



St. Albert Public Library Board: Minutes April 16, 2025

Minutes of the regular meeting in the Library Training Room

BOARD

Meagan Dechaine
Jennifer Freitas
Angela Benowski
Darrell Manning
Jason Perry
Jamie Tereposky
Sherry Love

STAFF

Peter Bailey, CEO
Lisa Old, Member Services and Collections Manager
Rhonda Kozuska – HR and Financial Services Manager (recorder)

1. CALL TO ORDER

The meeting was called to order by J. Freitas at 6:57 pm

2. LAND ACKNOWLEDGEMENT (J. Perry)

3. ADOPTION OF AGENDA

(25-17) J. Tereposky moved adoption of the agenda

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

4.1 Regular meeting of March 26, 2025

(25-18) M. Dechaine moved adoption of the minutes of March 26, 2025

CARRIED UNANIMOUSLY

(25-19) J. Perry moved adoption of the minutes of the special meeting on March 15, 2025

CARRIED UNANIMOUSLY

5. NEW BUSINESS

5.1 Board Self-assessment

- J. Freitas explained a proposal for the board reflecting on the past meeting – a post-meeting assessment.
- Suggest: quarterly, or possibly only when there are significant items discussed.
- The board was receptive to the idea; J. Freitas will take it away and develop the form and welcomed feedback from the board to develop it further.

6. COMMITTEES

6.1 Internal Committee

6.1.1 Carver Policy Review process

- J. Freitas discussed the committee's goal to update the new process. Will have the framework ready for September to start the new policy review process moving forward.
- Proposal submitted from the expert on Carver for the Board to attend workshops to learn more about the Carver governance process.
 - J. Freitas inquired if the expert could review our policies and give feedback.
- Expert reviewed our policies and noticed there are several missing within the governance framework; suggested a 4-day workshop and other types of training.
- Q: How widely used is the Carver model in libraries? Perhaps there is another model that is more compatible.
- S. Love: Hasn't come across any other boards that use this model
Recommends the board take a course in policy governance and then can assess if Carver is meeting the goals and needs.
- The Board will consider upcoming courses and develop a plan moving forward.

6.2 External Committee

6.2.1 Friends of the Library report

- J. Perry – had several one-on-one conversations with new members
- Purdy's went well – comparable to last year
- AGM May 14 - Should the Board be attending? P. Bailey mentioned that the current President G. Matichuk is stepping down, and they are trying to recruit new board members
- The board will present G. Matichuk with a gift
- Volunteer week coming up – would we do something for the Friends?
- M. Dechaine will get cards for all the Friends for volunteer week

BUSINESS ARISING

7.1. Board retreat update

- P. Bailey reviewed the minutes provided by G. Matichuk. Note: P. Bailey will amend the attendance and redistribute.
- P. Bailey said the next big project is the 2026 budget.
- M. Dechaine: Would like to discuss the points that would be difficult to achieve.

7.2. Amended Audit Report and Financial Statements

8. CONSENT

8.1. Board Calendar

- P. Bailey – under board calendar – Fine Free (children’s and teen materials) to be announced to the public on April 24.
- Ties in with ME Green’s affordability campaign – which is very successful.
- Lifestyle Expo: ME Green asked for some help filling volunteer shifts.
- P. Bailey sent a draft MOU agreement to the city last week.

9. IN CAMERA

9.1 (25-20) S. Love moved to go in camera

CARRIED UNANIMOUSLY

In camera meeting commenced at 7:52 pm

(25-21) J. Freitas moved to reconvene the regular meeting of the Library Board

CARRIED UNANIMOUSLY

Public meeting reconvened at 8:55pm

(25-22) M. Dechaine moved that details of the in-camera discussion of the CEO Annual Review remain confidential pursuant to Sections 19 and 24 of the Freedom of Information and Protection of Privacy Act (FOIP) R.S.A. 2000, C. F-25

CARRIED UNANIMOUSLY

(25-23) J. Perry moved to accept the Internal Committee’s recommendations regarding the CEO Annual Review report

SECONDED BY M. Dechaine

CARRIED UNANIMOUSLY

10. ADJOURNMENT

(25-24) J. Tereposky moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 8:59 pm

Date of next meeting: 7:00 pm Wednesday, May 21 – 2nd Floor Training Room

These minutes are certified true and correct

Board Co-Chair