

**St. Albert Public Library Board**  
**Adopted Minutes March 15, 2023**

Minutes of the regular meeting in Forsyth Hall

**BOARD**

Colleen McClure, Co-Chair  
Deborah McTaggart-Baird, Co-Chair  
Meagan Dechaine (remote)  
Jennifer Freitas  
Dawn Kawahara  
Julie Mann-Johnson

**STAFF**

Peter Bailey, CEO (remote)  
Stephanie Foremsky, Public Services Manager  
Kathleen Troppmann, Customer Services Manager  
Leslie Greentree, Communications and Marketing Specialist  
Rhonda Kozuska, HR and Financial Services Manager (recorder)

**1. CALL TO ORDER**

The meeting was called to order Deborah McTaggart-Baird 7:01 PM  
Welcome – to Sheldon Jacobs and Chris Spence from KPMG and Graeme Matichuk from ReImagine Architects

**2. LAND ACKNOWLEDGMENT**

**3. ADOPTION OF AGENDA**

(23-14) C. McClure moved adoption of the agenda  
CARRIED UNANIMOUSLY

**4. ADOPTION OF MINUTES**

(23-15) J. Mann-Johnson moved adoption of the amended minutes of February 15, 2023  
CARRIED UNANIMOUSLY

## 5. NEW BUSINESS

### 5.1. 2022 Audit Report and Annual Financial Statements

(23-16) D. Kawahara moved adoption of the 2022 Financial Statements and Management report

SECONDED by J. Freitas

CARRIED UNANIMOUSLY

### 5.2. Draft Community Needs Assessment report

- G. Matichuk presented draft results from the Community Needs Assessment

## 6. COMMITTEES

### 6.1 Internal Committee

#### 6.1.1 Board Recruitment update

P. Bailey reported there will be a replacement appointed later in March

### 6.2. External Committee

#### 6.2.1 Friends of the Library report

- February: Reel Mondays was poorly attended in February
- Arden rates have increased significantly
- Raffle – Raised \$735 – pleased with its success
- Purdy's - \$582 profit to date
- Looking for donation requests from library staff
- Possibly lawn or window signs for SRG
- Looking for President, Secretary and Treasurer at upcoming AGM

#### 6.2.2. External Committee Report

- Reminder for Board retreat March 25
- Call for Board volunteer for Lifestyle Expo

## 7. BUSINESS ARISING

### 7.1. Strategic Planning 2023 Update

- S. Foremsky presented for P. Bailey
- First Community Engagement conference this weekend – there will be 20 people from various agencies and organizations in St. Albert
- Attendees have committed to attend both weekends

### 7.2. Downtown Refresh (CCRF) Update

- K. Troppmann spoke to highlights of the report included in the board package
- Hopefully to be completed by May – and will plan a celebration

**8. CONSENT**

- Teaching grade 7 research methods – very impressive
- Board will talk to CEO about plans to thank the Friends at an upcoming Board meeting
- K. Troppmann’s retirement announcement – Congratulations extended by the board

**9. ADJOURNMENT**

(23-17) J. Mann-Johnson moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 8:20 pm

**Date of next meeting: 7:00 pm Wednesday, April 19, 2023 – 2<sup>ND</sup> Floor Training Room**

These minutes are certified true and correct

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Board Chair