

## **Strathcona County Library Board**

### **Minutes**

September 19, 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

#### **Library Staff**

Sharon Siga (Chief Executive Officer)

Shelley Reason (Library Assistant – Minutes)

#### **Regrets**

Denise Charbonneau

#### **1. Call to Order**

The meeting was called to order at 6:30 pm, by the Chair, David Atkinson.

#### **2. Approval of the Agenda**

##### **MOTION 50/2022**

That the Strathcona County Library Board approve the Agenda.

Moved by Courtney Chamulke. Seconded by Cathy Allen.

**CARRIED**

#### **3. Minutes of the June, 20 2022 Library Meeting**

##### **MOTION 51/2022**

That the Strathcona County Library Board approve the minutes of the June 20, 2022 meeting as presented.

Moved by Susan Miskiman. Seconded by Keely Cronin.

**CARRIED**

**4. Business Arising from the Minutes**

None.

**5. Reports**

**MOTION 52/2022**

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

Moved by Courtney Chamulke. Seconded by Cathy Allen.

CARRIED

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

**5.2 Performance Measures: January to June, 2022**

Susan Miskiman commented that it is nice to see an increase in the number of people coming into the library comparing the first half of 2021 to 2022.

**5.3 Department Reports – September**

Sharon Siga added the new sorter is up and running for the public to use. Feel free to have a look before you leave tonight.

**5.4 County Councilor Verbal Report**

Glen Lawrence reported that Council's first fall meeting was the Priorities Committee where the library presented the Annual Report and Financial Statements for 2021. The presentation was well received. Council recognizes the benefits to the community that the library provides.

The County hosted the latest gathering of the Federation of Canadian Municipalities. Delegates from across Canada attended. Many were very impressed by Strathcona County and with the library. Sharon added that the delegates also donated books to the library from across Canada.

Budget season is going to be tough this year. Council is asking departments to find efficiencies, but they are not looking at cuts at this time. David asked if Council would be looking at library funds? Glen said they would not do that as it is up to the Board to build the library's budget. Council has been satisfied with the library's budgets because often the library has lower tax rate increases than the municipality.

**5.5 Chair Verbal Report**

David Atkinson reported that the Priorities Committee presentation went well. Sharon will send the Board the link to the Priorities Committee presentation

webcast. We will have to go back to Council next month to present next year's budget and the services that the library will be providing in 2023.

The Friends of Strathcona Library had their first meeting of the fall. There were 15 very keen people attended. The Friends are struggling to find their way. There is no question of the Friends' enthusiasm and commitment to the library, but they struggle to fill the slate of executive officers on their board.

The September Alberta Library Trustees Association (ALTA) meeting was canceled. The next one is in October. ALTA is producing webinars for Boards around the province. David and Richard Cook recorded a webinar on fundraising. If you are interested, please check it out.

#### **5.6 Minutes from the May 5, 2022 Friends of Strathcona County Library Society Board Meeting**

#### **5.7 Minutes from the September 1, 2022 Executive Committee Meeting**

### **6. New Business**

#### **6.1 2022 Second Reporting Period (P2) Financial Results (For Information)**

Sharon explained that much of the projected permanent surplus for 2022 pertains to staffing. It is not possible to budget for like maternity leaves and retirements. Usually staff hired to fill a maternity leave are hired at a lower wage due to less experience, and they do not qualify for the library's pension plan.

As well, we have chosen not to fill some vacancies immediately as some job duties are still in flux. For example, the duties are changing for a position in the Administration Department due to the County's new accounting and human resources system. Implementation was scheduled for March, 2022, but implementation of the accounting system was delayed to July 18, and the human resources implementation now scheduled for October 24. Until the actual duties are known, it is difficult to create a job posting.

Candace Tomlinson, our Accountant, identified in her report which part of the current surplus funds will be resolved before the end of the year. Due to the County's implementation of the new accounting software, not all monies for amortization for July and August have been recorded as expenses. This will be corrected in the next few weeks.

Gene Syvenky asked if the projects that were to be implemented this year are on track? Sharon responded that the new sorter was a week behind schedule, but is up and running today. The installation of the paging system was delayed as we are waiting on one piece that was backordered. Also, the installation company did not have as many staff as planned, so one person installed all the speakers in the library after public hours. We are hoping the project will be done at the end of September or early October. It will be paid for in 2022.

Cathy Allen asked if a surplus will affect going to Council with our yearly budget. Sharon explained that Council supports the library building reserves for upcoming projects. One example is a new library branch. The more funds the library can provide towards the project, the better. Councillor Lawrence explained that no public organization should hold money in reserve without a good reason, but that without reserves, some years the tax rate would have to be very high to raise all the money required for large projects.

**MOTION 53/2022**

That the Strathcona County Library Board accept the Second Reporting Period 2022 Financial Statement and Forecast for Information.

Moved by Courtney Chamulke. Seconded by Keely Cronin. CARRIED

**6.2 Minutes of the September 7, 2022 Executive Committee Meeting (For Information)**

**6.3 Draft 2023 Operating Budget**

Sharon explained that for the 2023 budget, some expenses were being reintroduced from before the pandemic, such as funds for staff to attend conferences. A placeholder is in the budget for an economic adjustment to salaries, but the final number will be decided by the Board at its December Board meeting.

There will be another tax rate forecast for 2023 released soon, and it may necessary to bring a revised budget to the October Board meeting.

**MOTION 54/2022**

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

Moved by Gene Syvenky. Seconded by Pam See-Too. CARRIED

#### **6.4 2023 Operating Budget and 2024-2026 Operating Budget Projections**

Sharon explained the numbers presented are dependent on the current tax revenue forecast. This report gives a sense of library finances for the next four years, but the Board will approve the actual budgets each year. Courtney Chamulke suggested that an increase may be needed for professional services as they are likely increasing. Sharon noted that the money to buy books and DVDs for the physical collection must now be placed in a reserve each year and then taken out of reserve as purchases are made. Susan asked if we are anticipating large IT expenditures as technology changes or is the equipment replacement budget like for like? Sharon responded that most of the equipment replacement plan is like for like, but flexibility if possible.

##### **MOTION 55/2022**

That the Strathcona County Library Board receive the 2024-2026 Operating Budget Projections for Information.

Moved by Susan Miskiman. Seconded by Keely Cronin. CARRIED

#### **6.5 In Person Attendance at Board Meetings (For Discussion and Decision)**

After discussion, it was decided that starting with the November Board meeting, the preference is to meet in person for Board meetings, but Board Members that need to participate online can still do this. Sharon will book County Hall Meeting Room L-1 that allows for hybrid meetings.

#### **6.6 Upcoming Process to Reapply for the Library Board (For Information)**

Denise Charbonneau requested the process to be reviewed for those who wish to reapply for another term on the Board. The application process is delayed this year. Sharon will inform the Board when the County online application forms are available.

#### **6.7 Update on the Friends of the Strathcona County Library Society (For Discussion)**

David explained that the Friends would like to review the Memorandum of Understanding (MOU) between the Friends and the Library Board. The MOU was signed back in 2018. Volunteers were called for. David will participate, and he asked Sharon to also attend the meeting with the Friends.

Susan asked if we can help the Friends with ideas to support them. David responded that the Friends have some yearly fundraising activities – a raffle, Christmas gift wrap, and a casino. There is value in the Friends as they can apply

for casino licenses, etc. that the library cannot apply for. David is confident they will find their way. It was noted that fundraising needs to be clear to the public as to what the funds are for.

Susan asked if we can invest time to help direct them and give them ideas on areas to work towards. David said the Friends are an independent, standalone organization so they must make their own decisions. Sharon mentioned that the Library has a staff person who is the Friends' liaison, and she provides support. She is currently working with someone who may put their name forward for the president position, however, they still need all other executive positions filled. It takes lots of volunteers to run these events, and there are volunteers willing to help with these events; however, it is hard to get Board members who will take on executive positions. If you know of anyone who would be interested, please encourage them to join the Friends Board. Executive positions like Vice President, Secretary and Treasurer have a two-year term. The Friends Board meet every two months. If you know someone who might be interested in being a Secretary or Treasurer for the Friends, let Sharon know.

#### **6.8 Appointment of the Auditor**

Courtney asked how long has Ernst & Young been doing the library audit. Sharon answered that Ernst & Young have been our auditor for two years. The County sends out a request for proposal about every five years. The Library Board has tended to chose the same auditor as the County as it is less expensive. Since some of our transactions are included in the County audit testing, the auditors do not need to spend time testing the same processes for the library.

#### **MOTION 56/2022**

That the Strathcona County Library Board appoint Ernst & Young LLP as the auditor of Strathcona County Library for the year ending December 31, 2022. Moved by Courtney Chamulke. Seconded by Korinna Levangie. CARRIED

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

#### **7.1 Board Member Round Robin**

#### **7.2 Upcoming Friends Meeting: November 7, 2022**

#### **7.3 Public Presentations: None**

**8. Next Meeting Date**

**8.1 October 17, 2022**

**9. Adjournment**

The meeting was adjourned at 7:56 pm.

*Samuel H. Adams*

*E. B. Ready*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary/Treasurer

Draft