

Strathcona County Library Board
Minutes
November 20, 2023
Strathcona County Hall Basement, Zoom and Room L-1

Board Members Present

David Atkinson (Chair)
Keely Cronin
Ross Wilson (part of the meeting)
Paul Ryzuk
Rebecca Gagnon
Courtney Chamulke
Korinna Levangie
Councillor Glen Lawrence
Denise Charbonneau

Library Staff

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

Regrets

Donna Smith

1. Call to Order

The meeting was called to order at 6:33 pm by David Atkinson.

1.1 Acknowledgement of Meeting Location

2. Approval of the Agenda

MOTION 70/2023

That the Strathcona County Library Board approve the agenda.

Moved by Denise Charbonneau. Seconded by Korinna Levangie.

CARRIED

3. Approval of Minutes

MOTION 71/2023

That the Strathcona County Library Board approve the minutes of the October 16, 2023 meeting.

Moved by Paul Ryzuk. Seconded by Rebecca Gagnon.

CARRIED

4. Business Arising from the Minutes

[Ross Wilson joined the meeting.]

4.1 Enterprise Risk Management – Risk Register

Discussion focused on the best way to present the Enterprise Risk Management information to the Board and how frequently the information should be presented. The Management Team and Accountant review the Risk Register twice a year.

The Board agreed that the Risk Register format presented in the Board meeting package was informative, but it was not necessary for every presentation concerning risk management. It was agreed that risks should be plotted on a risk heat map and changes should be noted. The Board agreed to look at Enterprise Risk Management at the Board Retreat in March. At that time, a discussion will occur to decide where next to focus risk management efforts.

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

The Adult Services Department report on the Fall Feast of Words (four author readings) expressed thanks to the project coordinator, Karen Willsher. Sharon Siga read an email Karen sent to thank the 40 some people involved in one way or another in making the event a success. Sharon mentioned it was a notable example of how staff in all departments contribute to the success of a public event.

Denise Charbonneau commented that she knew someone who attended the Learn @ Your Library Indigenous Awareness and Allyship three-part program and how much they enjoyed the experience. The patron asked if there would be more programs on this topic.

The Youth Services Department reported that the Teen Team held an outreach program at CASA House in response to a request from that facility. The Board felt it may be interesting to know why the CASA House reached out to the library, as well as the importance of the library reaching out to other organizations

5.2 Department Reports – November

5.2.1 2022 Annual Report

5.3 County Councillor Verbal Report

Councillor Glen Lawrence reported that the budget has been the focus of Council lately. This summer there was a celebration of the 150th Anniversary of the RCMP. The Robin Hood Association recently celebrated their 60th anniversary. Budget talks began last week. There have been some good discussions and Council is still receiving presentations. Council will announce the new board members in December. Sharon mentioned the library will be presenting the library's budget to Council on November 22 at 3:30 pm.

5.4 Chair Verbal Report

Nothing to report.

MOTION 72/2023

That the Strathcona County Library Board accept the reports for information.

Moved by Ross Wilson. Seconded by Keely Cronin. **CARRIED**

6. New Business

6.1 Draft Minutes of the November 1, 2023 Public Advocacy Committee Meeting (For Information)

Committee members will be meeting with two local MLAs as follow up to the meetings held during the provincial election campaign regarding predictable provincial funding for public libraries.

6.2 Draft Minutes of the November 2, 2023, Executive Committee Meeting (For Information)

6.2.1 Revision to 2024 Operating Budget and Operating Budget Projections

MOTION 73/2023

That the Strathcona County Library Board approve the revised 2024 Operating Budget.

Moved by Ross Wilson. Seconded by Korinna Levangie. **CARRIED**

MOTION 74/2023

That the Strathcona County Library Board receive the updated 2025-2027 Operating Budget Projections as information.

Moved by Keely Cronin. Seconded by Courtney Chamulke. **CARRIED**

6.3 Draft Minutes of the November 7, 2023 Policy Committee Meeting (Not included in the meeting package; provided by email after the meeting.)

6.3.1 Draft Expenditure and Budget Policy (FI04)

MOTION 75/2023

That the Strathcona County Library Board approve the new Expenditure and Budget Policy (FI04).

Moved by Ross Wilson. Seconded by Courtney Chamulke. **CARRIED**

6.3.2 Revisions to the General Finance Policy (FI01)

Sharon explained that sections of the General Finance Policy have been

moved to other finance policies, including the new Expenditure and Budget Policy. Also, there are changes related to the County's new Enterprise Resources program on the Oracle platform.

MOTION 76/2023

That the Strathcona County Library Board approve the revised General Financial Policy (FI01).

Moved by Courtney Chamulke. Seconded by Ross Wilson. CARRIED

6.3.3 Revisions to the Reserves Policy (FI02)

MOTION 76/2023

That the Strathcona County Library Board approve the revised Reserves Policy (FI02).

Moved by Denise Charbonneau. Seconded by Courtney Chamulke. CARRIED

6.3.4 Revisions to the Procurement Policy (FI05)

MOTION 77/2023

That the Strathcona County Library Board approve revised Procurement Policy (FI05).

Moved by Courtney Chamulke. Seconded by Ross Wilson. CARRIED

6.3.5 Revoke the Signing Authorities Policy (FI03)

Sharon explained the content in the Signing Authorities Policy is now in other polices, so it is no longer required.

MOTION 78/2023

That the Strathcona County Library Board revoke the Signing Authority Policy (FI03).

Moved by Denise Charbonneau. Seconded by Keely Cronin. CARRIED

6.3.6 Revisions to the Public Programs Policy (OP06)

Sharon explained the Managers working group aligned the wording between the Public Programs Policy and the Collection Development Policy where there are direct parallels.

MOTION 79/2023

That the Strathcona County Library Board approve the revised Public Programs Policy (OP06).

Moved by Keely Cronin. Seconded by Korinna Levangie. CARRIED

6.3.7 Revisions to the Provision of Library Materials to Persons Unable to Use Conventional Print Materials Policy (CO07)

September 18, 2023

Denise Charbonneau thanked the Policy Committee for their time and efforts this year.

MOTION 80/2023

That the Strathcona County Library Board approve the revised Provision of Library Materials to Persons Unable to Use Conventional Print Materials Policy (CO07).

Moved by Courtney Chamulke. Seconded by Denise Charbonneau.
CARRIED

6.4 Volunteers to Plan the 2024 Strategic Planning Retreat/Plan of Service

MOTION 81/2023

That the Strathcona County Library Board appoint Ross Wilson and Korinna Levangie to the Ad Hoc 2024 Strategic Planning Retreat Committee.

Moved by Korinna Levangie. Seconded by Rebecca Gagnon. CARRIED

6.5 Ad Hoc Committee to Interview Former Board Members

MOTION 82/2023

That the Strathcona County Library Board appoint Keely Cronin and Denise Charbonneau to the Ad Hoc Former Board Member Interview Committee.

Moved by Korinna Levangie. Seconded by Ross Wilson. CARRIED

6.6 Library PD Day Agenda

A discussion occurred regarding the agenda for the library PD Day and how many Board members would be attending at various times during the day.

6.7 Confirming the Board Evaluation Survey Questions Before Sending the Survey out on Survey Monkey

Donna Smith sent a suggested wording change to Sharon regarding the welcome statement. The Board agreed to the change.

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

7.2 Upcoming Friends Meeting: 2024: Jan 8, Feb 12, Mar 11, Apr 8, May 13

7.3 Public Presentations

None.

8. Next Meeting Date

8.1 December 11, 2023

September 18, 2023

9. Adjournment

The meeting was adjourned at 7:37 pm.

David N. Adams

Chair