

**St. Albert Public Library Board**

**Adopted Minutes January 20, 2021**

Minutes of the Regular Meeting via Google Meet

**BOARD**

Janice Marschner, Chair

Colleen McClure, Vice-Chair

Missy Steeves, Trustee

Holly Ayotte, Trustee

Bill Wells, Trustee

Julie Stefner, Trustee

David Hlokoff, Trustee

**GUESTS**

**STAFF**

Peter Bailey, CEO

Stephanie Foremsky, Public Services Manager

Leslie Greentree, Communications Specialist

Rhonda Kozuska, Administrative Services Coordinator (recorder)

**I. ORGANIZATIONAL MEETING**

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

**BOARD CHAIR:** P. Bailey made the call for nominations

M. Steeves nominated J. Marschner,

Seconded by C. McClure seconded.

J. Marschner accepted, no other nominations. J. Marschner acclaimed as Board Chair.

J. Marschner

**VICE CHAIR:** J. Marschner resumed Chair and called for nominations for Vice Chair.

J. Marschner nominated C. McClure. M. Steeves seconded.

C. McClure accepted, no other nominations. C. McClure acclaimed as Vice Chair.

Board/Council Pairings:

Janice	Mayor Heron
Holly	Natalie Joly
Missy	Sheena Hughes
Colleen	Wes Brodhead
Bill	Ken MacKay
Julie	Jacque Hansen
David	Ray Watkins

COMMITTEES:

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

Board External Committee: J. Marschner (Chair), D. Hlokoff, M. Steeves

Internal committee: May want additional data from staff. Janice suggested there could be an informal poll sent anonymously to staff. Will talk about after the meeting

ALTA: SAPL has chosen not to join ALTA this year at this time

Friends: H Ayotte has volunteered to stay on

**(21-01) H. Ayotte 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 at 7:15 PM

**2. LAND ACKNOWLEDGMENT**

**3. ADOPTION OF AGENDA**

**(21-02) M. Steeves moved adoption of the agenda**

CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

**(21-03) C. McClure moved adoption of the minutes of December 16, 2020**

CARRIED UNANIMOUSLY

**5. BUSINESS ARISING FROM THE MINUTES**

- 5.1. COVID-19 Response Update
- Nothing to report outside of the memo included
  - Remain hopeful that we will be able to reopen as we did in November once the government gives the go-ahead
  - K. Troppmann and team are very busy and everything is running smoothly. 1880 visits in January at DT location so far and 7000 items checked out so far in January

## 6. COMMITTEES

### 6.1. Internal Committee

#### 6.1.1. Carver Policy Review: Policy Type IV:

- a. Delegation to the CEO
- b. CEO Job Contribution
- c. Monitoring CEO Performance

**(21-04) H. Ayotte moved to accept the above policies as submitted**

**CARRIED UNANIMOUSLY**

### 6.2. External Committee

#### 6.2.1 City Report

- P Bailey; not a lot happening at Council this month; the City begins the 2020 audit this month, library is the first audit ahead of the City

#### 6.2.2 Friends Report

- Reel Mondays set for September
- Secondary committee for fundraising, possibly Purdy's for Easter, may run a campaign in the Gazette. Will discuss with the library when they have some ideas to put forward

## 7. NEW BUSINESS

### 7.1. Board Retreat and Strategic Plan

- P. Bailey summarized the need for a Strategic Plan; most importantly to secure our Provincial library grant
- We were all set to undertake it in April last year, but COVID hit
- This year is similar with COVID still a complication
- P. Bailey explained to the Board how overwhelming COVID still is for staff; is difficult to think in terms of long-range plans. Staff recommends having a 1-year transitional plan
- P. Bailey outlined the 3 priorities the library can focus on over the year
- The Board could possibly discuss these items at the retreat
- Another alternative is to postpone the retreat until the fall
- The Board discussed their thoughts; suggesting to meet in the fall; as well as the benefit of meeting in person is preferred
- B. Wells – Concurrs that September/October is better to be able to consider what the Board can plan moving into 2022

- J. Marschner – concerned about not having a plan at all. P. Bailey reassured the Board that having a one-year plan is acceptable
- The Board concurred unanimously to wait until the fall to have a retreat
- P. Bailey has offered to bring a draft recovery/1-year amendment/ supplementary to the existing strategic plan

#### **8. CONSENT**

- H. Ayotte – asked for more information on the pop-up library at the mall. P. Bailey provided the background on the proposed available space at the mall and the status of that currently with the heavy restrictions
- J. Marschner – question about Nevada Place – are the materials supplied withdrawn items? Yes they are. We don't take the materials back, but we have been providing additional items on occasion

#### **9. ADJOURNMENT**

**(21-05) B. Wells moved to adjourn**

CARRIED UNANIMOUSLY

Meeting adjourned at 7:47 pm

**Date of next meeting: 7:00 pm Wednesday, February 17, 2021 – Google Meet**

These minutes are certified true and correct

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Board Chair