

Strathcona County Library Board
Minutes
June 19, 2023
County Hall Basement, Room L-1

Board Members Present

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

Regrets

Councillor Glen Lawrence

Library Staff

Sharon Siga (Chief Executive Officer)
Shelley Reason (Facility and Administrative Assistant - Minutes)

1. Call to Order

The meeting was called to order at 6:31 pm. by David Atkinson.

2. Approval of the Agenda

MOTION 35/2023

That the Strathcona County Library Board approve the agenda.

Moved by Ross Wilson. Seconded by Korinna Levangie.

CARRIED

3. Approval of Minutes

MOTION 36/2023

That the Strathcona County Library Board approve the minutes of the May 15, 2023 meeting.

Moved by Keely Cronin. Seconded by Paul Ryzuk.

CARRIED

4. Business Arising from the Minutes

4.1. Carry Forward/New Library Branch Funding

Sharon Siga clarified an analogy used from the recent governance workshop. She explained some of a board's work falls into the "carry forward bucket". The current board has inherited decisions from a previous board, previous County administration, and previous County Council that additional industrial tax revenue

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from the Inter Pipeline polypropylene plant would go into a reserve for a new branch.

4.1.1 Funding for Public Library Branch Construction

David Atkinson and Sharon met with provincial election candidate Jordan Walker in May. David asked about possible sources of funding for a new library branch. One source of funding is the Community Facility Enhancement Program (CFEP). Small grants up to \$125,000 and large grants up to \$1 million are available. Work must be completed within 30 months of signing an agreement. It is a capital program, so funds are to be used for incidental purchases such as shelving.

The Province does provide funds to the municipality for community capital buildings under the Local Government Fiscal Framework, so we would have to pitch our project to the County. There might be one-off grants. A provincial grant paid for 30 per cent of the cost of constructing the Community Centre.

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

The Board noted the newspaper coverage of Diana Balbar, our Bookmobile Manager receiving a County Award of Excellence for her community building.

5.2 Department Reports

Sharon explained the library's Capital Plan for 2024. The library is seeing a slow shift from physical to digital collection use. There was a concern about the impact of inflation on the number of physical items being purchased. Sharon Nuttycombe, Manager of Material Management and IT, reported that the number of physical items being purchased is trending towards less expensive formats for some titles.

Sharon noted in her CEO report the library now meets the criteria to be a member of the Canadian Urban Library Council (CULC) because our municipality has 100,000 residents. Being part of this association means that Sharon can ask questions of the CULC list-serv of 54 large public libraries and library systems across Canada, such as Toronto, Montreal, and Vancouver Public Library. CULC conducts research, builds capacity, transfers knowledge, and supports organizational resiliency. For example, it is leading the advocacy campaign with publishers to get better terms for licensing ebooks. It provides members with advocacy toolkits. Sharon will be attending a CULC meeting in Vancouver this fall.

Ecole Claudette-et-Denis-Tardif will be located in the Park Hotel Centre until a new school is built. Grades 6, 7, and 8 will use the library space and borrow

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materials. The students time at the library will scheduled. They will use existing French and English collections. They are not donating funds to enhance the collection. There might be patron requests from the students.

5.3 County Councillor Verbal Report

No report.

5.4 Chair Verbal Report

No report.

5.5 Minutes of the May 8, 2023 Friends of Strathcona County Library Society Board Meeting

Sharon will provide information to Board about volunteering at Friends casino.

MOTION 37/2023

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 Minutes of the June 12, 2023 Executive Committee Meeting (For Information)

6.2 2024 Capital Budget and 2025-2028 Capital Plan

For 2024, there are only the annual amounts to purchase physical library materials and to replace computers, etc.

MOTION 38/2023

That the Strathcona County Library Board approve the 2024 Capital Budget.

Moved by Keely Cronin. Seconded by Courtney Chamulke. CARRIED

MOTION 39/2023

That the Strathcona County Library Board receive the 2025-2028 Capital Plan for Information.

Moved by Keely Cronin. Seconded by Courtney Chamulke. CARRIED

6.3 2023 First Reporting Period (P1) Financial Results (For Information)

MOTION 40/2023

That the Strathcona County Library Board accept the 2023 First Reporting Period (P1) Financial Results for Information.

Moved by Denise Charbonneau. Seconded by Ross Wilson. CARRIED

6.4 Policy Committee Meeting

6.4.1 Draft Minutes of the May 31, 2023 Meeting (For Information)

6.4.2 2023 Draft Policy Committee Work Plan

The Committee members discussed moving some of the policies from the second meeting to the third meeting. The Committee will decide at the third meeting if a fourth meeting is needed.

MOTION 41/2023

That the Strathcona County Library Board approve the 2023 Policy Committee's Work Plan as amended.

Move by Keely Cronin. Seconded by Courtney Chamulke. CARRIED

6.4.3 Ratify Position Statement on Intellectual Freedom

The Library supports a number of position statements by the Canadian Federation of Library Associations. The Position Statement on Intellectual Freedom is being brought to the Board in conjunction with the revision to the Collection Development Policy (CO01) which will be reviewed again at the next Policy Committee meeting.

MOTION 42/2023

That the Strathcona County Library Board ratify the Position Statement on Intellectual Freedom.

Move by Keely Cronin. Seconded by Donna Smith. CARRIED

6.4.4 Revise Hours of Service/Emergency Closure Policy (CO02)

An air quality index reading of seven will now prompt suspension of Bookmobile service.

MOTION 43/2023

That the Strathcona County Library Board accept the revised Hours of Service/Emergency Closure Policy (CO02).

Move by Denise Charbonneau. Seconded by Rebecca Gagnon. CARRIED

6.5 Library Board Messaging Regarding Challenges to Collections, Services and Programs

Sharon provided the Board with four key messages when talking with individuals concerned about library collections, program, and services as well as notes on how to approach the conversation. The content is from articles in the *Public Libraries* magazine published by the Public Library Association, a division of the American Library Association.

Donna Smith thought that this wording and the wording in the Something for Everyone brochure was very well stated. She did raise a concern about the wording of a teen booklist. Sharon will follow-up on this with staff.

6.6 2024 Library Board Recruitment

The County will soon be asking the Board to confirm the desirable candidate profile as part of recruiting new members of the Library Board. The Board discussed how to provide the Library's values as information for applicants.

Ross Wilson asked if a survey of Board skills has been completed. A survey was completed two years ago. Sharon will send out a survey to capture current skills and to identify skills that are missing. She will revise the recruitment documents based on the Board discussion.

6.7 Former Board Members' Interview Responses (Verbal Report)

Denise Charbonneau and Donna Smith contacted four former Board Members. Interviewees appreciated the opportunity to reflect on their experience. They appreciated hearing about other opportunities to volunteer. The interview brought them a sense of closure.

- Enjoyed making a meaningful contribution to the community
- Committee work allowed the opportunity to dig into an issue
- Offered to be test subjects for community needs assessment surveys
- Misunderstood what the work would involve (governance/policy board)
- Liked interacting with staff at the Retreat. Are there other opportunities?
- Did not know all the programs and services offered by the library

When asked what they learned and any recommendations, they shared:

- The complexity of the services
- Consider doing self-evaluations mid-year.

Donna and Denise recommended continuing this practice.

MOTION 44/2023

That the Strathcona County Library Board thank Donna Smith and Denise Charbonneau for their work getting this annual process established.

Moved by Keely Cronin. Seconded by Courtney Chamulke. CARRIED

6.8 Discussion: Not presenting the 2022 annual report in person to Council for this year

MOTION 45/2023

That the Strathcona County Library Board submit its annual report and financial statements to Council, but not present them in person.

Moved by Denise Charbonneau. Seconded by Korinna Levangie CARRIED

6.9 Discussion: Library Board members attend the Rainbow Reading Story Times

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The Board would like to show their support for staff. It happens that two Board Members will be taking their children to participate in the story times. Sharon appreciated the support and will communicate this to staff. Sharon reviewed the processes in place to keep this a safe and enjoyable library program and the supports provided to staff.

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

A big thank you to Suzanne Harris for organizing the onor thank a thon.

7.2 Governance Workshop

The Board felt the workshop was useful, informative and engaging. To get more in-depth on topics, a longer timeframe is needed. Would this be helpful prior to the first Board meeting in January?

7.3 Rural Election Forum

Sharon and Rebecca attended the rural election forum. Sharon and Donna attended the urban election forum. At the second forum, the library's question about funding was asked of all candidates. Because the Public Advocacy Committee had met with each candidate, the answers each candidate gave were genuine and well thought out.

7.4 Upcoming Friends Meeting:

7.4.1 July 10, August 14, September 11, October 10

7.5 Public Presentations:

None

8. Adjournment

The meeting was adjourned at 8:10 pm.



Chair