



St. Albert Public Library Board: June 19, 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 (attended virtually)
Jennifer Freitas

REGRETS

Sherry Love (noted and authorized)
Julie Mann-Johnson (noted and authorized)

STAFF

Peter Bailey, CEO
Lisa Old – Member Services Manager
Mary Ellen Green – Communications and Marketing Specialist
Ashley King – Children’s Services Coordinator
Rhonda Kozuska, HR and Finance Manager (Recorder)

1. CALL TO ORDER

The meeting was called to order at 7:03 pm by D. McTaggart-Baird

2. LAND ACKNOWLEDGMENT (D. Kawahara)

3. ADOPTION OF AGENDA

(24-26) D. Kawahara moved adoption of the agenda

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

(24-27) J. Freitas moved adoption of the minutes of May 15, 2024

CARRIED UNANIMOUSLY

5. NEW BUSINESS

5.1. Strategic Plan 2023 Update

- P. Bailey – no additions to the update submitted in the board package
- Q: A. Benowski – any progress for 2024?
- A: P. Bailey – Ongoing progress is addressed in monthly CEO reports but will address cumulative 2024 progress with an update in the fall.
- Q: 2.1.1. - Barrier free services plan was not updated by 2023, will it be by 2024?
- A: Yes. The biggest remaining barrier is fines. L. Old will be preparing a report on going fine-free. The consideration for children’s fines being is important to the board.
- Q: J. Freitas – Once an objective has been met, what is the process? Is there a revisit to the goal eg. Membership goal reached, is the goal to be maintained?
- A: The Board will review the status of objectives at the board retreat in spring of 2025.
- Q: A. Benowski – Truth and Reconciliation Strategy 3.1.1 and 3.2.1 progress?
- A: These strategies will be forthcoming in the fall. S. Foremsky is the lead on them but has been on leave.

5.2. 2025 Budget Plan

- P. Bailey formally presented the 2025 budget to the board
- Discussion on how the items were arrived at and the rationale for increases and decreases.

(24-28) J. Freitas moved that the board approve the 2025 operating and capital budgets along with the non-cash line of amortization

Seconded by D. Kawahara

CARRIED UNANIMOUSLY

5.3 2024 Budget Update

- R. Kozuska – explained the distinction between the various library reserves

(24-29) M. Dechaine moved that the Board approves the transfer \$60,000 from the Library Branch capital reserve to the Computer Replacement reserve.

A Benowski Seconded

CARRIED UNANIMOUSLY

5.4 2023 Annual Report to the Community

- M.E. Green introduced herself to the Board
- Presented some highlights from 2023
- Will be proceeding with putting some graphics up on social media
- Will be sending to stakeholders in the community
- D. McTaggart-Baird – great idea to present it to council; continues to nourish a positive relationship
- One of the co-chairs will present to Council July 16.

(24-30) M. Dechaine moved that the Board receive the 2023 Annual Report to the Community and that the Board presents the 2023 Annual Report to St. Albert City Council at the July 16, 2024 meeting.

CARRIED UNANIMOUSLY

6. COMMITTEES

6.2. Internal Committee

6.1.1. Policy Review – Financial Condition

- No changes noted

(24-30) A. Benowski moved to accept the policy as distributed

CARRIED UNANIMOUSLY

6.1.2. Board Recruitment / Appointment process

- P. Bailey felt there was some interest from council
- Council instructed City Admin to develop a draft matrix for appointments
- P. Bailey will share Saskatoon Library's matrix model with the board

6.2. External Committee

6.2.1. Friends of the Library

- No meetings until the fall

6.2.2. External Committee Report

- D. Kawahara - Attended City budget engagement session; was very interesting

7. BUSINESS ARISING (Item moved to top of agenda)

7.1. 2023 Financial Statements

- Sheldon Jacobs from KPMG presented the final version of the library's 2023 audit report and financial statements. Presented a clean audit report.
- The matter of Sick leave benefit liability has been estimated by an actuarial process
- Q: Would the library be expected to go through the actuarial valuation every year?
- A: No, only when there are key changes; there is some latitude and flexibility here.

(24-31) A. Benowski moved that the Board accept the 2023 Audit report and Financial statements.

J. Freitas Seconded

CARRIED UNANIMOUSLY

8. CONSENT / INFORMATION ITEMS

9. IN CAMERA

9.1. Staff Engagement

(24-32) D. Kawahara moved to go in camera 8:30 pm

CARRIED UNANIMOUSLY

(24-33) J. Freitas moved to reconvene the regular meeting of the Library Board

CARRIED UNANIMOUSLY

Public meeting reconvened at 8:41pm

(24-34) D. McTaggart-Baird moved that details of the in-camera discussion remain confidential pursuant to Section 17 of the Freedom of Information

and Protection of Privacy Act (FOIP) R.S.A. 2000, C. F-25

CARRIED UNANIMOUSLY

10. ADJOURNMENT

(24-35) A. Benowski moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 8:45pm

Date of next meeting: 7:00 pm Wednesday, September 18, 2024 – 2nd Floor Training Room

These minutes are certified true and correct

Board Chair