FORT SASKATCHEWAN PUBLIC LIBRARY
MINUTES OF THE REGULAR BOARD MEETING

October 19, 2026

IN ATTENDENCE

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 6:31 pm

1. APPROVAL OF THE AGENDA

Motion *by Margaret Booker to approve the revised agenda, removing item 2. Seconded by Mary-Ann Thiessen. CARRIED.*

2. Approval of the minutes of the September 14, 2026 board meeting.

Motion *by Greg Scerbak to approve the minutes of the September 14, 2026 Board Meeting. Seconded by Marianne Quimpere. CARRIED.*

3. REPORTS
   a. Chair's Report
      - Library Worker Day treats were delivered to staff on Friday!
      - Rachelle, our new Legislative Officer, has informed Nicole we have 8 applicants for our 4 vacancies on the Board for next year. Marianne has applied for a 3rd term, Dianne and Mary-Ann are not going for a 2nd term, and Tamara has issued her resignation.
      - Nicole will not be running for Chair next year.
      - Stronger Together Conference starts tomorrow, please share any information and Nicole will report back to share knowledge.

- Reminder to please complete the PMP training by December 1st.

b. Personnel Committee
- Working on the procedures and consolidation of Board policies still. Hoping to have a draft for the personnel committee next month, and will present to Board for approval in December.

Next meeting November 16

c. FDA Committee
- Met this evening with Shawna and Shinyi from the City of Fort Saskatchewan. They spoke about our reserves in accounts at ATB. Recommendation to move to BMO for higher interest rate, as well as streamlining our banking as our operating accounts are with BMO already. They do not foresee any risk with this change.

Motion *by Tamara Dabels to approve transferring ATB Notice of Demand Accounts to the current ATB savings account and subsequently closing ATB account to move to current BMO operating account. Seconded by Margaret Booker. CARRIED.*

- Council has appointed our new Auditor, Metrix Group LLP.

Next Meeting December 14

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

e. Director's Report
- See attached

f. Monthly Statistics
- September statistics were presented.

Motion *by Margaret Booker to accept reports 3.a. through 3.f. as information. Seconded by Mary-Ann Thiessen. CARRIED.*

4. MATTERS FOR APPROVAL

a) Bylaw 3 – ATIA

Motion *by Marianne Quimpere that Bylaw #3 be amended as proposed, therefore given first reading. Seconded by Birgit Blizzard. CARRIED.*

Motion *by Tamra Dabels that Bylaw #3 be given second reading. Seconded by Dianna Palovcik. CARRIED.*

Motion *by Tamara Dabels that the Board unanimously consent to allow all three readings at this meeting. Seconded by Dianna Palovcik. CARRIED.*

Motion *by Mary-Ann Thiessen that Bylaw #3 be given third and final reading, thereby be adopted. Seconded by Marianne Quimpere. CARRIED.*

b) Bill 28 Policy Creation
- Policy will be brought forward for approval, and letter sent to minister confirming consent

5. ROUNDTABLE
   a) Board Holiday Meeting
      - Tamara to send out email with options
   b) Book Sale November 6-8 sign up
6. NEXT MEETING
   November 16, 2026
7. ADJOURNMENT

Motion *by Nicole Starker-Campbell to adjourn the meeting at 7:57 pm. CARRIED.*

Board Chair

Tamara Dabels (Nov 17, 2026 14:01:10 CST)

Board Secretary

Fort Saskatchewan Public Library
Executive Director Board Report
Date: October 19. 2026

Monitoring & Accountability

1. Current Topics
   1.1 Internal Operations and Service Updates

Item	Comments
Imagination Station added to the children's section	Families are loving the new addition! Donna and I attended the Twice But Nice AGM to present on the projects supported by Twice But Nice. It is always great to hear about how they are helping the community with so many initiatives.
Booked for a Day	On September 27th the Fort Saskatchewan Public Library hosted Booked for a Day: Celebrating Local Authors. Authors set up tables near the fireplace to talk about their work, read excerpts and share their love of books. We also had a vintage postcard crafting opportunity where patrons could decorate notebooks, bookmarks and more using old Fort Saskatchewan postcards. We estimate around 30 patrons and 10 authors attended the event. The library received six books to add to the local author collection. Additionally, we would like to thank Safeway for donating the draw prize – a $75 gift certificate!
City Allocation request	Tricia will be participating in the practice budget presentation on November 3rd. This practice provides valuable insight from City Staff in preparation for the presentation to Council.
Oct 9 meeting with finance	Shannon and I had a meeting with the new members of our finance team. We are looking forward to working with the new team!
Read in week Oct 5-9	Donna was very busy organizing and, in most cases, attending read in/YRCA visits to the schools. Staff read to 1354 students! I had a great time reading to the high school students, a highlight of my year.

Volunteering opportunities for the Board	November 6-8 Setting up the booksale, working at the booksale, and clean up of the booksale. Shannon will send out a sign-up sheet this week. End of October – we need Board members to help review our high risk collections. If you are interested I will email instructional packages. This volunteer work can be done any time and does not require coming to the library – other than pick up and return.

External Relations and Community Context

Item	Comments
Meeting with Careers Under Construction	Careers under Construction is operating in Fort Saskatchewan again. We will be having one of their team members joining us at our November 20th circulations meeting to explain the services they offer.

2. Risk and Compliance Update

2.1. Compliance and Risk Management Initiatives

Item	Due Date	Comments
Bill 28		We are working towards having the policies ready for Board review and implementation for January 1st.

Risk and Compliance Incidents

Item	Due Date	Comments
PMP training		Just a reminder that all Board members must complete the POPA training provided by GoA. Protection of Privacy Act for Public Bodies Course No need to provide the certificate, just let Shannon know when you have completed the course.

. Monthly Statistics

- See attached