



St. Albert Public Library Board: Minutes January 15, 2025

Minutes of the regular meeting in the Library Training Room

BOARD

Meagan Dechaine
Jennifer Freitas
Angela Benowski
Darrell Manning
Jason Perry
Jamie Tereposky

REGRETS

Sherry Love

STAFF

Peter Bailey, CEO
Cory Stier – IT and Operations Manager
Mary Ellen Green – Communications and Marketing Specialist
Rhonda Kozuska – HR and Financial Services Manager (recorder)

I. ORGANIZATIONAL MEETING

Introductions.

P. Bailey assumed Chair for the Organizational meeting and called to order at 6:55 pm

BOARD CHAIR: P. Bailey made the call for nominations:

J. Freitas self-nominated for Co-Chair; M. Dechaine self-nominated for Co-Chair

2 more calls for nominations. Nominations closed.

Both J. Freitas and M. Dechaine were acclaimed as Co-Chairs

M. Dechaine assumed Chair for remainder of the Organizational meeting and the Regular board meeting

Committees –

Internal Committee: J. Freitas – Committee Chair, S. Love, A. Benowski, D. Manning

External Committee: M. Dechaine – Committee Chair, J. Tereposky, J. Perry

Board-Council pairings –

P. Bailey explained protocol with the informal Council pairings.

NOTED: These pairings have been updated from the January 17th organizational meeting:

Jennifer Freitas	Mayor Cathy Heron
Meagan Dechaine	Wes Brodhead
Jamie Tereposky	Natalie Joly
Sherry Love	Sheena Hughes
Angela Benowski	Shelley Biermanski
Jason Perry	Ken MacKay
Darrell Manning	Mike Killick
CEO Peter Bailey	CAO Bill Fletcher

REPRESENTATIVES

Friends of the Library	Jason Perry
Metro Edmonton Federation of Libraries	*must be Board Chair
The Alberta Library (TAL)	*must be the CEO
Alberta Library Trustees Association (ALTA)	SAPL not a member in 2025
PLSB – Libraries are called ‘nodes’	Typically Board Chair

1. CALL TO ORDER

The meeting was called to order by M. Dechaine at 7:19 pm

2. LAND ACKNOWLEDGEMENT

3. ADOPTION OF AGENDA

(25-01) J. Freitas moved adoption of the agenda

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Regular meeting of November 20, 2024

(25-02) D. Manning moved adoption of the minutes of November 20, 2024

CARRIED UNANIMOUSLY

4.2 Regular meeting of December 18, 2024

(25-03) J. Perry moved adoption of the minutes of December 18, 2024

CARRIED UNANIMOUSLY

5. NEW BUSINESS

5.1 Board Planning

- Annual Board Retreat
- P. Bailey recommends discussion of updates and changes to strategic plan
- Q: Can the board review Mission, Values and Vision as well? A: It could be too much to tackle in this year's retreat; would like to invite staff consultation beforehand
- J. Freitas offered to help prepare agenda for that day
- Dates proposed March 8 or 15· March 15 tentatively

5.2 Community Recognition Nomination

- P. Bailey summarized the memo in the board package recommending Pam Forsyth be nominated for a Community Recognition award
- Q: What does the nomination process look like? A: There are nomination forms.

(25-04) A. Benowski moved to nominate P. Forsyth

CARRIED UNANIMOUSLY

6. COMMITTEES

6.1 Internal Committee

6.1.1 Carver Policy Review: Policy Type IV: a,b,c

- P. Bailey highlighted the process for the new board members
- Intellectual Freedom policy coming in February
- A. Benowski would like to review these policies with the newly formed Internal Committee

(25-05) J. Freitas moved to defer these policies to the February meeting so the new Internal Committee can review them as a group.

CARRIED UNANIMOUSLY

6.2. External Committee

6.2.1 Friends of the Library report

- ME Green attended the meeting this month

- Friends Film Friday this Friday; will be held at the Arden
- Purdy's fundraiser again this spring
- 4 Friends members volunteering at the JLL party on the 18th
- Rafflebox 50/50 next fundraiser planned
- G. Matichuk has announced he will not be standing for the next executive in May

7. BUSINESS ARISING

7.1 Jensen Lakes Library update

- P. Bailey updated the board on the schedule of events for this Saturday
- Staffing additional hours is underway for Feb 2

7.2 Facility Report: Lifecycle Project

- C. Stier updated the Board on the status of the project

8. CONSENT

- P. Bailey highlighted our annual statistics report to the Board. Really pleased with the increase in in-person visits, memberships, and loans.
- Q: Strategic Activities – Membership activity – how is it measured?
- Lifestyle Expo – the indoor farmers market will be operating this year
- Q: What is a virtual visit? A: A visit to our website or app; counting clicks and visits in our app which is new for 2024

9. ADJOURNMENT

(25-06) J. Tereposky moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 8:00 pm

Date of next meeting: 7:00 pm Wednesday, February 19 - 2ND Floor Training Room

These minutes are certified true and correct

Board Chair