family-friendly events that actively promote literacy and a passion for reading	We ran Littles Saturday Socials for 6-24 months this summer, as well as Pop and Play in the Park.
Cultivate partnerships with community organizations to establish ongoing program collaborations for children ages 0-5.	We partnered with the City to participate in some of the Sheep Shack programming.
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. Research and initiate a strategy to enhance library spaces to encourage parents and caregivers to build social connections. Develop programs and initiatives that promote learning through play and increase interactive play opportunities	We added the Imagination Station to the Children's area. This structure is primarily for our preschool patrons and was sponsored by Twice but Nice.
Organize 10 outreach events in the community by December 2029 to promote community awareness of library resources and services.	We participated in Farmer's Markets to increase awareness. Thank you to the Board for participating in these!
Ensure that library staff have the necessary skills, support, and training to actively contribute to the success of the Plan of Service. Maintain a welcoming, customer-driven service approach, making daily connections with patrons	Continued webinar and session training for individual staff members. All staff are required to create information documents to share with staff. Handling difficult conversations training session. This information will also be added to our onboarding.

5. Monthly Statistics
- See attached

6. Informational

1. Key Accomplishments and Highlights
    - Imagination Station

- PMP done and presented to staff
- Another very successful year of Summer programming!