

**Strathcona County Library Board
Minutes**

January 29, 2024

Strathcona County Community Centre Meeting Room 5

Board Members Present

Paul Ryzuk (Meeting Chair)
Rebecca Gagnon
Keely Cronin
Donna Smith
Amy Koskela
Marla Tonita
Councillor Glen Lawrence

Library Staff

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

Regrets

Ross Wilson
Korinna Levangie
Denise Charbonneau

1. Call to Order

1.1 CEO: Acknowledgement of Meeting Location

1.2 CEO: Call to Order and Round Table of Introductions, including details about backgrounds and interests

The meeting was called to order at 6:30 pm by Chief Executive Officer Sharon Siga. Sharon welcomed the two new Board Members, Amy Koskela and Marla Tonita. Sharon invited each Board Member to introduce themselves. Sharon then turned the meeting over to Rebecca Gagnon, Chair of the Ad Hoc Nominating Committee.

2. Ad Hoc Nominating Committee Report and Election of Officers – Nominating Committee Chair

Rebecca put forward the following slate of officers:

Chair: Denise Charbonneau

Vice-Chair: Paul Ryzuk

Secretary/Treasurer: Ross Wilson

Rebecca called three times for nominations from the floor for the position of Chair. There were no further nominations.

MOTION 01/2024

That nominations for the position of Chair cease.

Moved by Rebecca Gagnon. Seconded by Keely Cronin. CARRIED

January 29, 2024

Denise Charbonneau was acclaimed as the Chair of the Strathcona County Library Board for 2024. Congratulations, Denise.

Rebecca, Chair of the Ad Hoc Nominations Committee, called three times for nominations from the floor for the position of Vice-Chair. There were no further nominations.

MOTION 02/2024

That nominations for the position of Vice-Chair cease.

Moved by Rebecca Gagnon. Seconded by Keely Cronin. CARRIED

Paul Ryzuk was acclaimed as the Vice-Chair of the Strathcona County Library Board for 2024. Congratulations, Paul.

Rebecca called three times for nominations from the floor for the position of Secretary/Treasurer. There were no further nominations.

MOTION 03/2024

That nominations for the position of Secretary/Treasurer cease.

Moved by Rebecca Gagnon. Seconded by Keely Cronin. CARRIED

Ross Wilson was acclaimed as the Secretary/Treasurer of the Strathcona County Library Board for 2024. Congratulations, Ross.

Sharon Siga thanked the members of the Ad Hoc Nominations Committee and passed the meeting over to Paul Ryzuk, Vice Chair, in the absence of Denise Charbonneau and Ross Wilson.

MOTION 04/2024

That Strathcona County Library Board thank the Ad Hoc Nominations Committee for their work: Rebecca Gagnon and Korinna Levangie.

Moved by Rebecca Gagnon. Seconded by Keely Cronin. CARRIED

3. Committee and Community Groups Assignments – Library Board Chair

Paul Ryzuk asked for volunteers for each committee.

Policy Standing Committee: Amy Koskela, Donna Smith, Paul Ryzuk

Public Advocacy Standing Committee: Marla Tonita, Keely Cronin, Rebecca Gagnon

Ad Hoc Volunteer Award Committee: Donna Smith, Keely Cronin

Friends of Strathcona County Library Society: Denise Charbonneau, Paul Ryzuk

Ad Hoc Board Self-Evaluation Committee: Keely Cronin, Denise Charbonneau

Ad Hoc Enterprise Risk Management Committee: Donna Smith, Rebecca Gagnon

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MOTION 05/2024

That the Strathcona County Library Board approve the appointments to committees and community groups. Appointments to be revisited when Ross Wilson and Korinna Levangie are in attendance.

Moved by Donna Smith. Seconded by Keely Cronin. CARRIED

4. Approval of the Agenda

The list of committees for agenda item 3 needed to be updated.

MOTION 06/2024

That the Strathcona County Library Board approve the agenda as amended.

Moved by Keely Cronin. Seconded by Rebecca Gagnon. CARRIED

5. Approval of Minutes

MOTION 07/2024

That the Strathcona County Library Board approve the minutes of the December 11, 2023 Library Board Meeting.

Moved by Rebecca Gagnon. Seconded by Keely Cronin. CARRIED

6. Business Arising from the Minutes

None.

7. Reports

MOTION 08/2024

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

Moved by Keely Cronin. Seconded by Donna Smith. CARRIED

Paul explained that the series of reports inform Board members of what is happening at the library. A discussion occurred regarding each report.

7.1 List of Correspondence: Incoming, Outgoing and Media Releases

7.2 Department Reports – December

Paul commented the Bookmobile reports are special and always enjoyable. Paul likes the ad campaigns that have been running in the Sherwood Park News, and the new direction in 2024 designed to get the public thinking about all the roles the library plays in the community beyond being a place for books.

7.3 Public Advocacy Committee 2023 Annual Report

Keely Cronin reported that in 2023, the committee focused on the provincial election during 2023. During a general discussion, a suggestion was made to create talking points specific to stakeholders.

7.4 Policy Committee 2023 Annual Report

Donna Smith reported the Policy Committee made good progress last year, and she asked Sharon to explain to new members why it was important to update the Collection Development Policy.

7.5 County Councillor Verbal Report

Glen Lawrence said Council is meeting soon and will be discussing security in light of the recent incident at Edmonton City Hall. The Friends' 30th anniversary was a great time and well attended by Council and our new Library Board Members.

7.6 Chair Verbal Report

No Chair report.

8. New Business

8.1 Disposition of Surplus (Deficit)

MOTION 09/2024

That the Strathcona County Library Board ratify the transfer of unspent donations totaling \$16,643 to the Carry Forward Reserve.

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

MOTION 10/2024

That the Strathcona County Library Board ratify the transfer of the 2023 year-end operating surplus as follows: \$4,384 to the Deficit Contingency Reserve, and \$426,716 to the New Library Service Point Reserve.

Moved by Donna Smith. Seconded by Keely Cronin. **CARRIED**

8.2 Reserves Report (December 31, 2023)

Sharon explained that in the past, it has been helpful to provide information about the library's reserves while end of the year decisions are being made. She explained the chart setting out the 4 types of reserves the library has. Paul commented that the table was helpful.

MOTION 11/2024

That the Strathcona County Library Board accept the Reserves Report as information.

Moved by Keely Cronin. Seconded by Rebecca Gagnon. **CARRIED**

8.3 Confirmation of Library Board Meeting Dates for 2024

The Board agreed to the presented meeting dates and approved using Community Centre Meeting Room 5 for the 2024 meeting location.

8.4 Unaudited December, 2023 Financial Statement and Variance Report

In reviewing the 2023 Financial Statement and Variance Report, Amy noted that there is an amount for interest on debt and principal repayment, but it would be helpful to see more about the original debt. Sharon will send an email with information about the debentures related to the construction of the Community Centre.

Sharon made a presentation to explain the sources of 2023 surplus and how the library is budgeting differently in 2024. The budget was built in the fall of 2022. County Financial provided the forecast for investment income. The actual interest earned was higher because the Bank of Canada interest rate rose rapidly in later 2022 and in 2023. The other major source of the surplus was from salaries, wages and benefits. It is not possible to plan for savings from retirements or maternity leaves, but in 2024 the library has incorporated slippage into the budget based on historical differences between the budget number to pay all staff employed at the library and actual spending because of reductions in salary expenses due to maternity leaves and retirements. To increase capacity to complete major projects, a yearlong project position has been created.

MOTION 12/2024

That the Strathcona County Library Board accept the unaudited December, 2023 Financial Statement and Variance Report for information.

Moved by Keely Cronin. Seconded by Rebecca Gagnon. CARRIED

8.5 WCB coverage for Board members

Sharon explained before the pandemic optional WCB coverage was offered to Board members. We moved away from WCB coverage during the pandemic as people were not driving to meetings or conferences, but instead were participating online. Coverage is optional for each person. A discussion occurred regarding the pros and cons of WCB coverage to both the library and to Board members. Amy Koskela asked what the library's liability insurance covers. Paul asked what the cost would be if every Board member signed on? Sharon will provide more information to Board Members by email. The discussion was tabled to the next meeting.

9. Comments, Announcements, and Other Business

9.1 Board Member Round Robin

9.2 Upcoming Events:

9.2.1 March 2, 2024 Staff/Board Planning Retreat

Sharon will send out a calendar appointment for this tentative date.

9.3 Upcoming Friends Meetings

February 12, March 11, April 8, May 13

January 29, 2024

9.4 Public Presentations

None.

8. Next Meeting Date

8.1 February 26, 2024

9. Adjournment

The meeting was adjourned at 8:04 pm.

A handwritten signature in black ink, appearing to read "W. King", written in a cursive style.

Chair