

**Strathcona County Library Board  
Minutes**

November 21, 2022

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

**Board Members Present**

David Atkinson  
Keely Cronin  
Denise Charbonneau  
Gene Syvenky  
Courtney Chamulke  
Councillor Glen Lawrence  
Korinna Levangie  
Susan Miskiman  
Pam See-Too

**Library Staff**

Sharon Siga (Chief Executive Officer)  
Shelley Reason (Library Assistant - Minutes)

**Regrets**

Cathy Allen

**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 65/2022**

That the Strathcona County Library Board approve the Agenda with addition of 6.5 Performance Evaluation, and 6.6 Advocacy Letter to the Minister.

Moved by Korinna Levangie. Seconded by Denise Charbonneau. CARRIED

**3. Minutes of the October 17, 2022 Library Board Meeting**

**MOTION 66/2022**

That the Strathcona County Library Board approve the minutes of the October 17, 2022 meeting as amended with errors corrected.

Moved by Gene Syvenky. Seconded by Denise Charbonneau. CARRIED

**4. Business Arising from the Minutes**

Susan Miskiman thanked Gene Syvenky for the framework for the Enterprise Risk Management document. Susan asked if the Ad Hoc Enterprise Risk Management Committee had any recommendations for the Board. Gene felt the committee could be disbanded because there is now a document in place that ensure annual reviews.

**5. Reports**

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

**5.2 Department Reports – October**

Denise commented the November/December Program brochure is impressive. Susan but suggested that pictures of our beautiful library could be used in the future.

Sharon explained the issues library staff being paid through the County's new Oracle system on November 9. The library has committed to reimbursing any staff that may have incurred fees due to payroll being late. Denise asked to be kept updated.

Denise asked that staff be commended for exceeding the number of people that were expected at Fall Feast of Words. People are eager to come back to in person programs. She also commended staff on the great variety of program topics that are offered.

Denise noticed that digital usage of Hoopla has not increased like the use of Overdrive and wondered if this was because we limit the number of items that can be taken out in Hoopla each month. Sharon agreed and explained that the library is trying to feature Overdrive because Hoopla is the more expensive option.

**5.3 Minutes of the November 3, 2022 Executive Committee Meeting**

**5.4 County Councilor Verbal Report**

Glen Lawrence reported the library budget presentation was great. County Council is in the process of budget meetings. Many departments are being streamlined and only minor cuts to services will be implemented.

**5.5 Chair Verbal Report**

David, Denise, Gene, and Sharon presented the library budget to Council. The presentation went well and there was good feedback.

**MOTION 67/2022**

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

Moved by Denise Charbonneau. Seconded by Corinna Chamulke

CARRIED

**6. New Business**

**6.1 Closed Days in 2023**

**MOTION 68/2022**

That the Strathcona County Library Board approve the library's closed days for 2023.  
Moved by Denise Charbonneau. Seconded by Keely Cronin CARRIED

**6.2 Volunteers to Plan the 2023 Strategic Planning Retreat**

Sharon explained that the Committee will work with staff to plan sessions at the retreat. This time there will be at least four new Board Members. Together the Board and Staff will determine what priorities the library will focus on in 2024.

**MOTION 69/2022**

That the Strathcona County Library Board appoint Courtney Chamulke and David Atkinson to the Ad Hoc Retreat Planning Committee for 2023.  
Moved by Keely Cronin. Seconded by Korinna Levangie. CARRIED

**6.3 Audit Planning at the Executive/Audit Committee Meeting November 28 at 2 pm. In the Maple Room and via Zoom**

All Board members are welcome to attend.

**6.4 Staff PD Day on December 2**

Sharon provided information on the upcoming Staff PD Day. Long term service awards for staff will be at 9 am, followed by a presentation by Edmonton Public Library's Writer-in-Residence. Staff were encouraged to read her book and there will be a chance for staff to record ideas for the library to move forward with reconciliation. There will also be presentations by staff in the afternoon. David will bring greetings from the Board, and all Board Members are welcome to attend.

**6.5 Performance Evaluation**

A lengthy discussion occurred regarding the CEO's annual performance review. Members of the Executive Committee asked questions about options to recognize library staff for outstanding performance. They asked if the current mechanisms for recognizing staff were meaningful. Denise suggested an Ad Hoc Committee could be established and come back to the Board with recommendations. It was decided David will draft some terms for a committee to be formed in January when Board Members volunteer for committee assignments.

**6.6 Advocacy Letter to the Minister**

CEOs from medium-sized libraries drafted a letter to the Minister of Municipal Affairs asking for increased funding. Denise commented the letter is nicely worded.

**MOTION 70/2022**

That the Strathcona County Library Board endorse the joint letter for increased funding being sent to the Minister of Municipal Affairs.

Moved by Denise Charbonneau. Seconded by Korinna Cronin.

CARRIED

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

**7.1 Board Member Round Robin**

**7.2 Upcoming Friends Meeting:**

January 9, 2023 County Hall Room L-1

**7.3 Public Presentations:**

None

**8. Next Meeting Date**

**8.1 December 12, 2022**

**9. Adjournment**

The meeting was adjourned at 7:48 pm.



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Chair



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Secretary/Treasurer