

St. Albert Public Library Board

Adopted Minutes February 17 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

STAFF

Peter Bailey, CEO

Cory Stier, IT and Materials Manager

Kathleen Troppmann, Customer Services Manager

Stephanie Foremsky, Public Services Manager

Leslie Greentree, Marketing and Communications Specialist

Rhonda Kozuska, Administrative Services Coordinator (recorder)

1. CALL TO ORDER

The meeting was called to order by J. Marschner at 7:01 PM

2. LAND ACKNOWLEDGMENT

3. ADOPTION OF AGENDA

(21-06) B. Wells moved adoption of the agenda

CARRIED UNANIMOUSLY

4. ADOPTION OF MINUTES

(21-07) M. Steeves moved adoption of the minutes of January 20, 2021

CARRIED UNANIMOUSLY

5. BUSINESS ARISING FROM THE MINUTES

5.1. COVID-19 Response Update

- P. Bailey summarized the memo in the board package
- The priority was the request to government to drop quarantining measure. PLSB / AHS is maintaining the recommended 72-hour quarantine
- Libraries in Stage 3 for reopening is disappointing in that it looks like late March before we can open. Other library boards have sent letters to MLAs advocating for earlier openings

- P. Bailey recommends the Board write a letter to our MLAs advocating the library's position for library reopening earlier, and to re-examine the quarantine period
- C. McClure agrees as long as staff supports it
- J. Marschner – do staff feel safe? P. Bailey responded that yes, many staff are on site already because of the reference desk and Curbside service. Reopening will mean upholding our mask policy with all patrons and insist all patrons wear a mask.
- B. Wells – how do we frame the letter to MLAs to ensure we aren't compromising the science behind the virus?
- C. McClure – we can present it as being an equal partner to schools that are open already and staff feel they are safe.

(21 -08) C. McClure moved to draft a letter to both St Albert MLAs to advocate for moving up library reopening sooner than Stage 3 and to reconsider the requirement of quarantining library materials.

B. Wells opposed

MOTION CARRIED

P. Bailey will draft the letter and send out to the board for review.

6. COMMITTEES

6.1. Internal Committee

6.1.1. Carver Policy Review: Policy Type II. 1. Staff Relations,

2. Financial Planning, 6. Asset Protection, 7. Compensation

(21-09) J. Stefner moved to accept the above policies as amended (grammatical correction)

CARRIED UNANIMOUSLY

6.2. External Committee

6.2.1 City Report

- P. Bailey – met with Ernst & Young consultants again regarding City operational review
- Emphasized the Library is a municipal service, not simply another agency that receives City grant funding.
- B. Wells – the language used by the consultants ('operating grant') may mean a misunderstanding of the Library's status and how it is funded; muddies the waters
- C. Debruijn offered to include the Library in the new council (post-election) orientation package and briefing.

6.2.2 Friends Report

- J. Marschner attended last meeting
- Purdy's chocolate fundraiser headed for making a profit. Still time left to purchase.
- Are looking at applying for federal funding for a tent
- Have committed to funding Children's Summer Reading Game
- Friends looking at restructuring their insurance coverage

7. NEW BUSINESS

7.1. Board Retreat and Strategic Plan

- P. Bailey reviewed the 1-year strategic plan included in the Board package
- H. Ayotte – Goal: 1.2 – Clarification. P. Bailey and S. Foremsky clarified the intent of that goal
- B. Wells – Goal: 1.3 – Clarification of the definition of community, how are we reaching smaller interest groups. S. Foremsky clarified our methods of meeting with partners and getting feedback
- B. Wells – Goal: 1.4 – Inquired about who is the audience we are talking about. P. Bailey responded that it is the audience currently attending programs
- M. Steeves – Goal: 1.4 – How do we collect feedback? S. Foremsky replied that we are planning to replicate our previous surveys in a virtual/digital format
- B. Wells – Goal 3:1 – What is our definition of vulnerable populations? How do we define that group? P. Bailey explained this goal and specified the vulnerable groups that we are focusing on. It's not meant to exclude groups; it means anyone who is having difficulty accessing the library.
- B. Wells – Goal 3:2 – In past meetings has brought up putting out marketing information through the Gazette; particularly in light of the upcoming election this year. P. Bailey clarified that external communication and marketing, including through the Gazette, is not an end in itself, rather it is a critical tool for achieving many of the goals and objectives of the plan. S. Foremsky also clarified that we are attempting to align with the City of St Albert's COVID recovery plan
- D. Hlokkoff – Objective 3:1 – Clarification on our membership services having to present proof of residency. K. Troppmann explained the process and also that we are hoping to introduce online membership renewal. The staff is allowed to make exceptions in certain situations. P. Bailey – Objective 4:3 addresses this issue directly
- C. McClure – Objective 4:2 – Will we be working with the City on our job classification project? Yes.
- C. McClure – Objective 4:3 – Does this objective require any infrastructure improvements for removing barriers? K. Troppmann – we have made some changes in order to accommodate physical distancing. Not too much we can do in a one-year plan. The City did do an accessibility study which the library was included in. Was put on hold with COVID.
- M. Steeves – Interested in accessibility particularly for children who are homeless.
- B. Wells - Objective 4:1 – Is this a board strategy?
- B. Wells - Objective 4:3 – Assuming these are cultural barriers?
- B. Wells - Objective 4:4 – Consultation with staff and partners – how do we determine who partners are? S. Foremsky – we don't have a firm definition; we examine our community groups through our relationships that build off existing relationship
- P. Bailey followed up with external communications and advocacy; the Board will defer this additional objective for the 2022 – 2025 strategic plan

(21-10) M. Steeves moved to adopt the Library Strategic Plan 2021: Renewal and Recovery.
CARRIED UNANIMOUSLY

7.2 Annual Survey

(21-11) D. Hlokkoff moved to accept the PLSB annual report and survey
CARRIED UNANIMOUSLY

CONSENT

- No discussion brought forward on the consent items

9. ADJOURNMENT

(21-12) C. McClure moved to adjourn

CARRIED UNANIMOUSLY

Meeting adjourned at 7:47 pm

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

These minutes are certified true and correct

Board Chair