

**Strathcona County Library Board**  
**Minutes**  
February 26, 2024  
Strathcona County Community Centre Meeting Room 5

**Board Members Present**

Denise Charbonneau (Meeting Chair)  
Ross Wilson  
Korinna Levangie  
Rebecca Gagnon  
Keely Cronin  
Amy Koskela  
Marla Tonita  
Councillor Glen Lawrence

**Library Staff**

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

**Regrets**

Paul Ryzuk  
Donna Smith

**1. Call to Order**

**Acknowledgement of Meeting Location**

The meeting was called to order at 6:31

**2. Approval of Agenda**

**MOTION 13/2024**

That the Strathcona County Library Board approve the agenda.

Moved by Amy Koskela. Seconded by Rebecca Gagnon.

CARRIED

**3. Approval of Minutes**

**MOTION 14/2024**

That the Strathcona County Library Board approve the minutes of the January 29, 2024 Library Board Meeting.

Moved by Amy Koskela. Seconded by Rebecca Gagnon.

CARRIED

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#### **4. Business Arising from the Minutes**

##### **4.1 Standing Committee Appointments**

###### **MOTION 15/2024**

That the Strathcona County Library Board accept the following additional appointments the library's standing committees: Korinna Levangie to the Policy Committee and Ross Wilson to the Public Advocacy Committee.

Moved by Amy Koskela. Seconded by Rebecca Gagnon. **CARRIED**

##### **4.2 WCB Coverage for Library Board Members**

Sharon Siga asked Board members to email her directly by the end of next week, March 8<sup>th</sup>, to let her know if they wish to enroll in WCB. Korinna Levangie explained that the library should choose the maximum amount of coverage. If they wish to enroll, they should be aware they will be encouraged by WCB to find employment within their capacity. It's worth it, however, for the rehabilitation expenses that would be covered.

##### **4.3 Talking Points**

Sharon shared Donna Smith's comments regarding the talking points included in the meeting package. Donna said they will be helpful for communicating with community members. All members appreciated the work Sue Colp put into the talking points and asked Sharon to thank Sue on the Board's behalf.

#### **5. Reports**

##### **5.1 List of Correspondence: Incoming, Outgoing and Media Releases**

###### **5.1.1 Letter from MLA Kasawski to the Minister of Municipal Affairs, the Hon. Ric McIver**

###### **5.1.2 Letter from the Hon. Ric McIver**

Sharon explained that on February 29 the Provincial budget will be tabled, and we can see if there is any additional funding for libraries based on increasing populations to serve.

##### **5.2 Department Reports**

Sharon explained a bit of background on the Community Safety and Wellbeing Committee. Community organizations come together to tackle issues in communities. Sharon offered to chair an Emergency Community Sheltering Action Table as the County does not have anywhere for houseless people to go during the hours of 10 pm to 6 am. During the latest cold period library staff were able to find unofficial locations where people who do not feel they can go to a shelter can go. Sharon is hopeful the Action Table maybe able to find solutions to this issue. In other communities' church groups have responded. There are also shelter challenges during extreme heat and smoke.

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The Public Library Services Branch of Alberta Municipal Affairs will be holding a Digital Literacy Symposium in the Strathcona County Community Centre June 10 and 11. The library is helping with the location arrangements. There may be streams geared towards trustees, and Sharon will keep the Board informed of sessions they may wish to attend.

Ross Wilson asked about the future usage of digital resources. Sharon explained that after a steep increase in use during the pandemic, there has been a plateau in use. The Friends of Strathcona County Library provides some of their casino funding for digital resources.

Denise Charbonneau mentioned patrons that had attended the AI Learn @ Your Library information sessions commented to her how informative the sessions were. The information was engaging and gave the patrons things to think about that they had not thought about previously. The presenter was excellent.

### **5.3 Minutes of the Friends of Strathcona County Library Society Meetings**

#### **5.3.1 November 20, 2023 Meeting**

#### **5.3.2 January 8, 2024**

### **5.4 County Councillor Verbal Report**

Glen Lawrence explained they have had only few meetings since last the Board last met. The newly announced Crusaders arena is an area where residents have lots of questions, along with the property tax assessments that recently went out to property owners.

### **5.5 Chair Verbal Report**

Denise reported she got back in time to attend the February 11 Friends of Strathcona County Library Society meeting. Their next casino isn't until 2027. One thing that came up at the meeting was the suggestion to the County that when people apply to be on the Library Board, but are not selected, can they be informed the Friends of Strathcona County Library Society are always looking for volunteers? Glen said they always have more people than positions. He will talk to the Governance Committee regarding the suggestion. Denise also said since she's been back, she has met with Sharon and attended an Ad Hoc Retreat Planning Committee meeting. She also called our two new Board members to introduce herself.

### **MOTION 16/2024**

That the Strathcona County Library Board accept the reports for information.  
Moved by Ross Wilson. Seconded by Korinna Levangie. **CARRIED**

## **6. New Business**

### **6.1 Performance Measures for 2023 (For Information)**

#### **6.1.1 Notes on Performance Measures**

Sharon explained the performance measures gives us a comparison from year to year, and 2023 was a solid year following the pandemic. We are seeing in the first month and a half of 2024 positive trends continuing. Donna had asked about evaluating programs, specifically how the library evaluates programs to determine if they are successful. Sharon explained success is determined more by how impactful the program is for patrons versus how many people attend. The 500 people who attended Family Literacy Day were exposed to literacy ideas, but the four people who attended a session on grandparent's legal rights as a result of divorce received crucial information. The library does evaluations to try to capture patron outcomes, asking if patrons learned a new skill, are more confident performing a task, learned useful information, etc.

Sharon explained that although the number of reference or research questions went down compared to 2022, these were just the questions that met the definition set by Alberta Municipal Affairs. However, the library counts all other patron transactions, and these numbers have increased. Ross commented that this statistic was profound as overall one in four patrons seeks assistance.

#### **6.1.2 Statistics Comparison Spreadsheet**

##### **MOTION 17/2024**

That the Strathcona County Library Board accept the 2023 Performance Measures as information.

Moved by Keely Cronin. Seconded by Korinna Levangie. CARRIED

### **6.2 Draft 2024 Annual Survey and 2023 Annual Report of Public Libraries in Alberta (For Decision)**

Sharon explained the Annual Survey is one of the requirements for our library to receive its annual provincial grant. The numbers are quite positive. Sharon thanked all staff who record statistics throughout the year.

##### **MOTION 18/2024**

That the Strathcona County Library Board approve the 2024 Annual Survey and 2023 Annual Report of Public Libraries in Alberta to be submitted to Alberta Municipal Affairs.

Moved by Ross Wilson. Seconded by Korinna Levangie. CARRIED

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### **6.3 Retreat Planning**

#### **6.3.1 Minutes of the February 13, 2024 Ad Hoc Retreat Planning Committee Meeting**

Korinna explained each item on the Retreat Planning Agenda briefly on behalf of the Committee Chair, Donna Smith. Sharon asked each Board member to watch the presentation by Profession James Turk so there can be a discussion at the Board retreat. Sharon will resend the link.

A discussion occurred regarding inviting James Turk to present to the Board when he is in St. Albert in April.

#### **MOTION 19/2024**

That the Strathcona County Library Board engage James Turk to present to the Board the afternoon of Saturday, April 6, 2024.

Moved by Ross Wilson. Seconded by Korinna Levangie. CARRIED

#### **6.3.2 Draft Retreat Agenda**

#### **MOTION 20/2024**

That the Strathcona County Library Board approve the Retreat Agenda.

Moved by Amy Koskela. Seconded by Korinna Levangie. CARRIED

### **6.4 Trade Fair 2024**

Sharon explained this is a good opportunity to connect with the community. There will be one Board member and one staff member for each shift. The Trade Fair is a good team building opportunity. There will be one shift with two Board Members and a staff member.

Board members signed up for some of the shifts available for the April 2024 Trade Fair.

### **6.5 Donor Thank-a-Thon**

June 1 is the preferred date for Board Members to thank donors. Keely will attend and make calls, or will write thank you cards for people who were not reached by phone. Marla and Rebecca also volunteered. The suggestion of providing thank you cards ahead of time will be passed on to Suzanne Harris. Denise noted it's an opportunity for Board Members to connect over coffee and muffins.

## **7. Comments, Announcements, and Other Business**

### **7.1 Board Member Round Robin**

### **7.2 Upcoming Friends Meetings**

March 11, April 8, May 13

February 26, 2024

**7.3 Public Presentations**


None.

**8. Next Meeting Date**

**8.1** March 18, 2024

**9. Adjournment**

The meeting was adjourned at 8:05 pm.

A handwritten signature in black ink, appearing to read "W. King", is written above a horizontal line.

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Chair