

## **Strathcona County Library Board**

### **Minutes**

January 30, 2023

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

#### **Board Members Present**

David Atkinson (Chair)

Keely Cronin

Denise Charbonneau

Courtney Chamulke

Councillor Glen Lawrence

Korinna Levangie

Donna Smith

Ross Wilson

Paul Ryzuk

Rebecca Gagnon

#### **Library Staff**

Sharon Siga (Chief Executive Officer)

Candace Tomlinson (Accountant) – part of the meeting

Shelley Reason (Library Assistant - Minutes)

#### **Regrets**

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

The meeting was called to order at 6:34 pm. by Chief Executive Officer, Sharon Siga.

**1.2** The four new Board Members, Ross Wilson, Paul Ryzuk, Donna Smith and Rebecca Gagnon were welcomed. Sharon Siga invited each Board Member to introduce themselves.

The meeting was then turned over to Korinna Levangie, Chair of the Ad Hoc Nominating Committee.

##### **2. Ad Hoc Nominating Committee Report and Election of Officers**

Korinna Levangie put forward the following slate of nominations:

**Chair:** David Atkinson

**Vice Chair:** Denise Charbonneau

**Secretary/Treasurer:** Ross Wilson

Korinna called three times for nominations from the floor for the position of Chair. There were no further nominations.

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**MOTION 01/2023**

That nominations for the position of Chair cease.

Moved by Korinna Levangie. Seconded by Keely Cronin.

CARRIED

David Atkinson was acclaimed as the Chair of the Strathcona County Library Board for 2023. Congratulations, David.

Korinna, Chair of the Ad Hoc Nominations Committee, called three times for nominations from the floor for the position of Vice-Chair. There were no further nominations.

**MOTION 02/2023**

That nominations for the position of Vice-Chair cease.

Moved by Korinna Levangie. Seconded by Keely Cronin.

CARRIED

Denise Charbonneau was acclaimed as the Vice-Chair of the Strathcona County Library Board for 2023. Congratulations, Denise.

Korinna called three times for nominations from the floor for the position of Secretary/Treasurer. There were no further nominations.

**MOTION 03/2023**

That nominations for the position of Secretary/Treasurer cease.

Moved by Korinna Levangie. Seconded by Keely Cronin.

CARRIED

Ross Wilson was acclaimed as the Secretary/Treasurer of the Strathcona County Library Board for 2023. Congratulations, Ross.

Sharon Siga thanked the members of the Ad Hoc Nominating Committee and passed the meeting over to David. David thanked everyone for the opportunity to Chair.

**MOTION 04/2023**

That the Strathcona County Library Board thank the Ad Hoc Nominating Committee for their work: Keely Cronin and Korinna Levangie.

Moved by David Atkinson. Seconded by Korinna Levangie.

CARRIED

**3. Committee and Community Group Assignments**

**Policy Committee** – Denise Charbonneau, Courtney Chamulke, Donna Smith, Ross Wilson

**Public Advocacy Committee** – Keely Cronin, Korinna Levangie, Paul Ryzuk, Rebecca Gagnon

**Ad Hoc Volunteer Award Committee** – Korinna Levangie, Denise Charbonneau

**Ad Hoc Staff Compensation and Recognition Committee** – Ross Wilson, Keely Cronin

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**Friends of Strathcona County Library** – David Atkinson, Denise Charbonneau  
**Alberta Library Trustees Association** – David Atkinson representing Area 7

**MOTION 05/2022**

That the Strathcona County Library Board approve all the appointments to committees and community groups.

Moved by Korinna Levangie. Seconded Courtney Chamulke.

CARRIED

**4. Approval of the Agenda**

**MOTION 05/2023**

That the Strathcona County Library Board approve the Agenda.

Moved by Korinna Levangie. Seconded by Keely Cronin.

CARRIED

**5. Minutes of the December 12, 2022 Library Board Meeting**

**MOTION 06/2022**

That the Strathcona County Library Board approve the minutes of the December 12, 2022 meeting.

Moved by Keely Cronin. Seconded by Courtney Chamulke.

CARRIED

**6. Business Arising from the Minutes**

**6.1 Ideas for Team Building**

David explained the need for team building ideas. During the pandemic, the Board was unable to meet in person, so some members felt they did not have the opportunity to develop a strong connection with other members. It was suggested the Board should plan a fun social event to help facilitate relationships. Some of the ideas suggested were bowling or paint night. It was decided that something should be planned prior to the June recess. Suggestions are welcome.

**6.2 Exit Interviews**

Denise Charbonneau presented the research she completed as requested by the Board after a Board Member inquired about the value of an exit interview. It was felt that the exit interviews would show members their opinions are valued and help inform them that they can continue to volunteer with the Library in other capacities, including applying to be a Board member in the future. Some suggestions were to keep the process casual and in person, and change question #5 “Do you feel that you were able to make a difference?” to something that was more open ended. A discussion occurred about how to keep the answers anonymous if there is only one Board Member leaving. A few suggestions revolved around accumulating answers over a couple of years. The information collected, over time, is a good mechanism for change. The member conducting the interview could let the exiting member know that they can be frank because the comments will be framed constructively.

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Further discussion revolved changing the name of the process. It was decided the Executive Committee will discuss the issue further.

[Candace Tomlinson joined the meeting at 6:56 pm.]

## **7. Reports**

### **7.1 List of Correspondence: Incoming, Outgoing and Media Releases**

Sharon explained the List of Correspondence is made up of any correspondence and newspaper mentions/coverage/articles, or other media, that occurs between Board meetings. Any member that wishes to see anything listed please contact Shelley, and she will provide copies.

### **7.2 Department Reports – January**

Sharon added comments on some of the department reports.

### **7.3 Public Advocacy Committee 2022 Annual Report**

Keely Cronin, the 2022 Chair, said the Committee concentrated on outreach opportunities and election priorities. It was a light year.

### **7.4 Policy Committee 2022 Annual Report**

Denise Charbonneau, the 2022 Chair, reported that the Committee frequently asked if this operational (a guideline) or is it governance (a policy)?

### **7.5 County Councilor Verbal Report**

Councillor Lawrence reported that the County is hosting the Winter Special Olympics this year. There are lots of events planned and the schedule can be found online. He also attended a Provincial Agricultural Service Board Conference in Grande Prairie. The County has three agricultural service boards: Ardrossan, Colchester, and Josephburg.

### **7.6 Chair Verbal Report**

David reported that the Alberta Library Trustees Association (ALTA) met and is trying to attract members. They have lost funding from the province so are unable to run their popular provincial conference. ALTA is still producing webinars on many topics relevant to Library Board Members. If interested members can access them.

On January 25, David and Sharon attended a meeting with the Minister of Municipal Affairs, along with the Chairs and CEOs of the larger libraries and library systems in the province. It is very clear smaller libraries are struggling. The minister heard the concerns regarding their futures and the importance of funding from the province.

Sharon added that the annual library operating grants from the province are currently based on 2016 population numbers. The request was made to base the

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grants on current population figures. The provincial budget will be released on February 28.

David and Sharon attended the Friends meeting. The Friends are in the process of renewing themselves by getting new volunteers on their Board in new roles. They are redrafting their memorandum of understanding (MOU) with the library. This document sets out the level of support the library provides the Friends. The Friends are concerned about fundraising, but things are picking up post-pandemic.

#### **7.7 Minutes of the November 14, 2022 and January 9, 2023 Friends of the Strathcona County Library Society Meetings**

##### **MOTION 07/2023**

That the Strathcona County Library Board accept the Reports for Information.  
Moved by Courtney Chamulke. Seconded by Keely Cronin. **CARRIED**

### **8. New Business**

#### **8.1 2022 Financial Update**

Candace explained that in July, 2022, the County rolled out their new enterprise resources program (ERP) built on an Oracle platform. Due to issues in the new software, the County has not been able to provide all the information needed to draft the library's 2022 financial statements. This has pushed back the timelines for the audited financial statements. These will be presented to the Board at its April meeting.

The projected surplus is now sitting at \$400,000. The bulk of the surplus is due to vacancies. Staff hired to cover maternity leaves and other temporary vacancies, start at the beginning of pay ranges. The library chose to not fill some positions in 2022. The Administration Department chose to delay filling a position because the job duties would be different after Oracle implementation. That implementation was delayed during 2022. Also, the Library received more revenue from interest on investments because of higher interest rates than budgeted.

Ross Wilson asked what the variance on the \$400,000 was, as well the trend variance on the last 5 years. Ross also asked what is the cost saving vs revenue. Candace answered the year-end surplus as a % of the budget, per year:

- 2016 – 1.96%,
- 2017 – 2.96%,
- 2018 – 0.50%,
- 2019 – 1.21%,
- 2020 – 3/52%,
- 2021 – 4.68%.

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For 2022, our projected surplus is 3.68% of our overall budget. Candace will provide financial reports in the February meeting package that will show details of the variance.

Candace was not involved with Oracle testing as that was primarily the County, however, Candace was involved with setting up the Library accounts as a separate company on the new system. The new system was our opportunity to be set up correctly and to be able us to generate our own reports. Previously we had to request reports from the County.

[Candace Tomlinson left the meeting at 7:10 pm]

**8.2 Confirmation of Library Board Meeting Dates for 2023**

A discussion occurred as the meeting dates and times were chosen prior to the new Board members being assigned. It was decided the dates and times would remain as presented and will be reconsidered after the summer break.

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

**9.1 Board Member Round Robin**

The Board discussed recent books they have read.

**9.2 Upcoming Events**

**9.2.1** March 4, 2023 Staff/Board Planning Retreat

**9.3 Upcoming Friends Meeting:**

**9.3.1** March 13, 2023

**9.4 Public Presentations:**

None

**10. Adjournment**

The meeting was adjourned at 8:05 pm.



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Chair