



St. Albert Public Library Board: May 15, 2024

Minutes of the regular meeting in the Library Training Room

BOARD

Deborah McTaggart-Baird, Co-Chair

Dawn Kawahara, Co-Chair

Angela Benowski

Meagan Dechaine

Jennifer Freitas

Julie Mann-Johnson

REGRETS

Sherry Love (noted and authorized)

STAFF

Peter Bailey, CEO

Lisa Old – Member Services Manager

Leslie Greentree – Communications and Marketing Specialist

Rhonda Kozuska, HR and Finance Manager (Recorder)

1. CALL TO ORDER

The meeting was called to order at 7:05 pm D. McTaggart-Baird

2. LAND ACKNOWLEDGMENT (D. Kawahara)

3. ADOPTION OF AGENDA

(24-22) M. Dechaine moved adoption of the agenda

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

(24-23) D. Kawahara moved adoption of the minutes of April 17, 2024

CARRIED UNANIMOUSLY

5. NEW BUSINESS

5.1. Strategic Plan Update

- The Board would like more reporting on the status of the Strategic Plan.
- P. Bailey noted historically that a progress report is presented at the February meeting.
- P. Bailey suggested a progress report on the updated objectives and actions.
- A. Benowski – Attended Board basics workshop and emphasized that the goal of the board is to assess the success of the library against the strategic plan.
- P. Bailey will distribute a progress report at the June meeting.
- The board would like a progress report twice a year. P. Bailey suggested Feb for review of prior year and then the board would take a deeper dive at the board retreat in March. A fall progress report in September would be added in addition to February.
- Vision, Mission and Values – does the Board still want to visit this? Consensus: Agreed to meet outside of the regular board meeting dates.
- Suggestion to have a board/staff committee in the fall to engage staff in the process of updating the Vision Mission and Values. Will bring back to the board formally in March 2025 (Board Retreat).

5.2. Board Package timing

- Board requested the board package be distributed before the weekend (i.e. Board package delivery on Friday before the Board meeting).

5.3. 2025 Budget Preview

- P. Bailey reviewed the memo included in the board package.

6. COMMITTEES

6.3. Internal Committee

6.1.1. Policy Review- Type II. 9 – Health & Safety

6.1.2. Annual Health and Safety Report

- No recommended changes on the policy.
- Psychological safety – where is that in the H&S report? P. Bailey said that the LT discusses it outside of the H&S report.
- P. Bailey updated the board on the new book drop at JLL.
- 2nd floor shelving units – they will be easily remediated. Lisa Old is researching issue.

(24-24) J. Freitas moved that the Board accept the Health and Safety report

CARRIED UNANIMOUSLY

6.2. External Committee

6.2.1. Friends of the Library report – included in board package

- J. Mann Johnson summarized the report included in the Board package

6.2.2. External Committee Report

- Nothing to report

7. BUSINESS ARISING

7.3. 2023 Financial Statements

- R. Kozuska updated the board on the status of the sick leave audit
- A. Benowski – asked for clarification on some of the numbers on the May financial statement.
- R. Kozuska responded, to the board’s satisfaction.
- How did staff development day go? Was very successful, lots of good staff feedback.

The Board gave their note of appreciation and thanks to Leslie Greentree for her 5 years of dedicated service to the Library and wished her a wonderful retirement.

8. ADJOURNMENT

(24-25) J. Mann-Johnson moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned

Date of next meeting: 7:00 pm Wednesday, June 19, 2024 – 2nd Floor Training Room

These minutes are certified true and correct

Board Chair