



**THE CITY OF RED DEER LIBRARY BOARD**  
**In-Person, 6:00 p.m. November 30, 2022**  
**Carnival Cinemas – 5402 47 St., Supper Provided**  
**6:30 Organizational Meeting, followed by Regular Meeting**

## **Welcome & CEO Remarks**

**Land acknowledgement:** We acknowledge that the land we meet on today is located at the border of Treaty 6, to the North of the Red Deer River, and Treaty 7, to the South of the Red Deer River. We honour and respect the culture, ceremonies and stories of the many nations who made a home on these lands - including the Cree, Blackfoot, Nakota Sioux, Iroquois, Dene, Ojibway, Saulteaux and Inuit - and that this area is a long-established meeting place of the Métis. We are grateful for the traditional knowledge-keepers: elders past, present and emerging. May we live with respect on this land and in peace and friendship with its people.

## **ORGANIZATIONAL MEETING**

### **1. Nominations for Board executive officers and members for standing committees\***

- a. Nomination of Board Executive Officers**
  - i. Chair, The City of Red Deer Library Board**
  - ii. Vice-Chair, The City of Red Deer Library Board**
- b. Nominations for Standing Committee Executive Officers**
  - i. Chair, Planning and Finance Committee**
  - ii. Chair, Personnel and Administration Committee**
- c. Appointment of Standing Committees**
  - i. Planning and Finance Committee**
  - ii. Personnel and Administration Committee**
  - iii. Standing Committees Meeting Schedule**
- d. Liaison to The Friends of the Red Deer Public Library**

**\*The Nominating Committee has confirmed this slate of candidates:**

- Chair, Shelley Odishaw**
- Vice-Chair, Nancy Batty**
- Chair of Planning and Finance, Jerry Moore**
- Liaison to The Friends of the Red Deer Public Library, Brian Quigg**

- 2. Determination of Cheque Signers**
- 3. Monthly Board Meeting Schedule**
- 4. Adjournment of Organizational Meeting**

## **REGULAR MEETING**

**Welcome & Chair Remarks**

**Conflict of Interest Declaration**

**67. Approval of Agenda**

**a. MOTION: That the Board approve the agenda as presented.**

**68. Approval of Minutes from the October 26, 2022 Board meeting**

**a. MOTION: That the Board approve the minutes from the October 26, 2022 Board meeting as presented.**

**69. Report from Planning and Finance Committee**

**a. MOTION: That the Board approve the October 2022 financial statements.**

**70. Report from Personnel and Administration Committee**

**a. MOTION: That the Board approve engaging Monica Bokenfohr of Neuman Thompson to lead the Collective Agreement negotiation expected to start in 2023.**

**b. Update on 2023 CEO evaluation.**

**71. Report from The Friends of the Red Deer Public Library**

**72. Information Items**

**73. Strategic Discussion and Board Development**

**74. Adjournment**

**Next Board Meeting: January 25, 2023 @ 6:30 p.m.**



## THE CITY OF RED DEER LIBRARY BOARD

6:30 p.m. Wednesday October 26, 2022  
Virtual Meeting via Zoom

### Minutes

**Present:** Nancy Batty, Gabriel Beck, Valdene Callin, Jerry Moore, David Murphy, Shelley Odishaw (Chair), Brian Quigg, Sabrina Samuel, Laura Thevenaz

**Guest:** Councillor Bruce Buruma as outgoing Council Member Representative

**Regrets:** Councillor Dianne Wynthjes (incoming Council Member Representative)

**Staff:** Shelley Ross (CEO), Michelle Hollebeke (Minutes)

Shelley Odishaw welcomed new members Gabriel Beck and Sabrina Samuel and called the meeting to order at 6:33 p.m.

### Welcome and Chair's Remarks

**Land acknowledgement:** We acknowledge that the land we meet on today is located at the border of Treaty 6, to the North of the Red Deer River, and Treaty 7, to the South of the Red Deer River. We honour and respect the culture, ceremonies and stories of the many nations who made a home on these lands - including the Cree, Blackfoot, Nakota Sioux, Iroquois, Dene, Ojibway, Saulteaux and Inuit - and that this area is a long-established meeting place of the Métis. We are grateful for the traditional knowledge-keepers: elders past, present and emerging. May we live with respect on this land and in peace and friendship with its people.

**Conflict of Interest Declaration** – there were no conflicts declared.

### 59. Approval of Agenda

a. **MOTION:** That the Board approve the agenda as presented.

MURPHY / BATTY CARRIED

### 60. Approval of Minutes from the September 28, 2022 Board Meeting

a. **MOTION:** That the Board approve the minutes from the September 28, 2022 Board meeting as presented.

MOORE / BATTY CARRIED

### 61. Report from Planning and Finance Committee

a. **MOTION:** That the Board approve the September 2022 financial statements as presented.

MOORE / MURPHY CARRIED

**b. MOTION: That the Board move \$200,000 of unrestricted excess of revenue over expenses into the internally restricted capital replacement reserve to carry out the parking of the exterior of the Centennial building project in 2023.**

- After meeting with City officials subsequent to the October Planning and Finance Committee meeting, it was determined that the cost of the project would likely exceed original estimates due to extra equipment and security costs given the overall scope of the project. CFEP grant will be applied for to assist with costs. The new estimate for the project is \$300,000, and the Committee put forward a motion to revise the amount.

**MOTION REVISED: That the Board move \$300,000 of unrestricted excess of revenue into the internally restricted capital replacement reserve to carry out the parking of the exterior of the Centennial building project in 2023.**

**MOORE / BATTY CARRIED**

**62. Report from Personnel and Administration Committee**

**a. MOTION: That the Board approve the following addition to policy 6.5 (in bold):**

**i.) 6.5 Expense Claims:** The Board has established policies with respect to the designation of expenses for which board members and employees will be reimbursed. **Expenses as set out below are to be submitted in paper, with receipts attached, to the administration office. Once approved by the CEO, a cheque will be issued and mailed.**

**MOORE / BATTY CARRIED**

**b. MOTION: That the Board approve the following addition to policy 7.1.1:**

**i.) 7.1.1. Conditions of Employment Administration - Union Employees**

- Conditions of employment for employees, **including hours of work and grievance procedures**, whose positions fall within the scope of the Canadian Union of Public Employees (CUPE) are detailed in the signed Collective Agreement between the Board and CUPE Local 4810. The Board must ratify any amendments to the Collective Agreement.

**MURPHY / QUIGG CARRIED**

**c. MOTION: That the Board approve the following additions related to volunteer policies:**

**i.) New 7.1.5 (and changing subsequent numbering) Conditions of Employment Administration – Volunteers**

- Conditions of employment for volunteers are as set out in Policy 7.6 Volunteers.

**ii) Addition to existing Policy 7.6 Volunteers (in bold):**

- Employees recruiting volunteers will also be responsible for selecting, interviewing, creating volunteer work descriptions, assigning tasks and, if necessary, dismissing volunteers with approval from the CEO. **Dismissal of volunteers by employees with approval by the CEO is considered final.**
- **(new bullet point) Volunteers will work with employees to establish typical hours of volunteer work commitments and volunteers will contact their employee contact if they are unable to meet these commitments in the short or long term;**
- **(new bullet point) Volunteers will be evaluated by the employees/employee team who assigned tasks. Evaluations will consider reliability, productivity, best fit with the program needs and the ongoing need for the position.**

**MURPHY / QUIGG CARRIED**

**63. Report from The Friends of the Red Deer Public Library**

- The next Friends Booksale will take place on November 18 & 19 in the Snell Auditorium.

**64. Information Items**

- The Reading Pals program, included in the report, was discussed along with funding sources and how the program planning is underway for in 2023.

**65. Strategic Discussion and Board Development**

- Board self-evaluation presentation by Jacquie Surgenor Gaglione – Leadership and Life by Kayric Inc., which took place after adjournment.

**66. Adjournment**

- Shelley Odishaw adjourned the meeting at 7:08 p.m.

**Next Board Meeting: November 30, 2022 @ 6:30 p.m.**

# Red Deer Public Library Report

## October 2022

- 1. Create Young Readers: Early Literacy** (Children from birth to age 5 will have programs and services designed to ensure that they will enter school ready to learn to read, write and listen.)

### **RDPL Activity/ Outcome for this period:**

- Team Katja (Tatiana Tilly, Strategic Planning & Engagement Manager, and Karen Drok, Youth Outreach & School Services Manager, and Katja, Facility Dog in-Training) was very busy at the Taste of Red Deer Public Library event at Bower Mall. Many children came for a story and stayed for a few more. This event has inspired the team to consider designing programs with Katja for preschool children as well.



- Rachelle McComb, Public Services Staff, took this cute photo of babies dressed up for an early Hallowe'en celebration at her Baby Fun program at the Timberlands Branch.



- On October 14, Summer Langstraat and Deb Isbister, Public Services Staff hosted a tour and story time for approximately 35 Kindergarten students from Annie L. Gaetz. The students signed up for library memberships, learned about the Library and had fun listening to stories and exploring the Children's Department at the Downtown branch. It was great to have large groups back in the library!



- Alyssa Braun and Deb Isbister, Public Services Staff had approximately 50 students from St. Francis visit the library. They hosted a scavenger hunt in teams and then explored the space, signed up for library cards (in advance!) and signed out materials. They helped the students with searching the catalogue and readers advisory (along with little hints for the scavenger hunt, as needed!). The photo is a group from the tour, relaxing with their own impromptu story time!



**2. Express Creativity: Create and Share Content** (Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment.)

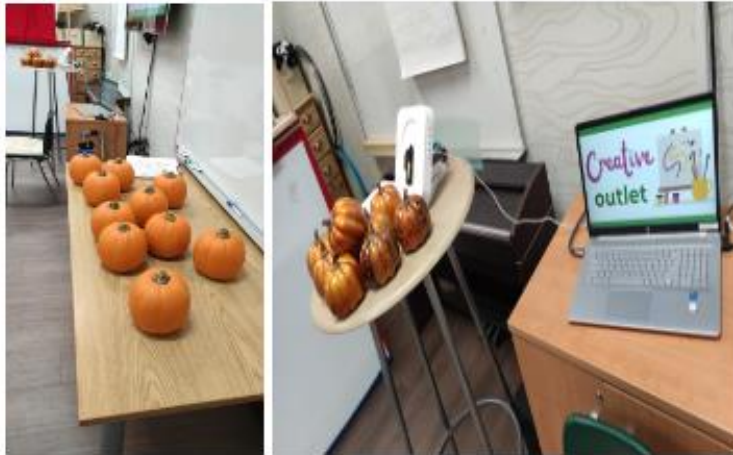
**RDPL Activity/ Outcome for this period:**

- Parkland Community Living and Supports Society uses the Dawe Branch as a space to be creative with their clients and their workers. In October they were making pumpkin lanterns from mason jars.





- 'Creative Outlet', a new evening program for tweens involved making fancy pumpkins for Hallowe'en. This fun art program was very well attended. It is great to be able to offer fun programs like this and 'Lego City Challenge' at the Dawe branch. Both programs are now fully booked until the end of December, and are designed and delivered by Summer Langstraat.



- The co-sponsored program 'Sip'n Stitch' facilitated by Under the Elm Yarnery continues to bring many crafters together at the Dawe Branch to work on different projects together.



- Star Wars Reads Day (Hallowe'en edition) - over 70 children and 40 adults attended this program at the Dawe Branch. Simon Gorman, Public Services Staff, Deb Isbister and Tatiana Tilly read stories, hosted a scavenger hunt, and held light saber training (with pool noodles and balloons) and made crafts with participants. There was also fortune telling with 'Yoda' (aka Katja). Participants were also able to take photos with 'Stormtroopers' from the 501st Legion.



### 3. Satisfy Curiosity: Lifelong Learning (Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.)

#### RDPL Activity/ Outcome for this period:

- In October Team Katja ran the first 'Sit, Stay, Read and Play' program that featured family literacy games and activities, and where families had an opportunity to meet Katja and read to her.



- Tatiana Tilly collaborated with the Central Alberta Legal Clinic to bring back the very 'Ask a Lawyer' program at the Dawe Branch. This monthly program is a unique opportunity for people to receive a free 15-minute consultation from a volunteer lawyer in an accessible and inclusive environment.



- The Adult Literacy Program continues to see an increase in learners. In October, the Program registered **18 new learners** and **12** new tutors. The Program **matched 19 pairs**.
- In October, the Adult Literacy Program started a CELPIP Test Preparation Class online (Canadian English Language Proficiency Index Program). This language exam is required for people who are applying for permanent residency or citizenship in Canada. 14 participants from different countries (Brazil, El Salvador, Mexico, Morocco, Nepal, the Philippines, Thailand, and Ukraine) are currently working on strategies and skills to be successful when taking the CELPIP test.
- Jan Underwood from Care for Newcomers facilitated a Cultural Awareness Workshop for Adult Literacy Tutors. Tutors were given the opportunity to enhance their awareness of cultural differences concerning time, relationships, communication, work styles, norms and values. Tutors also learned how these vary and affect many aspects of our connections with and opinions of others. Jan shared tools for managing cultural diversity in our tutoring and work situations.
- Former Mayor of Red Deer Morris Flewwelling and Dick Huddleston hosted a lecture on climate change with Nobel prize winner Dr. Russell C. Schnell, originally of Castor. Sixty-one people attended in the Snell theatre, five joined online and texted questions from the Castor Public Library, and four joined from Castor's Painted Earth Lodge. With short notice the library team was able to organize and promote this excellent talk. The program continues to be available on the library's YouTube channel and has been viewed over one hundred times.



- The inaugural Reel Stories Podcast hosted by Claire Brown and Lee Weselak, Public Services Staff, received this comment about their Horror Films podcast:

*"Loving the new podcast episode! I could listen to Lee and Claire talk about movies forever."*

- The Community Better event at the Colicutt Centre, attended by Summer Langstraat and Deb Isbister, had plenty of curious folks stop by their table! Several new library memberships renewals were signed up, and various RDPL programs were promoted, particularly the Yoga program, Walk and Talk program and Early Literacy programs.



- In celebration of Canadian Library Month, the October 'Lit Line' featured book recommendations from Claire Brown:

*"I've been listening to the Lit Line every day and writing the books down. Now I have a huge 'To Be Ready' pile!"*

- As part of our co-sponsored programming with The Waskasoo Environmental Education Society, programmer partner Kathryn Huedepohl presented 'The Ugly Spudling': an interactive program for families on food waste as part of Waste Reduction Week on Saturday, October 22. Children and parents both enjoyed Kathryn's presentation!



#### **4. Stimulate Imagination: Reading, Viewing, and Listening for Pleasure**

(Residents who want materials to enhance their leisure time will find what they want when and where they want them and will have the help they need to make choices from among the options.)

##### **RDPL Activity/ Outcome for this period:**

After leaving Bower Mall, an opportunity arose at the Collicutt Centre to have a small collection of books for the community, along with a self-checkout machine. Books and shelving have already been delivered, and Collicutt Centre staff will install these shelves before RDPL will return to stock them with books. The project is in its initial stages, so more updates will be available soon!

- Reader Rendezvous: A Discord Book Club is a new book club co-hosted by Claire Brown and Alyssa Braun that had its inaugural buddy read in October, *The Marsh King's Daughter* by Karen Dionne. There were 10 active readers discussing the novel over a few weeks within the chat channels.

The Discord server, similar to a web forum with thread channels, grew from 26 to 38 members over the month of October. Many members are local to Red Deer, but some hail from Sylvan Lake, Ontario, NYC and Kentucky. The server has channels for members to discuss all things bookish, as well as a channel to promote RDPL programs.



**5. Visit a Comfortable Space** (Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.)

**RDPL Activity/ Outcome for this period:**

- Deb Isbister received this comment about a child going as a 'librarian' on Career Day at school because they are her favourite people:

*"Charlie has 'Career Day' coming up and you dress as what you want to be when you grow up. She's going as a librarian."*

- The number of tutor-learner pairs of the Adult Literacy Program has significantly increased in the month of October. There are 8-10 pairs that are meeting on Wednesday and Thursday mornings at Dawe. In addition, there has been a significant increase in the number of pairs who are meeting at Timberlands branch.



- The Dawe Branch offers great space for the customers who need to book Tech Help sessions there.



**6. Other** (worthy of note, but do not fit into the above services responses and the goals of the plan).

**RDPL Activity/ Outcome for this period:**

- Michelle Hanna, Adult Literacy Program Assistant, completed the 'Introduction to Adult Foundational Learning' training as required by the Alberta Government Department of Advanced Education. Michelle received the foundation and the background of what the Adult Literacy Program is expected to do and how to achieve those goals.
- The Adult Literacy Program received a generous donation from Dick Huddleston. Thanks to this donation the Program can continue the English language learning class for Ukrainian Displaced Persons over the months of November and December. The class will accommodate the needs of 15 professionals from Ukraine who are working toward improving their language skills to gain more opportunities in this new country.



Cheryl Wowk also made a donation toward supporting Ukrainian learners at the library, and this donation will help reduce the transportation barrier and offer more opportunities at the library.

- RDPL has recently gained access to LibraryData, a data aggregation and analytics tool specifically for Canadian libraries that will allow us to run reports to evaluate the usage of our physical collections, monitor circulation trends, run weeding reports, and identify collection gaps. Some staff have received initial training and we are excited to start making use of this tool.
- October saw us say a fond farewell to long time Public Services staff member Donna Stewart who has retired after 20 years with RDPL. We are grateful to Donna for her professionalism, sense of community and family, and for her dedicated service.
- We are very fortunate to have added Public Services Assistants Amy Archambault, Shelley Koger, and Teresa Neuman on a permanent basis, as well as Jade Swain to our call-in roster. They have provided amazing services to RDPL during our time at Bower Place and we are very lucky to have them aboard!
- October saw the end of our time at the Bower Mall Pop-Up Branch. Our last day open to the public was Friday October 14, with pack-up and move-out occurring from Monday October 17 - Thursday October 20. The process of moving out went very smoothly, and Bower Mall staff and management were sad to see the library leave. A final report on the project is being completed and will be shared shortly, including opportunities for future projects.
- On Friday October 21, RDPL closed to the public in order to host our annual Staff Development Day. The day was well attended, and staff had the opportunity to participate in some strategic planning with two members of the Board (Brian & Jerry), as well as do some team building as an organization. Staff members donated and bid on baking to raise \$942 for the local Ukrainian Displaced Persons effort.
- Team Katja had a first-year assessment at Aspen Services Dogs in October and, starting on December 1st, Katja will begin her advanced training year. Tatiana Tilly and Karen Drok are working on making a list of library programs to utilize Katja in an engaging and fun way while she undergoes more advanced skills training through Aspen.

