

**Strathcona County Library Board**

Minutes

June 20, 2022

Hybrid Meeting - Zoom, County Hall Basement, Room L-1

**Board Members Present**

Cathy Allen

David Atkinson (Chair)

Courtney Chamulke

Keely Cronin

Councillor Glen Lawrence

Korinna Levangie

Susan Miskiman

Pam See-Too

Gene Syvenky

Denise Charbonneau

**Library Staff**

Sharon Siga (Chief Executive Officer)

Candace Tomlinson (Accountant)

Shelley Reason (Library Assistant - Minutes)

**Regrets**

**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 41/2022**

Sharon Siga asked for two agenda items to be added: Page Probationary Period and Upcoming Presentation to the Priorities Committee.

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

Moved by Keely Cronin. Seconded by Pam See-Too

CARRIED

**3. Minutes of the May 16, 2022 Library Board Meeting**

**MOTION 42/2022**

That the Strathcona County Library Board approve the minutes of the May 16, 2022 as presented.

Moved by Courtney Chamulke. Seconded by Denise Charbonneau.

CARRIED

**4. Business Arising from the Minutes None.**

**5. Reports**

**5.1 List of correspondence: Incoming, Outgoing and Media Releases**

**5.2 Department Reports**

Denise Charbonneau commented how well Customer Service did organizing the Book Sale. Patrons had fun, and the festive feel was great. The event was well run, including the Friends volunteers. It was a good event.

Susan Miskiman added that it is very humble that the 2022 Muriel Abdurahman Volunteer Award recipient does not want a big event to recognize his contributions. The Board should say a special thank you to the recipient. Susan will draft some points for David so there can be a letter of congratulations from the Board.

**5.3 County Councillor Verbal Report**

Councillor Lawrence reported that the Strathcona Awards of Excellence were in person this year, so it was a nice opportunity to see everyone. The lunch and tour for Councillors on June 14 was a big hit. Strategic Planning is wrapping up. The councillors toured the north part of the County to familiarize themselves with all the resources in the County. Thank you for the tour of the Library and lunch: it was very appreciated.

**5.4 Chair Verbal Report**

David Atkinson attended the Alberta Library Trustees Association (ALTA) AGM. The organization finished with a slight surplus. ALTA is going ahead with presenting webinars for trustees. David will be presenting a webinar on fundraising. All may attend if they are interested.

**5.5 Minutes of the June 3, 2022 Ad Hoc Enterprise Risk Management Committee Meeting**

Gene reported the committee is focusing on cyber security. Sharon and Cathy attended a workshop on this topic, and the Committee agreed on the format of the report that come to the Board by the end of the year.

**MOTION 43/2022**

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

Moved by Gene Syvenky. Seconded by Courtney Chamulke. CARRIED

## 6. New Business

### 6.1 2022 First Reporting Period (P1) Financial Results (For Information)

Sharon said that the end of year surplus is projected to be just under \$100 000. A discussion occurred re how many years has there been a surplus, where the surplus comes from, and if the amount carried over is high/low. Sharon responded that most of the surplus relates to salaries. Due to some uncertainty about job tasks with the new County platform, some hiring has been put on hold. It is difficult to predict retirements and maternity leaves and typically a new person is hired at a lower pay rate. Candace commented that the last time there was a deficit was 2008, and it was under \$10,000. Sharon also said the County CFO's preference is to smooth requests for increases to the tax rate by having small surpluses that go into reserve so some years do not have large budget increases for one-time capital costs. David Atkinson said most organizations have 3 to 4 per cent in reserves. Gene Syvenky felt the Library's projected surplus of 1 per cent was a modest amount.

#### **MOTION 44/2022**

That the Strathcona County Library Board accept the 2022 First Reporting Period (P1) Financial Results and Forecast for information.

Moved by Gene Syvenky. Seconded Courtney Chamulke. CARRIED

#### **6.1.1 Library Board Cost Centre Details**

### 6.2 Minutes of the June 13, 2022 Executive Committee Meeting (For Information)

Candace covered everything well in her report. The gates at the front of the Library are to be replaced. The Board discussed the stand alone pod that will be purchased for patrons that wish to do Zoom job interviews and for studying. Other capital costs relate to annual purchases of materials for the library collection and evergreening the library's computer resources.

### 6.3 2023 Capital Budget and 2024-2027 Capital Plan

#### **MOTION 45/2022**

That the Strathcona County Library Board approve the 2023 Capital Budget.

Moved by Denise Charbonneau. Seconded by Pam See-Too CARRIED

#### **MOTION 46/2022**

That the Strathcona County Library Board receive the 2024-2027 Capital Plan for Information.

Moved by Keely Cronin. Seconded by Gene Syvenky. CARRIED

**6.4 2023 Fees, Rates and Charges**

There are no significant changes. The Library has not been charging overdue fines for interlibrary loans, so this change reflects actual practice.

**MOTION 47/2022**

That the Strathcona County Library Board approve the 2023 Fees and Charges schedule.

Moved by Cathy Allen. Seconded by Denise Charbonneau. CARRIED

**6.5 Draft 2021 Annual Report (For Discussion and Decision)**

Cathy Allen commented that the quotes from patrons are fantastic and speaks to the services patrons appreciate. Susan agreed that the report is well done and succinct. She had one suggested wording change regarding the three areas of focus. Sharon will take this back the Communications staff.

**6.6 Public Advocacy Committee Meeting**

A discussion occurred about the new website. Sharon reported that the new website has been positively received. The Web Implementation Team has been working hard on fixing minor issues, like links that aren't working. The implementation went well and comments from patrons have been the site is more intuitive. Comments from Board members was that the site is easy to use.

Susan asked if we keep a count of the number of people that attended the trade fair booth. Sharon responded that due to COVID-19 and the photo booth of the Bookmobile that was offered for children, only one person was in the booth at a time. This meant that we didn't sign people up for library cards at the booth this year. This allowed very good quality of discussions with each person. Sharon did not have the information about the number of interactions, but she will forward this to Board Members. There were fewer interactions, but more time for quality discussions. Staff were able to keep track of each interaction.

**6.6.1 Draft Minutes of the June 6, 2022 Public Advocacy Committee Meeting (For Information)**

Cathy thanked the Committee. She has enjoyed the meetings. Cathy explained the importance of inviting and talking about concerns with Provincial candidates that will be running in this upcoming election year.

**6.6.2 2022 Actions Plans****MOTION 48/2022**

That the Strathcona County Library Board approve the 2022 Advocacy Action Plans.

Moved by Gene Syvenky. Seconded by Courtney Chamulke. CARRIED

### **6.6.3 Draft Letter to the Minister of Municipal Affairs from Medium-Sized Public Libraries**

The seven medium-sized public libraries wish to send a letter to the Minister of Municipal Affairs about increasing funding to public libraries. David proposed changes to make the letter stronger. David is not sure if ALTA is going to send a letter but suggested a copy of our letter be sent to ALTA as well. The Board has offered their support with regards to sending the letter to Municipal Affairs.

## **6.7 Page Probationary Period**

### **MOTION 49/2022**

That the Strathcona County Library Board approve the changes to the Employee Handbook to extend the Page probation period from 3 months to 6 months, effective June 20, 2022.

Moved by Denise Charbonneau. Seconded by Keely Cronin. CARRIED

## **6.8 2023 Library Board Recruitment**

Sharon shared that there are five Board Members whose terms are ending in December. If these members wish to continue on the Board they must reapply. The County's Governance Advisory Committee asked the Library Board to revise its Candidate Profile. David asked if there should be any additions. Denise stated that just because you are on the Board now, this does not mean you will be reinstated, therefore we don't know what skill sets will be needed in 2023. David asked that Board Members let him know if they plan to reapply. In the meantime, it was decided to add wording similar to "Engaged in community life in Strathcona County" to the Library profile.

## **6.9 Upcoming Presentation to the Priorities Committee**

Sharon wanted to be aware of a presentation that will be made to County Council's Priorities Committee expressing concern about the two Rainbow Reading programs offered last week. The library partnered with altView to have two of their story time programs take place at the library during Pride month. Sharon explained the programs were in addition to the usual story times we offer and patrons had to register specifically for these programs. Sharon attended the Saturday event and the presentation focused on encouraging children to support people are different and the need to support each other. Comments from Board Members were that the presentation should have been made to the Library Board and not the Priorities Committee. Sharon said that she had shared the Zoom link and room number of this Board meeting with the presenter and invited the person to attend. Sharon and Cathy will be attending the Priorities Committee meeting, and the library's Communication team will be monitoring social media.

**7. Comments, Announcements, and Other Business**

**7.1 Board Member Round Robin**

**7.2 Upcoming Friends Meetings:**

**7.2.1** September 12, 2022; November 14, 2022 (AGM: May 8, 2023)

**7.3 Public Presentations:** None.

**8. Adjournment**

The meeting was adjourned at 8:05 pm.



---

Chair

---

Secretary/Treasurer