

Strathcona County Library Board

October 17, 2022

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

Board Members Present

David Atkinson

Keely Cronin

Denise Charbonneau

Gene Syvenky

Courtney Chamulke

Councillor Glen Lawrence

Korinna Levangie

Library Staff

Sharon Siga (Chief Executive Officer)

Shelley Reason (Library Assistant - Minutes)

Regrets

Cathy Allen

Susan Miskiman

Pam See-Too

1. Call to Order

The meeting was called to order at 6:33 pm by the Chair, David Atkinson.

2. Approval of the Agenda

MOTION 57/2022

That the Strathcona County Library Board approve the Agenda.

Moved by Denise Charbonneau. Seconded by Courtney Chamulke CARRIED

3. Minutes of the September 19, 2022 Library Board Meeting

MOTION 58/2022

That the Strathcona County Library Board approve the minutes of the September 19, 2022 meeting as presented.

Moved by Gene Syvenky. Seconded by Denise Charboneau. CARRIED

4. Business Arising from the Minutes

4.1 Revised 2023 Operating Budget

Sharon Siga explained that changes in the 2023 operating budget are required due to updated information the County has provided. Less revenue was forecast from property tax, so an adjustment was made to expenditures. Other changes meant a small increase to

funds going to reserve.

MOTION 59/2022

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

Moved by Courtney Chamulke. Seconded by Gene Syvenky. CARRIED

MOTION 60/2022

That the Strathcona County Library Board receive the updated 2023 Operating Budget & 2024/2026 Operating Budget Projections as information.

Moved by Gene Syvenky. Seconded by Korinna Levangie CARRIED

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 Department Reports – September

Department Reports were discussed, and Board members were interested in the background of most submissions and made many positive comments.

5.3 Minutes of the September 12, 2022 Friends of the Strathcona County Library Society

David Atkinson reported the Friends had an active meeting. The Friends designated some reserves for the library to buy books in Ukrainian. Plans are underway for fundraisers, including a book sale, gift wrap, and casino.

The Friends may have a new chair, however, there are still Executive positions not yet covered for 2023.

Sharon will send an email to Library Board members with the date of the book sale. If any Board members wish to donate books, they can drop them off at the Circulation Desk. Arrangements can be made for drop off at the delivery area if people wish to donate more than one or two boxes.

5.4 County Councilor Verbal Report

Glen Lawrence reported on some recent successful County events; these included the Alex Janvier exhibition at Gallery@501, and the Indigenous art displayed between County Hall and the Community Centre. Glen also attended a very informative conference on the Circular Economy, which was presented by the Utilities Department. The budget is coming up soon and Council is working hard to keep tax increases minimal.

5.5 Chair Verbal Report

Nothing to report.

5.6 Public Advocacy Committee Meeting Minutes for the October 3, 2022 Meeting

Sharon reported the Committee has been working on their advocacy actions plans with the main focus being the upcoming provincial election. The Committee has decided to start by reaching out to local MLAs and anyone that has already won their party's nomination before candidates become busy with campaigning.

MOTION 61/2022

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 Ad Hoc Enterprise Risk Management Committee****6.1.1 Minutes of the September 27, 2022 Committee Meeting****6.1.2 Draft Cyber Security Strategy**

Gene Syvenky explained the importance of an Enterprise Risk Management (ERM) plan. Cybersecurity was selected as the first area for focus. Sharon and Cathy Allen attended a workshop on the topic that provided a template for analysis and documentation. Using this information, the Committee drafted a Cybersecurity Strategy. Denise Charbonneau stated the chart was interesting and commended the Committee on their good work. Denise asked what the Board yearly review will look like? Gene said the ERM Strategy is not intended to be cumbersome. Staff are given the opportunity to review the process internally and report to the Board annually. The Board can then determine if the process in place is complete, or ask "Have you considered this?" The Committee have forwarded two policies to the Policy Committee for review: an Information Security Policy, and a Cybersecurity Policy.

MOTION 62/2022

That the Strathcona County Library Board approve the draft Cybersecurity Strategy.
Moved by Gene Syvenky. Seconded by Courtney Chamulke CARRIED

MOTION 63/2022

That the Strathcona County Library Board dissolve the Ad Hoc Enterprise Risk Management Committee with thanks.

Moved by Gene Syvenky. Seconded by Keely Cronin. CARRIED

6.2 2023 Board Meeting Dates

After reviewing the survey results and after discussion, it was decided to keep the Board meeting dates as the third Monday of every month, with exceptions for January, February and December.

6.3 Confirm 2022 Library Board Self-Evaluation Questions

MOTION 64/2022

That the Strathcona County Library Board approve the 2022 Library Board Self-Evaluation Questions as presented.

Moved by Denise Charbonneau. Seconded by Courtney Chamulke. CARRIED

6.4 Meeting with Fort Saskatchewan Public Library Board

The Director of the Fort Saskatchewan Public Library felt that it would be useful to bring both Boards together to help the Boards to understand how much both libraries do together. Sharon explained the history behind the partnership of the two libraries.

The suggestion was made to invite the Fort Saskatchewan Public Library Board for a social evening event, 5 pm to 8 pm, starting with food and then a presentation, “What do we share?” The first half of the year would be preferable.

6.5 Select a Date for a Policy Committee Meeting

November 23, 2022, 6:30 pm

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

7.2 Upcoming Friends Meeting:

November 14, 2022

7.3 Public Presentations:

None

8. Next Meeting Date

8.1 November 21, 2022

9. Adjournment

The meeting was adjourned at 7:48 pm.



Chair



Secretary/Treasurer