



St. Albert Public Library Board: Minutes October 18, 2023

Adopted Minutes of the regular meeting in the Library Training Room

BOARD

Deborah McTaggart-Baird, Co-Chair
Meagan Dechaine
Dawn Kawahara
Emma Frontana
Julie Mann-Johnson
Jennifer Freitas

REGRETS

Colleen McClure, Co-Chair

STAFF

Peter Bailey, CEO
Lisa Old, Collections and Member Services Manager
Leslie Greentree, Communications and Marketing Specialist (recorder)

1. CALL TO ORDER

The meeting was called to order by D. McTaggart-Baird at 7:00 PM.

2. LAND ACKNOWLEDGMENT

3. ADOPTION OF AGENDA

(23-43) M. Dechaine moved adoption of the agenda

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

(23-44) E. Frontana moved adoption of the amended minutes of September 20, 2023

CARRIED UNANIMOUSLY

5. NEW BUSINESS

6. COMMITTEES

- 6.1 Internal Committee (No policy review this month)

- 6.2. External Committee
 - 6.2.1 Friends of the Library report
 - No meeting held in October
 - 6.2.2. External Committee Report
 - D. McTaggart-Baird noted that C. McClure sent thank you cards to Council for their participation in the Oct. 5 Board-Council meeting. The Board appreciates her gesture.

7. BUSINESS ARISING

- 7.1. 2024 Library Budget
 - Board presentation to Council is scheduled for October 30
 - P.Bailey is meeting with his City liaison, P. Pearson on October 19

- 7.2. Informal meeting with Board/Council
 - P. Bailey: The library received two budget information requests from Cllr. Hughes; Library administration will respond as soon as we are clear on the City budget.
 - J. Mann-Johnson: At the meeting, Council signalled no interest in appointing a Councillor to sit on the Library Board.
 - Board will consider inviting Council to Board meetings when we have a specific reason – should be valuable for both parties.

8. CONSENT

- Board discussed STARFest; D. Kawahara said Rowan Jetté Knox event was great. Reports that Jessica Johns was also very successful despite having to move online.
- P. Bailey: Update on Strategic Plan: LT met Oct. 17 to begin development of the action plan. A business plan for the remainder of 2023 will come out of that work, and another business plan for 2024.
- Financially, the Library is doing fine. We budgeted to bring in \$70 K from reserves but have been able to save some money. There are breaking points around the library re staffing; staff are working hard to cover staff shortages. P. Bailey thanks staff for working so hard.
- E. Frontana: question re September stats – loans are down 1% from last September and year to date. Questions regarding lower number of Teen programs (no teen librarian for several months over summer due to staff changes during a maternity leave) and spike in statistics for multigenerational programs.
- D. McTaggart-Baird: every time she comes into the library it is busy; great to see.

9. CORRESPONDENCE

10. ADJOURNMENT

(23-45) J. Mann-Johnson moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 7:20 PM

Date of next meeting: 7:00 pm Wednesday, November 15 – 2ND Floor Training Room

These minutes are certified true and correct

Board Chair

