

Strathcona County Library Board
Minutes
May 27, 2024
Strathcona County Hall Meeting Room L-1

Board Members in Attendance

Paul Ryzuk (Meeting Chair)
Ross Wilson (part of the meeting)
Amy Koskela
Donna Smith
Korinna Levangie
Marla Tonita
Rebecca Gagnon

Library Staff

Sharon Siga (Chief Executive Officer)
Anabel Shank (Financial and Administrative Assistant - Minutes)

Regrets with Notice

Denise Charbonneau
Keely Cronin
Councilor Glen Lawrence

Absence without Notice

1. Call to Order

The meeting was called to order at **6:36 pm** by Paul Ryzuk.

1.1 Acknowledgement of Meeting Location

1.2 Authorization and Approval of Absence

MOTION 36/2024

Motion: That the Strathcona County Library Board authorizes and approves three consecutive absences by Keely Cronin if required.

Moved by Paul Ryzuk. Seconded Amy Koskela.

CARRIED

[Ross Wilson joined the meeting.]

2. Approval of Agenda

The Board added agenda item 1.2 Authorization and Approval of Absence.

MOTION 37/2024

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

Moved by Korinna Levangie. Seconded by Paul Ryzuk

CARRIED

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3. Approval of Minutes

MOTION 38/2024

That the Strathcona County Library Board approve the minutes of the April 15, 2024 Library Board Meeting.

Moved by Korinna Levangie. Seconded by Rebecca Gagnon. CARRIED

4. Business Arising from the Minutes

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.1.1 Letter from the Hon. Ric McIver, Minister of Municipal Affairs

5.2 Department Reports

5.2.1 2023 Annual Report from the Edmonton Immigrant Services Association

5.3 County Councilor Verbal Report – No report.

5.4 Chair Verbal Report – No report.

5.5 Minutes of the Friends of the Strathcona County Library Society Board

MOTION 39/2024

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

Moved by Donna Smith. Seconded by Korinna Levangie. CARRIED

6. New Business

6.1 Proposed Change to Minutes to Record Decisions Made

Based on information from the April 20 Board Basics Workshop, after discussion there was agreement that starting with these minutes and going forward, the minutes of Board meetings will record decisions rather than discussion.

6.2 2024 First Reporting Period (P1) Financial Results (For Information)

The Board discussed the report and asked questions. Board Members referred to “A Guide to Financial Statements of Not-for-Profit Organizations: Questions for Directors” published by the Chartered Professional Accountants of Canada.

MOTION 40/2024

That the Strathcona County Library Board accept the 2024 First Reporting Period (P1) Financial Results and Forecast for information.

Moved by Korinna Levangie. Seconded by Amy Koskela. CARRIED

6.2.1 Library Board Cost Centre Details (For Information)

6.3 Policy Committee Meeting

6.3.1 Minutes of the May 15, 2024 Meeting (For Information)

6.3.2 Draft 2024 Policy Committee Work Plan

Two policies were deferred to the second Committee meeting.

MOTION 41/2024

That the Strathcona County Library Board approve the 2024 Policy Committee Work Plan as amended.

Moved by Korinna Levangie. Seconded by Ross Wilson. CARRIED

6.3.3 Policy Committee Terms of Reference Policy (GV 05)

MOTION 42/2024

That the Strathcona County Library Board approve the revised Policy Committee Terms of Reference Policy (GV 05)

Moved by Ross Wilson. Seconded by Marla Tonita. CARRIED

6.3.4 Strathcona County Library Board Policy (GV 03)

The Board discussed the policy changes.

MOTION 43/2024

That the Strathcona County Library Board approve the revised Strathcona County Library Board Policy (GV 03).

Moved by Rebecca Gagnon. Seconded by Marla Tonita. CARRIED

6.3.5 Workplace Harassment Prevention Policy (HR 10)

The Board discussed the proposed revisions and made an additional revision.

MOTION 44/2024

That the Strathcona County Library Board approve the revised Workplace Harassment Prevention Policy (HR 10) as amended.

Moved by Korinna Levangie. Seconded by Amy Koskela. CARRIED

6.3.6 Workplace Violence Prevention Policy (HR11)

After discussion, an addition change was made.

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MOTION 44/2024

That the Strathcona County Library Board approve the revised Workplace Violence Prevention Policy (HR11) as amended.

Moved by Korinna Levangie. Seconded by Marla Tonita. CARRIED

6.3.7 Respectful Workplace Policy (HR14)

The Board discussed the revision and added a revision.

MOTION 46/2024

That the Strathcona County Library Board approve the revised Respectful Workplace Policy (HR14) as amended.

Moved by Donna Smith. Seconded by Amy Koskela. CARRIED

6.3.8 Staffing Policy (HR02)

After discussion, the Board further revised the policy.

MOTION 47/2024

That the Strathcona County Library Board approve the revised Staffing Policy (HR02) as amended.

Moved by Ross Wilson. Seconded by Korinna Levangie. CARRIED

6.4 Plan of Service Progress Report (For Information)

6.5 Ad Hoc Plan of Service Committee

6.5.1 Appointment of Committee Members

MOTION 48/2024

That the Strathcona County Library Board appoint Denise Charbonneau, Rebecca Gagnon, Amy Koskela, and Donna Smith to the Ad Hoc Plan of Service Committee.

Moved by Korinna Levangie. Seconded by Marla Tonita. CARRIED

6.5.2 Minutes for May 1, 2024 Meeting (For Information)

6.5.3 2025-2028 Plan of Service Draft Process

The Board discussed the upcoming community needs assessment.

MOTION 49/2024

That the Strathcona County Library Board approve the 2025-2028 Plan of Service Process as amended.

Moved by Rebecca Gagnon. Seconded by Amy Koskela. CARRIED

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**6.5.4 Review of Community Engagement Models Across Alberta Libraries
(For Information)**

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

7.2 Upcoming Friends Meeting:

7.3.1 June 10, 2024; September 9, 2024

**7.4 Upcoming Event: May 30 Joint Board Dinner and Tour at the Fort
Saskatchewan Public Library – 6 pm.**

7.5 Public Presentations – None.

9. Next Meeting Date

June 17, 2024

10. Adjournment

The meeting was adjourned at 8:30 pm.



Chair