

Strathcona County Library Board
Minutes
April 17, 2023
County Hall Basement, Room L-1

Board Members Present

David Atkinson (Chair)
Denise Charbonneau
Keely Cronin
Ross Wilson
Paul Ryzuk
Donna Smith
Rebecca Gagnon

Regrets

Courtney Chamulke
Councillor Glen Lawrence
Korinna Levangie

Library Staff

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

1. Call to Order

The meeting was called to order at 6:34 pm. by David Atkinson.

2. Approval of the Agenda

MOTION 25/2023

That the Strathcona County Library Board approve the agenda.
Moved by Denise Charbonneau. Seconded by Keely Cronin.

CARRIED

3. Approval of Minutes

MOTION 26/2023

That the Strathcona County Library Board approve the minutes as of the March 20, 2023 meeting as amended.
Moved by Rebecca Gagnon. Seconded by Denise Charbonneau.

CARRIED

4. Business Arising from the Minutes

4.1 Planning for a New Library Branch

Sharon Siga reviewed information provided at the March Board meeting regarding planning for a new library branch. This included sharing maps showing areas of growth within Strathcona County. Sharon also reviewed the information regarding how a new library branch might be funded. Additional industrial tax revenue is

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currently being directed to a reserve for a new library branch. These funds will be available to cover the cost of shelving, furniture and leasehold improvements. This tax revenue could help cover annual operating costs of a new branch.

Sharon asked the Board to pass motions to document the Library Board's direction. The motions would confirm to the County that the library wishes to explore the possibility of co-locating a library branch within a County facility in the future.

MOTION 27/2023

That the Strathcona County Library Board:

1. Expresses interest in a new library branch.
2. Directs administration to explore the feasibility of a temporary, leased library branch to serve residents in northern Sherwood Park until a new permanent library branch can be constructed.

Moved by Denise Charbonneau. Seconded by Keely Cronin. CARRIED

MOTION 28/2023

That the Strathcona County Library Board will explore with the County the possibility of a new library branch being part of a County recreation centre, or any other municipal centre, being planned for the Cambrian Crossing or Bremner area.

Moved by Donna Smith. Seconded by Keely Cronin. CARRIED

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 Department Reports

There were some questions arising from Department Reports. Programmers estimate the number of patrons they expect for each program. If registration is low, the library promotes programs to increase attendance. The March book sale was successful and raised \$2,000. The library had a booth at the Trade Fair. It is an opportunity for good conversations with County residents. Board Members are interested in volunteering for shifts in 2024. The topic of Trade Fair volunteering will be added to the February, 2024 meeting agenda.

5.3 Minutes of the March 13, 2023, Meeting of the Friends of the Strathcona County Library Society

5.4 County Councilor Verbal Report

No report.

5.5 Chair Verbal Report

No report.

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MOTION 27/2023

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

6. New Business

6.1 Draft Minutes of the April 12, 2023 Executive/Audit Committee Meeting (for information)

6.2 2022 Audit Findings Report (for information)

The audit was clean. The auditors (Ernst and Young) found no concerns and had no questions. Congratulations were extended to Candace, as this year was complicated given the move from the RIS system to the new Oracle system in July, 2022. Ross Wilson noted that the new Canadian Audit Standard 315 requires auditors to assess the IT processing of financial information. Because the library performs all financial transactions on the County's Oracle platform, the auditors tested the County's controls but did not need to do this evaluation at the library.

6.3 Strathcona County Library 2022 Financial Statements

6.3.1 Draft Strathcona County Library Board Financial Statements for the Year Ended December 31, 2022

6.3.2 Management Notes for the Draft Financial Statements (for information)

MOTION 28/2023

That the Strathcona County Library Board approve the 2022 Financial Statements.

Moved by Ross Wilson. Seconded by Rebecca Gagnon. CARRIED

6.4 Public Advocacy Committee Meeting

6.4.1 Minutes of the April 13, 2023 Meeting

6.4.2 Draft 2023 Public Advocacy Committee Work Plan

Keely Cronin explained the Public Advocacy Committee's Work Plan shows the Committee will focus first on the provincial election set for May 29. Public Advocacy Committee members will try to meet with each provincial candidate to establish relationships, to share information on library services, and to advocate for predictable provincial funding. A script will be written to explain who we are and what services we offer the community. An information package will also be created to leave with each candidate. It will include stories about patron outcomes, how libraries are funded, as well as noting that a growing community will eventually need a new library branch.

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MOTION 29/2023

That the Strathcona County Library Board approve the Draft 2023 Public Advocacy Committee Work Plan as amended.

Moved by Denise Charbonneau. Seconded by Paul Ryzuk. **CARRIED**

6.5 Former Board Interviews

Earlier in the year, it was proposed that former Board Members be interviewed to gain insight into their experience on the Board. The wording of some of the questions were revised.

MOTION 30/2023

That the Strathcona County Library Board approve the Former Board Member interview questions as amended and strike a committee to interview the four former Library Board members.

Moved by Donna Smith. Seconded by Rebecca Gagnon. **CARRIED**

Two Board Members volunteered for the Ad Hoc Former Board Member Interview Committee:

- Denise Charbonneau
- Donna Smith

6.6 Team Building Proposal

The Board Members agreed with the team building proposal of meeting after each Board meeting to socialize. Rather than pay for food at the meeting, the library will cover the cost of appetizers. Each Board Member will pay for their own refreshments.

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

7.1.1 Set a Date for a Policy Committee Meeting

Sharon will send out a poll to find the first meeting date.

7.1.2 Set a Date for the Ad Hoc Staff Compensation and Recognition Committee Meeting

- May 4, 2023, 4:00 pm

7.1.3 Select Possible Dates in May for Governance Workshop with Ian McCormack

Sharon will send out a poll to see if May 9 or 10 is the best date for the workshop. Start time will be 7:00 pm.

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7.2 Upcoming Friends Meeting:
May 8, 2023 - AGM

7.3 Public Presentations:
None

8. Adjournment
The meeting was adjourned at 7:58 pm.

David H. Atkins

Chair