

**Strathcona County Library Board
Minutes**

December 12, 2022

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

Board Members Present

David Atkinson
Keely Cronin
Denise Charbonneau
Courtney Chamulke
Councillor Glen Lawrence
Korinna Levangie
Cathy Allen
Pam See-Too

Library Staff

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

Regrets

Susan Miskiman
Gene Syvenky

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 71/2022

That the Strathcona County Library Board approve the Agenda.

Moved by Korinna Levangie. Seconded by Denise Charbonneau

CARRIED

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

MOTION 72/2022

That the Strathcona County Library Board approve the minutes of the November 21, 2022 meeting as amended with errors corrected.

Moved by Keely Cronin. Seconded by Courtney Chamulke.

CARRIED

4. Business Arising from the Minutes

No business arising from the minutes.

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 Department Reports – December

Denise Charbonneau said that David Atkinson's speech at the December 2 PD Day did a beautiful job reminding staff how valuable they are to the community.

5.3 County Councilor Verbal Report

Councillor Glen Lawrence reported Council approved the budget early, keeping the tax increase down to 4.4 per cent with no cuts to services or staff. Councillor Lawrence commented it was good to see library staff at the December 2nd PD Day and that it was well attended.

5.5 Chair Verbal Report

David stated the library did a great job with the long-term service awards. He was impressed that 17 staff had reached a service milestone, and he noted that one person was recognized for 40 years of service.

David mentioned the Friends of the Library are looking for volunteers to assist with Gift Wrap fundraiser. Sharon will send out the link for volunteering for shifts again in case any Board members are interested.

David also attended an Alberta Library Trustees Association (ALTA) meeting. ALTA will be continuing to create webinars in the new year. There was talk of a possible provincial conference in 2024.

MOTION 73/2022

That the Strathcona County Library Board accept the Reports for Information. Moved by Courtney Chamulke. Seconded by Denise Charbonneau CARRIED

6. New Business

6.1 Year-end Transfers to/from Reserves

Sharon explained, due to receiving some donations late in the year, we are unable to spend them prior to the end of 2022. We would like to use these funds to buy materials for the collection and fund special programming in 2023. In order to facilitate this, we need to transfer the funds to reserve in 2022 and transfer the funds out of reserve in 2023 when the purchases are made.

MOTION 74/2022

That the Strathcona County Library Board transfer any unspent donations received in 2022 to the Carry Forward Reserve.

Moved by Keely Cronin. Seconded by Korinna Levangie.

CARRIED

At the end of 2021, the unspent donations received were transferred to reserve to fund collections and programming in future years. Some of these funds were used to purchase Memory Kits, which are now available to the public. We now need to transfer the funds from reserve to offset these additional expenditures.

MOTION 75/2022

That the Strathcona County Library Board approve the transfer of \$3,791.52 from the Carry Forward Reserve to cover the 2022 expenditures.

Moved by Denise Charbonneau. Seconded by Courtney Chamulke. CARRIED

6.2 Disposition of Surplus

Sharon explained the formula of 1.5% of annual budget expenses is used to determine how much is needed in the Deficit Contingency Reserve. Sharon also explained that the auditors are looking for direction from the Board in the December minutes. There will be a motion at the January Board meeting when the actual amount of the transfer is known.

MOTION 76/2022

That the Strathcona County Library Board approve the transfer of \$4,175.00 from the 2022 year-end operating surplus to the Deficit Contingency Reserve, to bring the reserve to its optimal balance.

Moved by Korinna Levangie. Seconded by Keely Cronin. CARRIED

MOTION 77/2022

That the Strathcona County Library Board approve the transfer of the remainder of the 2022 year-end operating surplus to the New Service Point Reserve.

Moved by Denise Charbonneau. Seconded by Courtney Chamulke. CARRIED

6.3 Economic Adjustment to Grid for 2023

The County has implemented a 2.5% Cost of Living Allowance (COLA). Sharon explained the Board can make an independent decision, but many years the Library Board chooses to follow the County's lead. Discussion revolved around how the library and County determines COLA adjustments and other salary comparisons. The library has not completed a salary survey recently because three of its comparators in the Metro Edmonton area are in negotiations at the moment. Once those negotiations are completed SCL will complete a new survey.

MOTION 78/2022

That the Strathcona County Library Board approve a salary adjustment to the Library Salary Grid for 2023 of 2.5% effective January 1, 2023 excluding the Pages pay range.

Moved by Korinna Levangie. Seconded by Keely Cronin. CARRIED

6.4 Minutes of the November 23, 2022 Policy Committee Meeting (For Information)

Denise presented for the Policy Committee. The Committee determined the Staff Computer Use Policy and the Staff Recognition Policy are more guidelines than policies. If they become guidelines, the library's Management Team would be able to revised them.

6.4.1 Cybersecurity Related Policies (For Information)

6.4.2 Draft Information Security Policy (OP 09)

MOTION 79/2022

That the Strathcona County Library Board approve the new Information Security Policy (OP 09).

Moved by Courtney Chamulke. Seconded by Korinna Levangie.

CARRIED

6.4.3 Draft Cybersecurity Policy (OP 10)

MOTION 80/2022

That the Strathcona County Library Board approve the new Cybersecurity Policy (OP 10).

Moved by Korinna Levangie. Seconded by Keely Cronin. CARRIED

6.4.4 Staff Computer Use and Data Security Policy (OP 05)

MOTION 81/2022

That the Strathcona County Library Board reclassify and transfer the content of the Staff Computer Use and Data Security Policy (OP 05) to the Employee Use of Technology Guideline.

Moved by Courtney Chamulke. Seconded by Korinna Levangie.

CARRIED

6.5 Minutes of the November 28, 2022 Executive/Audit Committee Meeting

6.5.1 Audit Planning Report

David, Denise and Sharon met with the library's external auditors. Courtney Chamulke asked if there were any audit adjustments last year, and there were none. Courtney stated that if the audit is clean every year, then it should be possible to ask the auditor to increase the materiality limit. Sharon will investigate.

6.5.2 Library Employee Recognition Policy (HR 06)

MOTION 82/2022

That the Strathcona County Library Board reclassify and transfer the content of the Library Employee Recognition Policy (HR 06) to the Employee Recognition Guideline.

Moved by Korinna Levangie. Seconded by Courtney Chamulke. CARRIED

6.5.3 Enterprise Risk Management Strategy

MOTION 83/2022

That the Strathcona County Library Board approve draft Enterprise Risk Management Strategy.

Moved by Denise Charbonneau. Seconded by Keely Cronin. CARRIED

6.5.4 Risk Register Chart (For Information)

6.6 Appoint Ad Hoc Nominating Committee for Election of Officers

MOTION 84/2022

That the Strathcona County Library Board appoint Keely Cronin and Korinna Levangie to the Ad Hoc Nominating Committee

Moved by Denise Charbonneau. Seconded by Courtney Chamulke. CARRIED

6.7 Discuss Library Board Participation in January Board Member Orientation Regarding Governance

The Board discussed how best to explain the differences between governance and operations to the four new Board Members in 2023. It was agreed David, Denise, and Keely will introduce the topic at the orientation, and the Ad Hoc Retreat Planning Committee will look into who can best present this topic at the retreat.

6.8 Board Self-Evaluation Questionnaire Results

A number of ideas were discussed to ensure Board Members feel part of a team now that in-person meetings are back. This could be a part of the upcoming retreat or the upcoming meeting with the Fort Saskatchewan Public Library Board. David noted that a social event with spouses might also help Board Members get to know each other. David and Denise asked the Board to forward any ideas they might have to Sharon, Denise or David. This will be added to the January agenda.

6.9 Board Member Exit Interviews (For Discussion and Decision)

Denise suggested that the library conduct Board Member exit interviews. The Board has not done this before. The interview could be done on paper, a phone call or another method. There was discussion of the exit interview. Pam See-Too suggested the questions should be informed by the Board self-evaluation survey answers. Denise will look into this more including purpose, questions, who should do the interviews, and how to keep it confidential. Denise suggested that the exit interview results could suggest a theme for the retreat or an icebreaker? Denise also wanted the members leaving the Board to know that after one year they are able to reapply, if they wish.

6.10 Library Board Recognition

There were two departing Board Members in attendance. As is the library's tradition, a book had been purchased for the library collection related to the interests of each Board Member. In each book is a nameplate documenting that person's service on the Library Board.

MOTION 82/2022

That the Strathcona County Library Board sincerely thanks the departing Board Members for their service in representing the community.

Moved by David Atkinson.

CARRIED

6.11 In Camera Session: Personnel Matters and Related Correspondence**MOTION 83/2023**

That the Strathcona County Library Board move to In-Camera at 8:10 pm.

Moved by Courtney Chamulke. Seconded by Korinna Levangie. CARRIED

MOTION 84/2022

That the Strathcona County Library Board revert to regular session at 8:24 pm.

Moved by Courtney Chamulke. Seconded by Korinna Levangie. CARRIED

7. Comments, Announcements, and Other Business**7.1 Board Member Round Robin**

The Board discussed recent books they have read.

7.2 Upcoming Friends Meeting:

January 9, 2023 County Hall Room L-1

7.3 Public Presentations:

None

8. Next Meeting Date

8.1 January 30, 2023

9. Adjournment

The meeting was adjourned at 8:25 pm.



Chair



Secretary/Treasurer