

Strathcona County Library Board
Minutes
March 20, 2023
County Hall Basement, Room L-1

Board Members Present

David Atkinson (Chair)
Keely Cronin
Councilor Glen Lawrence
Korinna Levangie
Donna Smith
Rebecca Gagnon

Regrets

Denise Charbonneau
Courtney Chamulke
Ross Wilson
Paul Ryzuk

Library Staff

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

Guest

Jason Chance, Strathcona County Associate Commissioner, Community Services Division

1. Call to Order

The meeting was called to order at 6:32 pm. by David Atkinson.

2. Approval of the Agenda

MOTION 19/2023

That the Strathcona County Library Board approve the agenda.

Moved by Donna Smith. Seconded by Rebecca Gagnon.

CARRIED

3. Approval of Minutes

MOTION 20/2023

That the Strathcona County Library Board approve the minutes of the February 27, 2023 meeting.

Moved by Korinna Levangie. Seconded by Keely Cronin.

CARRIED

4. Business Arising from the Minutes

4.1 Review of 2022 Surplus

Sharon Siga provided more information on the causes of the 2022 surplus.

4.2 Review of Reserve Details

There is an optimal balance for the Library reserves. If there is a surplus of funds the reserves will be topped up to the optimal amount and the remainder will go into the reserve for a New Service Point Reserve. Jason Chance explained that the County works in the same way. The reserves are to prepare and plan so the County does not rely on the taxes raised in any one year, and so tax rate increases have fewer peaks and valleys.

4.2.1 Reserves and What They Are Designated to Do

4.2.2 Ten-year Reserve Projections

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 Department Reports

5.3 County Councilor Verbal Report

Councillor Lawrence mentioned the Rural Municipalities Association Convention is in Edmonton. Upcoming is the 100th Anniversary of South Cooking Lake. The Snow Goose Festival is underway.

5.4 Chair Verbal Report

No report.

MOTION 21/2023

That the Strathcona County Library Board accept the Reports for Information.
Moved by Korinna Levangie. Seconded by Donna Smith. **CARRIED**

6. New Business

6.1 Library Branch Planning Update

The Library is being asked by the public and Council about when and where there will be a new branch. Using the Edmonton Public Library's Branch Development Criteria, there is sufficient population growth north of Lakeland Drive.

Eventually there will be more population north of Highway 16 in Cambrian Crossing. There will be opportunities coming up as the County plans for new communities within Sherwood Park that would allow cost savings/synergy for the Library.

Jason added that as the population of Sherwood Park grows north of Highway 16 in Cambrian Crossing, County facilities will be added. Councilor Lawrence added that it would be cost effective and provide synergies to have a library branch as part of another building rather than as a stand alone building.

Our temporary Baseline Village Library People demonstrated that some people are not travelling to the central library. New patrons came to that location who had never visited the central library, and we also did not see some of our regular patrons that visit the central library.

An analysis could be completed to see what the population demographics are and what the projected population will be. This will help to determine services provided.

Sharon said that there is no land designated for libraries when a new subdivision is being developed, while land is set aside for schools and municipal services. It would be helpful to partner with the County to have space in a County facility. However, it may be ten years or more before a new recreation centre is built. Edmonton Public Library's strategy is to lease commercial space while they are waiting for a new facility to be built. Any furnishings and shelving could be moved to the permanent facility.

6.2 Funding for a Library Branch

The Library is a municipal service so it does not qualify for provincial or federal funding. However, occasionally there is a grant program that can help. There was a provincial grant that helped the County build the Community Centre. The Board will need to demonstrate the need for another branch to County Council.

Library boards are legal corporations incorporated under the Alberta Libraries Act. As such, they can take out loans, but there needs to be a mechanism in place to pay back the loan, and funding would have to come from the County. To fund the construction of the central library, the County took out debentures through a provincial borrowing program at low interest rates, and the debenture repayments flow through the library's financial statements. The County required the Library Board to fundraise for furnishings, shelving, and collections.

Jason explained that a cost analysis could be done regarding a temporary branch versus a permanent branch. Factors to consider include interest rates and the impact of global events on the economy. County departments watch all this and make their best judgement about the most effective way to house municipal services.

There was a discussion about the money required should the Board open a leased store-front library branch. During the time of the lease, funds will go towards rent

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and leasehold improvements, not towards an owned asset. However, information will be gained prior to moving to a permanent location. When a permanent library branch opens, the fund free up for the storefront lease amount can be redirected.

It was decided this this was a useful preliminary discussion, and there will be further discussion at the next meeting regarding a possible direction, including approval to conduct research.

6.3 Retreat

6.3.1 Draft Notes from the March 5, 2022 Planning Retreat

The Board reviewed the notes from the Retreat, and no changes were made.

6.3.2 Retreat Evaluation Using the Plus/Delta Process

Donna Smith suggested that the Board evaluate the Retreat using the Plus/Delta Process.

First, the things that went well:

- Amazingly well-prepared
- The staff were knowledgeable and provided great information.
- The discussion groups allowed valuable discussion time.

Next, what could have been better:

- There was so much information: perhaps more could be provided prior, and pieces that are standard could be recorded as a video that could be watched separately
- More opportunities for Board discussion, including longer breakout sessions.
- Build in more opportunities for physical movement, include tour components. Consider a longer lunch break.
- At the end, the order of discussion might have been better reversed.
- The discussion at the end was getting very operational
- Watch the room layout because it was hard to hear if people were too far apart.

The Board thanked the Planning Committee and the Management Team for all their work.

6.3.4 Approving the Updated 2021-2024 Plan of Service

MOTION 22/2023

That the Strathcona County Library Board approve the updated 2021-2024

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Plan of Service.

Moved by Donna Smith. Seconded by Korana Levangie. CARRIED

6.4 Memorandum of Understanding with the Friends of the Strathcona County Library Society

6.4.1 Background

Sharon explained there was a joint Library Board/Friends Board committee that reviewed the Memorandum of Understanding (MOU).

6.4.2 Revised Memorandum of Understanding

MOTION 23/2023

That the Strathcona County Library Board approve the revised Memorandum of Understanding with the Friends of the Strathcona County Library Society.

Moved by Keely Cronin. Seconded by Korinna Levangie. CARRIED

MOTION 24/2023

That the Strathcona County Library Board thank the Friends of Strathcona County Library Society for all they do for the library.

Moved by Keely Cronin. Seconded by Korinna Levangie. CARRIED

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

7.2 Public Presentations:

None

10. Adjournment

The meeting was adjourned at 8:00 pm.



Chair