

**St. Albert Public Library Board  
Adopted Minutes January 15, 2020**

Minutes of the Regular Meeting in the Training Room, St. Albert Public Library

**BOARD**

Janice Marschner, Chair  
Colleen McClure, Vice-Chair  
Paula Culling, Trustee  
Missy Steeves, Trustee  
Holly Ayotte, Trustee  
Bill Wells, Trustee  
Councillor Jacquie Hansen, Trustee

**REGRETS**

**STAFF**

Peter Bailey, CEO  
Kathleen Troppmann, Customer Services Manager  
Leslie Greentree, Marketing and Communications Specialist  
Rhonda Kozuska, Administrative Services Coordinator (recorder)

**I. ORGANIZATIONAL MEETING**

J. Hansen assumed Chair for the Organizational meeting and called to order at 7:07 pm

**CHAIR:**

Board Chair: J. Hansen made the call for nominations. M. Steeves nominated J. Marschner. Seconded by H. Ayotte. J. Marschner accepted. No other nominations. J. Marschner acclaimed as Board Chair.

J. Marschner reassumed Chair and called for nominations for Vice Chair.

Paula first, Missy second

**VICE CHAIR:**

P. Culling nominated C. McClure as Vice Chair. Seconded by M. Steeves. C. McClure accepted. No other nominations. C. McClure acclaimed as Vice Chair.

**COMMITTEES:**

Board Internal Committee: C. McClure (Chair), H. Ayotte, B. Wells, J. Hansen

Board External Committee: J. Marschner (Chair), P. Culling, M. Steeves, J. Hansen

ALTA: Not required to assign a board rep this year; C. McClure will stay on as liaison

Friends of the Library: P. Culling with H. Ayotte as alternate

(20-01) P. Culling moved that all members nominated be accepted to represent the library board on the above named committees.

CARRIED UNANIMOUSLY

**1. CALL TO ORDER**

The meeting was called to order by J. Marschner 7:22 pm

**2. TERRITORIAL ACKNOWLEDMENT**

**3. ADOPTION OF AGENDA**

(20-02) C. McClure moved adoption of the agenda

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

(20-03) C. McClure moved adoption of the amended minutes of December 18, 2019

CARRIED UNANIMOUSLY

**5. BUSINESS ARISING FROM THE MINUTES**

5.1. Facility

- P. Bailey thanked K. Troppmann for her tremendous work getting the storefront up and running
- P. Bailey discussed progress to date and the deficiencies that are being addressed
- Talked about the program set for the grand opening on Saturday January 18
- Question about having a bicycle rack installed. Will talk with Melcor in the spring.

5.2. Budget

- P. Bailey reviewed the finance report included in the board package
- Question about the types of reserves the Library has: 2 capital reserves and the operating reserve that was established last year

**6. COMMITTEES**

6.1. Internal Committee

6.1.1. Carver Policy Review

- Policy Type IV. Board/CEO Relationship 1. Delegation to the CEO, 2. CEO Job Contribution & 3. Monitoring CEO Performance
- Discussion on 1. Delegation to the CEO – there are some considerations for amendment the board has tabled in order that B. Wells gather possible examples of amending the policy

(20-04) C. McClure moved to adopt the policies above as presented

CARRIED UNANIMOUSLY

6.2. External Committee

6.2.1. City Report

- City put the flags to half mast following the tragic plane crash in Iran
- Engagement survey results received; survey done every two years
- Overall messages were to do more with less, traffic and road repair
- Satisfaction results were extremely high, is a great city to live in
- Motion coming for free transit for seniors
- Motion to allow for change of land use bylaw for birthing centres
- Next Monday council will choose a future recreation site

6.2.2. Friends of the Library Report

- Profit for fall Reel Mondays \$3169
- Considering getting sponsors for the Arden
- Planning to do a fundraiser in February or March at Endeavour Brewing
- No casino date as yet
- January 27 is the first Reel Mondays for this season

**7. NEW BUSINESS**

7.1. Board Retreat

- February 22 or April 18 depending on Anne Smith's availability
- Board asked for a list from staff for what they would like to see on the agenda
- External committee will meet with P. Bailey before next board meeting

**8. CONSENT/INFORMATION ITEMS**

- Question about why non-resident membership was down
- C. McClure brought handouts from the PLSB meeting last week
- Request board meeting be moved to February 12
- I. Stephens proposal to hire a fundraising person. Proposed that we invite I. Stephens to discuss his proposal further. Will invite him for the February meeting

**9. ADJOURNMENT**

(20-05) M. Steeves moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 8:48 pm

**Date of next meeting: 7:00 pm Wednesday, February 12, 2020, 2<sup>nd</sup> floor training room**

These minutes are certified true and correct

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Board Chair