



## **St. Albert Public Library Board: Minutes April 17, 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

Sherry Love

Jennifer Freitas

Julie Mann-Johnson

### **STAFF**

Peter Bailey, CEO

Stephanie Foremsky – Community Engagement 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 7:01pm D. McTaggart-Baird

### **2. LAND ACKNOWLEDGMENT**

### **3. ADOPTION OF AGENDA**

(24-15) A. Benowski moved adoption of the agenda

CARRIED UNANIMOUSLY

### **4. ADOPTION OF MINUTES**

(24-16) M. Dechaine moved adoption of the minutes of March 20, 2024

CARRIED UNANIMOUSLY

## 5. NEW BUSINESS

## 6. COMMITTEES

### 6.1. Internal Committee

- CEO Review – No recommended changes
- FOIP - Is there policy for a privacy breach? No, we would default to the City policy
- R. Kozuska – reviewed the FOIP policy; discussed issues with email; Board provided some suggestions and feedback
- A. Benowski – her company deletes their emails automatically after 3 years if they are not ‘declared’

### 6.2. External Committee

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

- May 1 is AGM

#### 6.2.2. External Committee Report

- The Board thanked the Friends’ Board with flowers and treats as a thank you for all their work and dedication;

## 7. BUSINESS ARISING

### 7.1. 2023 Financial Statements

- The actuarial report is finalized and will be presented at the May meeting
- Q: Will the financial statements be changed?
- Answer: Not certain, maybe just the management report

### 7.2. Board Retreat

- Intellectual Freedom – great session
- P. Bailey to forward a copy of the presentation to the Board
- J. Turk presented in a very clear, straightforward manner
- Appreciated being directed towards the CFE website resources (database of challenges, IF policies)
- Staff will develop the policies that have been identified. Timeline? S. Foremsky is looking forward to staff input after the Staff Development Day. A reasonable goal could be the end of 2024.

## 8. CONSENT

- DJ. Kawahara – how did the gr 4-7 writing workshop go? LG – it was a great success, about 25 kids in attendance. Kids really enthusiastic after the program
- P. Bailey drew the board’s attention to Materials Management and our move to make our processes more efficient. We will be going with ULS for all of our print materials, including cataloguing and processing. PB and CS spoke with LMC staff;

staff were relieved to know there are no position reductions at this time. Will rely on attrition to reduce staff

- Gave notice to 7 St Anne Street for the termination of our lease at the end of July
- We now have a plan for all the staff coming back
- SF talked about her experience at the Maskwacis Library
- We have submitted our submission for the Ministers award – the Tea and Bannock program
- LG will forward a copy of the application to the Board

## 9. IN CAMERA

### 9.1. CEO Annual review

(24-17) D. McTaggart-Baird moved to go in camera 7:26 pm

CARRIED UNANIMOUSLY

(24-18) J. Mann-Johnson moved to reconvene the regular meeting of the Library Board

CARRIED UNANIMOUSLY

Public meeting reconvened at 7:43pm

(24-19) D. Kawahara moved that details of the in-camera discussion of the CEO Annual Review remain confidential pursuant to Sections 19 and 24 of the Freedom of Information and Protection of Privacy Act (FOIP) R.S.A. 2000, C. F-25

CARRIED UNANIMOUSLY

(24-20) M. Dechaine moved to accept the Internal Committee's recommendations regarding the CEO Annual Review report

SECONDED BY A. Benowski

CARRIED UNANIMOUSLY

## 10. ADJOURNMENT

(24-21) J. Mann-Johnson moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 7:45 pm

**Date of next meeting: 7:00 pm Wednesday, May 15, 2024 – 2nd Floor Training Room**

These minutes are certified true and correct

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Board Chair