



## **St. Albert Public Library Board: Minutes February 19, 2025**

Minutes of the regular meeting in the Library Training Room

### **BOARD**

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

### **STAFF**

Peter Bailey, CEO  
Lisa Old, Collections and Member Services Manager  
Mary Ellen Green – Communications and Marketing Specialist  
Rhonda Kozuska – HR and Financial Services Manager (recorder)

### **1. CALL TO ORDER**

The meeting was called to order by J. Freitas 7:00pm

### **2. LAND ACKNOWLEDGEMENT**

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

- Add: Discussion re: Family Day
- Add: Calendar Item – Board meeting
- Add: Administrative items

**(25-07) D. Manning moved adoption of the amended agenda**

**CARRIED UNANIMOUSLY**

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

##### **4.1 Regular meeting of January 15, 2025**

- Question about change of Board/Council pairings from January
- Change date of minutes

(25-08) S. Love moved adoption of the amended minutes of January 15, 2025

CARRIED UNANIMOUSLY

#### **5. NEW BUSINESS**

##### **5.1 Intellectual Freedom Policy**

- P. Bailey discussed the policy as distributed in the Board package
- Suggestion to reference internet access policy in 6.1
- Policies related to other policies – ie Public Spaces Policy to be added to 6.1.6
- S. Love – Request to have the public spaces policy brought to the September board meeting
- Question about the review cycle of every 3 years; add the words ‘at minimum’,

(25-09) M. Dechaine moved to accept the IF policy with the above edits

CARRIED UNANIMOUSLY

##### **5.2 Provincial Annual Survey and Report 2024**

(25-10) J. Perry moved adoption of the provincial annual survey and report

CARRIED UNANIMOUSLY

#### **6. COMMITTEES**

##### **6.1 Internal Committee**

6.1.1 Carver Policy Review: Policy Type IV: 1,2,3 (from January); Policy Type II: 1,2,6,7

- S. Love distributed a document explaining the differences between legislation, regulation and bylaws and a Roberts Rules of Order review document
- Policy IV.1-2 – Delegation to CEO:
- P. Bailey – differentiated between a single board member vs the Board as a whole
- M. Dechaine offered that the wording be changed to ‘no individual board member
- Policy II.1-4 – Staff Relations: Remove the Inclusive hiring policy from the policy
- Inclusive hiring policy – is this the same as our EDI? Answer no, the library has deferred to the City for their Inclusive Hiring policy
- Monitoring: CEO reports annually in February to the internal committee
- Policy II.6-6 - Risk registry: ensure it is reviewed annually at the May meeting

- Q: Do we have a spending authority policy. A: Yes
- No motion: J. Freitas – recommends that the internal committee meet to formalize a process to update the policies and bring back to the Board

## **6.2. External Committee**

### **6.2.1 Friends of the Library report**

- Mary Ellen attended,
- Launched their Purdy's fundraiser
- Friends Film Friday January 17
- Still working on executive recruitment for the May AGM

## **7. BUSINESS ARISING**

### **7.1 Employee Experience Survey**

- P. Bailey shared where we are at with the upcoming employee survey

## **8. CONSENT**

- Calendar item – P. Bailey requesting to move March board meeting to March 26
- Send a calendar invitation to the Board for the retreat
- Board in favor of moving the meeting
- ME Green – Lifestyle Expo – Apr 25-27 – invited Board members to sign up for a shift

**(25-11)** S. Love moved that we open the library on Family Day.

- P. Bailey shared the history of SAPL being open in the past and why we made the decision to stay closed in recent years.

Motion Deferred: P. Bailey to take it back to staff for their input

- P. Bailey will advise the board of the dates when the sub policies (further to IF policy) will be developed and brought back to the board

## **9. ADJOURNMENT**

**(25-12)** A. Benowski moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 8:28pm

**Date of next meeting: 7:00 pm Wednesday, March 26th - 2<sup>ND</sup> Floor Training Room**

These minutes are certified true and correct

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Board Chair