

**St. Albert Public Library Board
Adopted Minutes December 16, 2020**

Minutes of the Regular Meeting via Google Meet

BOARD

Janice Marschner, Chair
Colleen McClure, Vice-Chair
Missy Steeves, Trustee
Bill Wells, Trustee
Holly Ayotte, Trustee
Julie Stefner, Trustee

GUESTS

David Hlokoff, Incoming Trustee
Councillor Jacquie Hansen

STAFF

Peter Bailey, CEO
Stephanie Foremsky, Public Services Manager
Leslie Greentree, Communications Specialist
Rhonda Kozuska, Administrative Services Coordinator (recorder)

1. CALL TO ORDER

The meeting was called to order by J. Marschner at 7:02 PM

2. LAND ACKNOWLEDGMENT

3. ADOPTION OF AGENDA

(20-44) M. Steeves moved adoption of the agenda

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

(20-45) M. Steeves moved adoption of the minutes of November 18, 2020

CARRIED UNANIMOUSLY

5. BUSINESS ARISING FROM THE MINUTES

5.1. COVID-19 Response Update

- Peter summarized for the board the memo included in the board package

- Clarified the terms under which layoffs would happen; that they have been offered to casual staff for those it would benefit. Some staff may opt to use vacation time to bridge the closure for the month.

6. COMMITTEES

6.1. Internal Committee

6.2. External Committee

6.2.1. City Report – Councillor Hansen

- City passed the budget; .7% property tax increase
- Several big ticket items were taken off, but couldn't get to zero because of Family Community Support Services which assists organizations that assist vulnerable citizens
- Equates to \$20 per year per average household
- Ernst & Young Operational and Fiscal review – Looking for efficiencies in City departments. Library came up in the review; under the community services umbrella.
- EY noted possible duplicate expenditures (eg. City and Library both have IT departments) which Councillor Hansen asked for further clarification
- COVID – Monday's upcoming meeting will address the mask bylaw; to suspend it until the province pulls back on their provincial mask mandate. In order to avoid confusing residents by having 2 levels of legislation in place

6.2.2. Friends Report

- H. Ayotte – Still looking at what to do with Reel Mondays
- Lots of discussion about donations and how to get more donations for the library
- Graeme wants to be more active in seeking donations
- \$12,000 left to donate for Jensen Lakes

7. NEW BUSINESS

7.1. Budget and Finance report

- Peter summarized the memo included in the board package
- Gave an overview of our endowment fund and why he would like to see it grow
- Discussed the three proposals to inject more funds into the endowment
- P. Bailey emphasized that the plan for the Fund is to allow it to grow so that library will have a source of alternate revenue apart from tax funded revenue

(20-46) B Wells moved to:

1. Dissolve the Young People's Writing Reserve and move the funds to the SACF Future Fund (\$5446).
2. Re-invest the 2020 revenue from the Library endowment funds to the SACF Future Fund (\$6389).
3. Move \$25,000 from the 2020 Library operating surplus to the SACF Future Fund and,
4. Move the remainder of the 2020 Library operating surplus to the Operating Stabilization Reserve

Seconded by C. McClure

CARRIED UNANIMOUSLY

- Question raised about fundraising. P. Bailey suggested it could be added to the agenda for the Board retreat

8. CONSENT

- B. Wells – wanted to commend all the data in terms of marketing etc. Appreciates seeing the information
- P. Bailey – Regional, Provincial, Federal report. P. Bailey is recommending the Board not renew their membership in ALTA. P. Bailey gave a brief history of the establishment of LAA and ALTA and how both organizations operate
- Recommended the Board write a letter to ALTA explaining we will suspend our membership pending further review
- B. Wells recommended the letter should include the importance of maintaining a voice for public libraries, particularly with municipalities
- C. McClure expressed that there are other boards in the region that are very important boards for a ‘collective’.

(20-50) B. Wells moved to:

Suspend St. Albert Library’s ALTA membership until ALTA undergoes an operational review and supports effective delivery of the trustees’ voice moving forward.

CARRIED UNANIMOUSLY

9. ADJOURNMENT

(20-51) M. Steeves moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 8:10pm

Date of next meeting: 7:00 pm Wednesday, January 20, 2021 – Google Meet

These minutes are certified true and correct

Board Chair