

**Strathcona County Library Board**  
**Minutes**  
March 18, 2024  
Strathcona County Community Centre Meeting Room 5

**Board Members Present**

Denise Charbonneau (Meeting Chair)  
Ross Wilson  
Rebecca Gagnon  
Keely Cronin  
Amy Koskela  
Marla Tonita  
Paul Ryzuk  
Donna Smith

**Library Staff**

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

**Regrets**

Korinna Levangie  
Councillor Glen Lawrence

**1. Call to Order**

**Acknowledgement of Meeting Location**

The meeting was called to order at 6:35 pm. by Denise Charbonneau.

**2. Approval of Agenda**

**MOTION 21/2024**

That the Strathcona County Library Board approve the agenda.

Moved by Amy Koskela. Seconded by Marla Tonita.

CARRIED

**3. Approval of Minutes**

**MOTION 22/2024**

That the Strathcona County Library Board approve the minutes of the February 26, 2024 Library Board Meeting.

Moved by Amy Koskela. Seconded by Keely Cronin.

CARRIED

**4. Business Arising from the Minutes**

None.

**5. Reports**

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

**5.2 Department Reports**

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The Board discussed the offer from the County regarding selling the library a decommissioned bus to be used as a spare for the Bookmobile. The Board commented it was fantastic the County is thinking about the library's needs. The offer includes storage of the spare bus. Having a spare bus allows for a way to carry on the service if something happens to the current bookmobile.

Even though the Bookmobile went out fewer days in January and February due to extreme weather, usage is up compared to the previous year. This shows the importance of the service.

The Board also appreciated the comparisons to library hours in communities that are similar in size to Strathcona County. Sharon Siga said that the upcoming community needs assessment would be a good opportunity to get community feedback on library open hours.

The Board liked how the library embraced the Anthony at Your Service delivery service and how the partnership fits the mission statement.

**5.3 Library Board Member Accountability (ALTA)**

There was a discussion regarding Board Members' fiduciary duties. Board Members who come prepared to the meetings, have read meeting packages, and are prepared to ask questions show the level of care needed to meet legal requirements. This document will be added to the new Board Member orientation.

**5.4 County Councillor Verbal Report**

No report.

**5.5 Chair Verbal Report**

Denise attended the March 11, 2024 Friends of Strathcona County Library meeting. The Friend's are a dynamic group. They will have a table at the upcoming Volunteer Fair. Denise is unable to attend the May and June meetings so Paul Ryzuk, the Vice Chair, will attend instead.

Denise invited any interested Board Members to meet at 6 pm. in the Galleria of the Community Centre prior to Board meetings for a chance to have a relaxed visit.

A discussion occurred regarding respectful conversations around the table when Board members have opposing opinions. The Board felt that since the Board represents the community it is important to have different opinions expressed and heard in a respectful meeting environment.

**MOTION 23/2024**

That the Strathcona County Library Board accept the reports for information.  
Moved by Donna Smith. Seconded by Rebecca Gagnon. **CARRIED**

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(Candace Tomlinson joined the meeting at 6:55 pm.)

**6. New Business**

**6.1 Draft Minutes of the March 6, 2024 Executive/Audit Committee Meeting (for information)**

**6.2 Audit Findings Report (for information)**

The auditors provided an unqualified opinion on the library's financial statements. Denise reported that the auditors appreciated Candace Tomlinson's work on the audit. She was very responsive and provided requested documentation very quickly to the auditors.

**MOTION 24/2024**

That the Strathcona County Library Board accept the Executive/Audit Committee Meeting minutes and the Audit Findings Report (for information).  
Moved by Amy Koskela. Seconded by Keely Cronin. **CARRIED**

**6.3 Draft Strathcona County Library 2023 Financial Statements**

Sharon provided background information regarding the library's one-time contribution towards the County's Enterprise Resource Planning (ERP) system on an Oracle platform.

Candace Tomlinson explained the new accounting standard regarding Asset Retirement Obligation. The library's financial statements show a \$34K environmental liability, in today's dollars, which is the library's share of the cost to eventually decommission the Community Centre at the end of its productive life.

Candace explained highlights from the Statement of Operations, Statement of Change of Net Debts, and Statement of Cash Flow.

Denise thanked Sharon and Candace for the notes provided in the meeting package.

**MOTION 25/2024**

That the Strathcona County Library Board approve the 2023 Financial Statements.  
Moved by Keely Cronin. Seconded by Paul Ryzuk. **CARRIED**

**6.3.1 Draft Strathcona County Library Board Financial Statements for the Year Ended December 31, 2023**

**6.3.2 Management Notes for the Draft Financial Statements (for information)**

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#### **6.4 2024 Budget**

Candace explained the budget process for 2024. Sharon noted that the library budgets the cost of salaries for all library staff, but less money may be expended in any given year because it is not possible to anticipate retirements, maternity leaves, or long-term disability leaves. Candace looked at the past few years and introduced a slippage number in the budget to account possible lower expenditures for salaries, staff training, and the cost of program instructors.

#### **MOTION 26/24**

That the Strathcona County Library Board accept the 2024 Budget Review as information.

Moved by Rebecca Gagnon. Seconded by Marla Tonita.

CARRIED

(Candace Tomlinson left the meeting 7:39 pm.)

#### **6.5 Retreat**

##### **6.5.1 Follow-up from the March 2, 2024 Planning Retreat: Slides**

##### **6.5.2 Update on a Typical Retreat and What Will Happen Next in 2024**

The Board discussed planning for future retreats, creating a new plan of service in 2025, and the new Board member orientation. All agreed team building at the retreat is very important and that this year's retreat offered many opportunities for discussion and connection.

New Board members said the orientation was valuable. There was discussion about the need for another governance workshop. Board Members can read about governance on their own, and there is the full-day workshop that new Board Members must attend presented by the Public Library Services Branch of Alberta Municipal Affairs.

There may be one retreat in the spring leading to the creation of the new four-year plan of service, and another retreat in the fall of 2025 focused on the priority issue of the day.

Planning for the 2025 retreats was tabled to the October meeting.

##### **6.5.3 Code of Conduct/Conflict of Interest**

The Library's Code of Conduct and conflict of interest was discussed at the retreat. The Policy Committee will be looking at all governance policies this year. Sharon asked the Board if they would like to see changes to the Board Code of Conduct Policy (GV 01). She will include these suggested changes in the Policy Committee meeting package.

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**6.5.4 Retreat Evaluation Survey Results**

There was a brief discussion of the retreat survey results. The evaluation questions will be revised for the next retreat to increase clarity.

**6.5.5 Update on April 6 Presentation by James Turk**

Sharon updated the Board on the April 6 presentation by James Turk. Karla Mallach will be hosting as Sharon will be away. Sharon will ask James if it's possible to record the presentation for any Board Members that are unable to attend.

**6.6 Set Date for Public Advocacy Committee and Policy Committee meetings**

This took place after the meeting was adjourned.

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

Sharon reached out to Tricia Wall, Director Fort Saskatchewan Library. The Fort Saskatchewan Library Board would like to host the Strathcona County Library Board for an evening in Fort Saskatchewan. Tricia will provide Sharon with some possible dates.

**7.1 Board Member Round Robin**

**7.2 Upcoming Friends Meetings**

April 8, May 13, June 10

**7.3 Public Presentations**

None.

**8. Next Meeting Date**

**8.1** April 15, 2024

**9. Adjournment**

The meeting was adjourned at 8:32 pm.



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Chair