

Strathcona County Library Board
Minutes
December 11, 2023
Strathcona County Hall Room L-1 and Zoom

Board Members Present

David Atkinson
Keely Cronin
Paul Ryzuk
Rebecca Gagnon
Courtney Chamulke
Korinna Levangie
Councillor Glen Lawrence
Denise Charbonneau (Chair)
Donna Smith

Library Staff

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

Regrets

Ross Wilson

1. Call to Order

The meeting was called to order at 6:32 pm by Denise Charbonneau.

1.1 Acknowledgement of Meeting Location

2. Approval of the Agenda

MOTION 83/2023

That the Strathcona County Library Board approve the agenda.

Moved by Korinna Levangie. Seconded by Paul Ryzuk .

CARRIED

3. Approval of Minutes

MOTION 84/2023

That the Strathcona County Library Board approve the minutes of the November 20, 2023 meeting.

Moved by Korinna Levangie. Seconded by Courtney Chamulke.

CARRIED

4. Business Arising from the Minutes

4.1 Ad Hoc Retreat Planning Committee

December 11, 2023

MOTION 84/2023

That the Strathcona County Library Board appoint Donna Smith to the Ad Hoc Retreat Planning Committee.

Moved by Courtney Chamulke. Seconded by Korinna Levangie. CARRIED

5. Reports

MOTION 85/2023

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

Moved by Rebecca Gagnon. Seconded by Donna Smith. CARRIED

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 Department Reports – December

The proposal for advertising was well received. A discussion occurred regarding advertising in the Sherwood Park News and does the library have plans in place if the newspaper switches to an online-only format. Sharon Siga explained the library has a Communications Team that coordinates what goes out in social media and traditional media. This team has been investigating options for when the Sherwood Park News switches to online-only, including paid social media ads. Sharon offered to bring in a member to answer questions the Board may have, but the Board agreed that it would not be necessary. The Board appreciated that someone was investigating options.

5.3 Minutes of the October 10, 2023 Friends of the Strathcona County Library Society

The Friends of Strathcona County Library had to find a new location for their gift wrap fundraiser this year as the Sherwood Park Mall has decided to go in a different direction for gift wrapping. The Friends tried the Wholly Handmade Market, but unfortunately, had fewer gifts to wrap, so they have decided to not continue with the gift wrap fundraiser for this year.

5.4 Letter Appointing Councillor Glen Lawrence to the Library Board

Sharon Siga shared the good news that Councillor Lawrence was back as the Library Board representative for County Council.

5.5 Advocacy Letter: MLA Kasawski to the Minister of Municipal Affairs

Members of the Public Advocacy Committee met with MLA Kyle Kasawski and provided a tour on November 30. The MLA wrote a letter to the Hon Ric McIver, Minister of Municipal Affairs, supporting providing annual library operating grants based on current population numbers. The meeting with Nate Glubish was rescheduled to December 19.

5.6 County Councillor Verbal Report

Councillor Lawrence reported that County Council has wrapped up budget talks.

December 11, 2023

Times are tough now due to high inflation costs, but it's a good budget. Denise Charbonneau asked how the library's budget request was received. Councillor Lawrence responded that Council is proud of the library and how we consistently come in with a good budget.

5.7 Chair Verbal Report

No report. David Atkinson thanked the Advocacy Committee for meeting with MLAs.

6. New Business

6.1 Year-end Transfers to/from Reserves

MOTION 86/2023

That the Strathcona County Library Board approve the transfer of any unspent donations received in 2023 to the Carry Forward Reserve.

Moved by David Atkinson. Seconded by Courtney Chamulke. CARRIED

MOTION 87/2023

That the Strathcona County Library Board approve the transfer of \$21,592.82 from the Carry Forward Reserve to cover the unbudgeted 2023 expenditures.

Moved by David Atkinson. Seconded by Keely Cronin. CARRIED

6.2 Disposition of Surplus

MOTION 88/2023

That the Strathcona County Library Board transfer \$4,384 of the 2023 year-end operating surplus to the Contingency Reserve.

Moved by Keely Cronin. Seconded by Korinna Levangie. CARRIED

MOTION 89/2023

That the Strathcona County Library Board transfer the remainder of the 2023 year-end operating surplus to the New Library Service Point Reserve.

Moved by Courtney Chamulke. Seconded by Rebecca Gagnon. CARRIED

6.3 Minutes of the December 5, 2023 Executive/Audit Committee Meeting

6.3.1 Audit Planning Report

MOTION 90/2023

That the Strathcona County Library Board approve the Audit Plan for 2023

Moved by Donna Smith. Seconded by Korinna Levangie. CARRIED

6.4 Economic Adjustment to Grid for 2024

Sharon explained a place holder was put in the budget for the Cost of Living

December 11, 2023

Adjustment.

MOTION 91/2023

That the Strathcona County Library Board approve a salary adjustment to the Library Salary Grid for 2024 of 2.5% effective January 1, 2024 excluding the Pages' pay range.

Moved by Keely Cronin. Seconded by Courtney Chamulke. CARRIED

Sharon explained Strathcona County Council has approved additional paid time off (End of Year Days) for permanent and temporary employees related to the period between Christmas and New Year's. The County will be closing their offices during this time, however, if staff are required to work they will be eligible to bank those days. They must take those days off prior to March 31. Sharon and the Management Team felt having additional days off for library staff would be helpful for mental/health wellness days which is something mentioned in the literature. Due to organizational concerns, the proposal for the library would be slightly different. Staff would be given the opportunity to take 2 days off prior to June 30th each year. The days are to be taken prior to vacations days, and if the days are not taken, they are lost.

MOTION 92/2023

That the Strathcona County Library Board approve additional paid time off annually for all permanent and temporary library staff of two wellness days (shifts) effective from January 1, 2025 going forward. Eligible staff will bank this time to be taken before June 30 of each year.

Moved by David Atkinson. Seconded by Rebecca Gagnon. CARRIED

6.5 Board Self-Evaluation Questionnaire Results

David Atkinson made two suggestions: the Board may want to consider how they do the CEO performance review and the Board self-evaluation. The Executive Committee suggested the Board hire a human resources expert to revise existing documents or draft new ones. Denise suggested bringing these items to the Board in February, or as something to consider at the retreat for discussion.

Another suggestion was to have two Board self-evaluation surveys with one in June to allow the Board time to implement changes. Board governance was also discussed. Sharon suggested inviting the Public Library Services Branch to offer a Board Basics workshop here in the spring. Board Members agreed to proceed.

The Board went through each question and commented on some.

Q6: Board members come to meetings prepared. One member strongly disagreed, but without any context it is hard to determine what to change. This question could be removed.

December 11, 2023

Q8: The Board ensures that broader community interests are represented. There was a helpful comment about remaining neutral and listening to everyone in a challenging, polarized environment.

Q13 Please share any additional comments about how the Board conducts itself. A discussion occurred regarding when a new member starts that it may be intimidating to ask questions and how to encourage more questions from new members at early meetings.

Q14 How can the Board's performance be even better next year? Team building could enhance the Board's engagement. More discussion time should be allowed at meetings when there is interest in a topic.

Q15 There is a clear understanding of where the Board's role ends and the CEO's begins. A discussion occurred regarding intruding into the responsibilities of the CEO. The Board needs to be more conscious of this going forward. It was agreed that the governance workshop will be helpful. Although it takes time during the meeting, Board Members find that the Department Reports are helpful. Hearing about operational things helps Board Members advocate for the library. A suggestion was made to develop a cue to remind Board members when discussions are becoming operational. Another comment was made regarding asking Sharon to provide additional information. The Board should identify what is a priority.

Q17 The Board has developed an effective formal process for evaluating the CEO. David commented the complexity of the challenges that a CEO faces are insufficiently appreciated. When evaluating a CEO on an annual basis, it gives the Board an opportunity to consider opportunities and can make needed adjustments for the CEO to succeed and for libraries to succeed. Currently the Board is not doing that. Need an evaluation, not necessarily to find short fallings, but to improve the circumstances and environment to improve where the CEO works. The survey is the only time when we can do so and we are missing the opportunity. It may be possible to get a consultant in to get a professional evaluation of ourselves. Not to look at how we are failing, but how to be more engaging, to meet goals that we are setting for ourselves and giving the CEO the best opportunity to succeed.

Q20 The Chair helps the Board work well together. Denise Charbonneau thanked David for getting us through a difficult transition year. Four new board members in one year was a large change in leadership for an organization. Denise commented that the pandemic meant that the Library Board went two years without meeting in-person. Courtney learned a considerable amount from David; how to manage a team and how to diffuse a situation. It was

a real pleasure working with David during a difficult time.

Q24 What issues require the attention of the Board during the next 12-24 months?

Answers included a new plan of service, political climate, new Board Chair, onboarding new members, asking new members for suggestions early in the year, and governance training for early in the year as well.

6.6 Appoint Ad Hoc Nominating Committee for Election of Officers

MOTION 93/2023

That the Strathcona County Library Board appoint Korinna Levangie and Rebecca Gagnon to the Ad Hoc Nominating Committee

Moved by Paul Ryzuk. Seconded by Korinna Levangie. CARRIED

6.7 Discuss Library Board Participation in January Board Member Orientation Regarding Governance

Sharon explained the new Board Member orientation involves a tour, then a presentation explaining resources and information on governance. January 20th was the date picked for presentation and Keely Cronin, Korinna Levangie and Paul Ryzuk volunteered to participate.

6.8 Library Board Recognition

Sharon explained she wanted to recognize Courtney Chamulke and David Atkinson in an ongoing way in the library by choosing a book for each to be put into the collection. A book plate is added to each book recognizing the work each of them has contributed to the library. Sharon thanked each for their time on the Board and for sharing their expertise and passion. Both will be missed very much.

6.9 In Camera Session: Personnel Matters and Related Correspondence

David Atkinson thanked Sharon and wished everyone a happy holiday.

MOTION 94/2023

That the Strathcona County Library Board approve going in camera at 8:25 pm.

Moved by David Atkinson. Seconded by Courtney Chamulke. CARRIED

MOTION 95/2023

That the Strathcona County Library Board approve coming out of the in-camera session at 8:48 pm.

Moved by David Atkinson. Seconded by Courtney Chamulke. CARRIED

MOTION 96/2023

That the Strathcona County Library Board, in reviewing Sharon Siga's performance for the year, agrees that she has done an exceptional job as CEO and approves granting Sharon Siga an additional week of Management Flex Time.

December 11, 2023

Moved by David Atkinson. Seconded by Courtney Chamulke. CARRIED

6.9.2 CEO Job Description

6.9.3 Professional Development Activity Log

6.9.4 Results of the Mangers' and Assistant Managers' Survey

6.9.5 Results of the Board Members' Survey

6.9.6 Draft 2024 Goals changed goals not sure grasped intent of exec

6.9.7 CEO Performance Review Policy (HR04)

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 January 29, 2024

9. Adjournment

The meeting was adjourned at 8:48 pm.



Chair
