



## **St. Albert Public Library Board: Minutes November 20, 2024**

Minutes of the regular meeting in the Library Training Room

### **BOARD**

Deborah McTaggart-Baird, Co-Chair

Dawn Kawahara, Co-Chair

Meagan Dechaine

Jennifer Freitas

Sherry Love

Angela Benowski

Julie Mann-Johnson (virtual)

### **STAFF**

Peter Bailey, CEO

Lisa Old, Collections and Member Services Manager

Mary Ellen Green, Communications and Marketing Specialist (recorder)

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

The meeting was called to order by **D. McTaggart-Baird** AT 7pm

#### **2. LAND ACKNOWLEDGMENT. D McTaggart-Baird**

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

(24-39) M. Dechaine moved adoption of the amended agenda

S. Love requests addition of 5.3 Board Knowledge Transfer/Succession

CARRIED UNANIMOUSLY

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

(24-40) D. Kawahara moved adoption of the minutes of October 16, 2024

CARRIED UNANIMOUSLY

## 5. NEW BUSINESS

### 5.1 Jensen Lakes Library Added Hours Council Motion

- P. Bailey: Councillor Ken MacKay moved That the Library's 2025 funding be increased by \$112,000, funded from the municipal tax levy, with the intent that the money be used to increase the operational hours at the Jensen Lakes Library.

(24-41) D. Kawahara moved to support the increased funding in support of additional hours at JLL

Seconded by A. Benowski

CARRIED UNANIMOUSLY

### 5.2 Fine-free report – Lisa Old

- L. Old summarized the report included in the board package.

(24-42) J. Freitas moved to move forward with Option 2: waiving late fines on children's materials and look to go fine free on all materials at a later date.

M. Dechaine seconded

CARRIED UNANIMOUSLY

Discussion:

- D. Kawahara likes the hybrid option of waiving children's fines.
- D. McTaggart-Baird: Waiving children's fines is in sync with strategic priority of early literacy. Community in general may support that more.
- J. Mann Johnson: Remove children's fines first and other materials at a later time.
- D. Kawahara: It would be good to proceed at least partially before a new Council.
- S. Love: I am more comfortable with the smaller number, on children's materials.

### 5.3 Board succession/Knowledge Transfer

- Trustees had a robust discussion around knowledge transfer and succession planning. They agreed they will wait until January to elect a new board chair. Recommend new members attend PLSB board and parliamentary training.

Discussion:

- D. McTaggart Board: I can assist on knowledge transfer/succession even though I'm not on the board as has been done in the past.

## 6. COMMITTEES

### 6.1 Internal Committee - No changes to Executive succession policy.

- The committee thinks it would be good to take a look at our policies and bylaws for any gaps in succession planning, particularly for the CEO role. There could be gaps and it would be best to be proactive. Recommend the board looks at this in 2025.

### 6.2. External Committee

#### 6.2.1 Friends of the Library report: No motion required

- J. Mann-Johnson: They are eager to know what's happening with the board. Friends Film Friday January 17. Screening *The Public*. Passed a motion to use casino funds for the Creative Corner table.

#### 6.2.2. External Committee Report: No motion required

- Advocacy committee: D. Kawahara presented budget proposal to council. "It went well. Credit goes to having that unified voice, making sure it's unified and consistent is so important. I think it really worked for us."

## 7. BUSINESS ARISING

### 7.1 Risk Review Report – Cybersecurity

- Trustees had a robust discussion about C. Stier's Risk Review Report.
- Committed to conducting a full Risk Registry Review in 2025.
- J. Freitas suggests a table-top exercise for the Board to know their responsibilities. She is available (as a subject specialist in risk in her job) to assist the Board and staff in doing the risk assessment.

## 7. CONSENT

- Discussion on items, including STARFest success, rising use and cost of eResources, particularly eAudio.

## 8. IN CAMERA

### 9.1 Staff engagement update

(24-43) D. McTaggart-Bard moved to go in camera at 8:26pm.

CARRIED UNANIMOUSLY

(24-44) D. McTaggart-Baird moved to go out of camera at 8:50pm

CARRIED UNANIMOUSLY

(24-45) 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

**9. ADJOURNMENT**

(24-46) J. Freitas moved to adjourn  
CARRIED UNANIMOUSLY

Meeting adjourned at 8:54PM

**Date of next meeting: 7:00 pm Wednesday, December 18 - 2<sup>ND</sup> Floor Training Room**

These minutes are certified true and correct

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Board Chair