

Strathcona County Library Board

April 25, 2022

Zoom Meeting

Board Members Present

Cathy Allen

David Atkinson (Chair)

Denise Charbonneau

Courtney Chamulke

Keely Cronin

Korinna Levangie

Gene Syvenky

Susan Miskiman

Pam See-Too

Library Staff

Sharon Siga (Chief Executive Officer)

Shelley Reason (Library Assistant - Minutes)

Regrets

Councillor Glen Lawrence

1. Call to Order

The meeting was called to order at 6:32 pm. by the Chair, David Atkinson.

2. Approval of the Agenda

MOTION 26/2022

That the Strathcona County Library Board approve the Agenda as presented.

Moved by Denise Charbonneau. Seconded by Keely Cronin

CARRIED

3. Minutes of the March 21, 2022 Library Board Meeting

MOTION 27/2022

That the Strathcona County Library Board approve the minutes of the March 21, 2022 as presented.

Moved by Cathy Allen. Seconded by Courtney Chamulke.

CARRIED

4. Business Arising from the Minutes

Sharon informed members the endowment fund has been created with the Edmonton Community Foundation. Strathcona County Library Funds is the name that was chosen for the umbrella fund. Within this fund, one has been created called the Heather-Belle and Arthur Dowling Memorial Fund using the donation from the Dowling bequest.

5. Reports

5.1 List of correspondence: Incoming, Outgoing and Media Releases

5.2 Department Reports

Questions generated from Department Report: Can the number of items taken out in hoopla be increased from 5? Are other patrons asking for an increase? Sharon has not heard if patrons are asking for an increase. She will ask staff to see if the service is matching amounts required. There was a discussion about additional digital resources. The e-books and e-audiobooks that the library licenses from OverDrive can be searched for in the Libby app. Records from hoopla and OverDrive are in the library catalogue. Hopefully the new website will make digital resources easier to discover.

5.3 County Councillor Verbal Report – no report

5.4 Chair Verbal Report

David suggested Board members watch the series of webinars developed by the Alberta Library Trustees Association (ALTA) that focus on relevant issues, like governance. After each webinar, ALTA hosts a coffee chat a few days later for discussion. Funding for the webinars comes from Alberta Municipal Affairs. There was discussion about independence if webinar content is approved by the Ministry.

5.5 Minutes of the March 14, 2022 Friends of the Strathcona County Library Society

It was noted that the Board only has one vote on the Friends of the Strathcona County Library Society Board. Only one person from the Board is required to attend; however, more are welcome.

5.6 New Library Branch in Five to Ten Years (For Information)

Sharon began by explaining that the County will need a new branch sometime in the future. She referred to an Edmonton Public Library document that explains

how the decision is made about when to open a new branch in an urban area. It is a combination of reaching a critical mass of residents to be served at a distance from an existing branch.

Currently there is the Central Library which is fairly far south in Sherwood Park. North of Lakeland Drive there is a large number of residents who live further than five km from the Central Library.

The question is where to locate a branch and when:

- If the location is within Sherwood Park, it could be a temporary location in a strip mall.
- It could be a branch in Cambrian Crossing, north of the Yellowhead, that could serve both residents of northern Sherwood Park, and the first resident of Bremner.
- Finally, there is Bremner itself. It will take many years for Bremner to take shape. The first part of development may have a recreation centre or school where library services could be offered.

Most new public library buildings are co-located with schools, recreation centres, or community centres.

Sharon noted that a new branch would not duplicate services in the Central Library. Materials processing, IT, HR and accounting would remain in the Central Library. The new branch would have public services, collections, program space and staff/meeting areas.

Sharon has been meeting with County planners to help keep the Library in their minds. She has also been providing orientations for the new senior administration at the County. Construction of a new library branch would be paid for by the County, so this needs to be on the County's radar.

For the furnishings of the new branch, the Library Board has established a new reserve.

Comment/Question: Could we help the less mobile instead? Sharon explained that there are library service options to serve patrons who cannot come to a library location.

Is it possible to expand existing Library foot print? Answer: Sharon explained the library space we have is flexible. It was planned to be a 50-year building. The need for a new library branch is not because we are running out of space here, but because library services need to be accessible to patrons close to where they live. When the Library was displaced to the temporary Baseline Village location we picked up people that had never been to the Library. As well, some people could

not get to the Baseline Village location, so we didn't see them again until the library reopened in this neighbourhood. How far a person is from a library determines who comes.

MOTION 28/2022

That the Strathcona County Library Board accept the Reports for Information.

Moved by Denise Charbonneau. Seconded by Keely Cronin CARRIED

6. New Business

6.1 Report from the Ad Hoc Volunteer Awards Committee (For Information)

MOTION 29/2022

That the Strathcona County Library Board ratify the recommendation of the Ad Hoc Muriel Abdurahman Volunteer Award Committee.

Moved by Gene Syvenky. Seconded Keely Cronin. CARRIED

6.2 Policy Committee Meeting

6.2.1 Minutes of the April 4, 2022 Meeting

6.2.2 Draft 2022 Policy Committee Work Plan

Candace was commended on all her work on drafting proposed changes to the financial policies.

MOTION 30/2022

That the Strathcona County Library Board approve the Draft 2022 Policy Committee Work Plan.

Moved by Courtney Chamulke. Seconded Susan Miskiman. CARRIED

6.2.3 Revised General Finance Policy (FI01)

MOTION 31/2022

That the Strathcona County Library Board approve the revisions to the General Finance Policy (FI01)

Moved by Courtney Chamulke. Seconded by Denise Charbonneau. CARRIED

6.2.4 Revised Reserve Policy (FI02)

MOTION 32/2022

That the Strathcona County Library Board approve the revisions to the Reserve Policy (FI02)

Moved by Gene Syvenky. Seconded by Keely Cronin. CARRIED

6.2.5 Revised Signing Authority Policy (FI03)

There was discussion regarding the proposed changes to 1.4. Contracts like maintenance agreements for the sorter/self checkouts are multi-year and are over the \$50,000 limit, but there are not many. It was decided to keep the wording for section 1.4 as it currently is so the Board would approve multi-year contracts for amounts over \$50,000.

MOTION 33/2022

That the Strathcona County Library Board approve the revisions to the Signing Authority Policy (FI03) as amended.

Moved by Susan Miskiman. Seconded by Courtney Chamulke. CARRIED

6.2.6 Revised Procurement Policy (FI05)

MOTION 34/2022

That the Strathcona County Library Board approve the revisions to the Procurement Policy (FI05).

Moved by Gene Syvenky. Seconded by Denise Charbonneau. CARRIED

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

The Board discussed whether the next meeting should be online, hybrid or in person. Due to uncertainty of COVID-19, Sharon will book a room big enough for an in-person meeting where each member can have their own table and chair. She will send out a poll ahead of the meeting to confirm if everyone can meet in-person, or if a hybrid meeting is needed. The Chair recommended that if less than 50 per cent of the Board can attend in-person, an online meeting is preferable to a hybrid meeting.

7.2 Upcoming Friends Meeting

May 9, 2022 at 7 pm. – also the Friends’ AGM

7.3 Public Presentations

8. Adjournment

The meeting was adjourned at 7:39 pm.



Chair



Secretary/Treasurer