



## **St. Albert Public Library Board: Minutes May 21, 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 M. Dechaine at 6:27 pm

#### **2. LAND ACKNOWLEDGEMENT (D. Manning)**

#### **3. ADOPTION OF AGENDA**

- Move Health and Safety report to 5.2

(25-25) J. Perry moved adoption of the amended agenda

CARRIED UNANIMOUSLY

#### **4. ADOPTION OF MINUTES**

**4.1** Regular meeting of April 16, 2025

- Correct the start time of the in-camera meeting

(25-26) D. Manning moved adoption of the amended minutes of April 16, 2025

CARRIED UNANIMOUSLY

## 5. NEW BUSINESS

### 5.1 Risk Register Review

P. Bailey reviewed the memo, and the risk register included in the board package

Q: Why is board governance higher risk than other categories?

A: *The high board turnover and passing on of knowledge, it's a natural. P. Bailey is hopeful that the upcoming work on Board policies will help with this.*

Q: Should any risk item that consistently at or below 3 be removed from the register?

A: *Low-ranked risks can remain, but less attention needs to be paid to them.*

Q: Are there items out of the Board's control vs what additional work can the board do to mitigate risk.

A: *If the board wants to dig into the mitigation sheets deeper, perhaps the internal committee can meet outside of the regular board meeting.*

Q: Perhaps include the risk of external pressures including political pressures that could put a large influence on the strategic operations and collections of the library?

A: *That is an excellent suggestion for next go-round.*

Q: MD – How do we get from the current score to the target score?

A: *That's what the mitigation sheets supporting the register do – mitigation of the risk.*

Q: PB – Is there an appetite for the board to work on this?

Q: DM: Could we remove the target score

A: *PB – Will update the mitigation sheets for the next meeting; DM suggested to review 2 risks a month with the updated mitigations sheets as well. Board will re-conceptualize the column for target score.*

Board agreed to review the top 8 risks

PB will distribute the policy and the heatmap definitions for the June meeting

Board agrees to focus on the risks that relate directly back to the strategic plan

PB will bring top 2 risks to the June Board meeting

Action item: P. Bailey to link risks to strategic plan, focusing on barriers to achievement as the highest risks. Beginning in September, the Board will review the top risks by reviewing the mitigation sheets of 2 per month. D. Manning recommended adding external pressures to the risk report and move forward with the plan as above.

### 5.2. Health and Safety Report

**(25-27) D. Manning moved to accept the Health and Safety Report**

CARRIED UNANIMOUSLY

## 6. COMMITTEES

### 6.1 Internal Committee

Discussion of the Risk Register Review and Health and Safety Report, as above.

### 6.2. External Committee

6.2.1 Friends of the Library report.

J. Perry reported on activities of the Friends, including the recent Friends Annual General Meeting and elections. G. Matichuk is acting President until special elections in September.

6.2.2 M.E. Green will be meeting with the external committee to review the advocacy plan

## BUSINESS ARISING

7.1. Board Self Assessment (Deferred to June meeting)

## 8. CONSENT

## 9. IN CAMERA

### 9.1. Employee Experience Survey

(25-28) A. Benowski moved to go in camera

*CARRIED UNANIMOUSLY*

In camera meeting began at 7:14 pm.

(25-29) A. Benowski moved to go out of in camera

*CARRIED UNANIMOUSLY*

Regular meeting continued at 8:11 pm.

(25-30) M. Dechaine moved that details of the in-camera discussion 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*

9.1.2. An ad hoc committee consisting of J. Frietas, M. Dechaine and S. Love and the CEO was formed to form an action plan around the employee experience survey results. The committee will run for three months and may be extended. Will engage the board next in the June meeting.

**10. ADJOURNMENT**

**(25-31) A. Benowski moved to adjourn**

CARRIED UNANIMOUSLY

Meeting adjourned at 8:24 pm.

**Date of next meeting: 7:00 pm Wednesday, June 18 – 2<sup>nd</sup> Floor Training Room**

These minutes are certified true and correct

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Board Co-Chair