

Strathcona County Library Board
Minutes
October 21, 2024
Strathcona County Hall Meeting Room L-1

Board Members in Attendance

Paul Ryzuk
Amy Koskela
Marla Tonita
Rebecca Gagnon
Denise Charbonneau (Meeting Chair)
Keely Cronin
Councilor Glen Lawrence

Library Staff

Sharon Siga (Chief Executive Officer)
Shelley Reason (Facility and Administrative Assistant - Minutes)
Candace Tomlinson (Accountant) [part of the meeting]

Regrets with Notice

Donna Smith
Ross Wilson
Korinna Levangie

1. Call to Order

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

1.1 Acknowledgement of Meeting Location

1.2 Round Robin

2. Approval of Agenda

The discussion of the draft 2025 Operating Budget will be later in the meeting.

MOTION 69/2024

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

Moved by Keely Cronin. Seconded by Paul Ryzuk. **CARRIED**

3. Approval of Minutes

MOTION 70/2024

That the Strathcona County Library Board approve the minutes of the September 16, 2024 Library Board Meeting.

Moved by Marla Tonita. Seconded by Rebecca Gagnon. **CARRIED**

4. Business Arising from the Minutes

4.1 Program Success/Program Value

The Board found the “Programs: How do you know you are successful?” document very helpful and would like to see this document added to the Board Orientation package. It was also noted that the current format for reporting progress on the plan of service was helpful and should continue to be used.

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 CEO report

Sharon explained there has been over 1,200 responses so far to the community engagement survey (Shaping Our Library Together) that will form the basis for the next plan of service. The library’s consultant, Dialogue Partners, has indicated this is a robust number for a survey. The consultants think that with the survey and the discussions at community meetings, there is input from many demographics.

Sharon Siga was asked to report after the meeting on the current number of digital holds library patrons are allowed at a time.

5.3 County Councilor Verbal Report

Councillor Lawrence reported Council is back in session. Census numbers in the County are 103 339, with 75 000 living in urban areas and 28 000 in rural. This is a 3.5% increase over 3 years ago. The Library’s annual report presentation to Council was well received.

5.4 Chair Verbal Report

Denise Charbonneau had nothing to report. Amy Koskela reported on attending the Stronger Together Conference and found the Board advocacy information very helpful.

5.5 Draft Minutes from the October 7, 2024 Executive Committee Meeting

MOTION 71/2024

That the Strathcona County Library Board accept the reports for information.
Moved by Amy Koskela Seconded by Paul Ryzuk. CARRIED

6. New Business

6.3 Closed Days for 2025

MOTION 74/2024

That the Strathcona County Library approve the 2025 Closed Days list.

Moved by Amy Koskela. Seconded by Marla Tonita. CARRIED

6.4 Policy Committee Meeting

Paul Ryzuk reported that some of the policies were updated to reflect legislation. In other cases Strathcona County had updated their policies and this provided useful content. The key change is in the draft 2024 bylaw that would allow 16 and 17-year-olds to sign for their own library cards.

6.4.1 Minutes of the September 25, 2024 Meeting (for information)

6.4.2 Rename and Revise the Policy on Policy Making Policy (GV02)

MOTION 75/2024

That the Strathcona County Library Board rename the Policy on Policy Making Policy (GV02) the Policy Development Policy (GV02) and approve its revised content.

Moved by Keely Cronin. Seconded by Rebecca Gagnon. CARRIED

6.4.3 Draft Orientation and Continuing Education of Board Members Policy (HR05)

As discussed earlier in the meeting, program assessment was added as resource for new Board Members.

MOTION 76/2024

That the Strathcona County Library Board approve new Orientation and Continuing Education of Board Members Policy (HR05) as amended.

Moved by Paul Ryzuk. Seconded by Keely Cronin. CARRIED

6.4.4 Revised Board Code of Conduct Policy (GV01)

MOTION 77/2024

That the Strathcona County Library Board approve the revised Board Code of Conduct Policy (GV01) as amended.

Moved by Amy Koskela. Seconded by Paul Ryzuk. CARRIED

6.4.5 Rename and Revise the Public Interest Disclosure (Whistleblower) Policy (GV04)

MOTION 78/2024

That the Strathcona County Library Board rename the Public Interest Disclosure (Whistleblower) Policy (GV04) the Whistleblower Policy (GV04) and approve its revised content as amended.

Moved by Keely Cronin. Seconded by Marla Tonita. CARRIED

6.4.6 Revised Public Advocacy Terms of Reference Policy (GV06)

MOTION 79/2024

That the Strathcona County Library Board approve the revised Public Advocacy Terms of Reference Policy (GV06) as amended.

Moved by Paul Ryzuk. Seconded by Amy Koskela. CARRIED

6.4.7 Revised Ad Hoc Art Donation Committee Terms of Reference Policy (GV07)

MOTION 80/2024

That the Strathcona County Library Board approve the revised Ad Hoc Art Donation Committee Terms of Reference Policy (GV07).

Moved by Rebecca Gagnon. Seconded by Keely Cronin. CARRIED

6.4.8 Revised Executive Committee Terms of Reference Policy (GV08)

MOTION 81/2024

That the Strathcona County Library Board approve the revised Executive Committee Terms of Reference Policy (GV08) as amended.

Moved by Keely Cronin. Seconded by Rebecca Gagnon. CARRIED

6.4.9 Revised Ad Hoc Volunteer Award Committee Terms of Reference Policy (GV10)

MOTION 82/2024

That the Strathcona County Library Board approve the revised Ad Hoc Volunteer Award Committee Terms of Reference Policy (GV10).

Moved by Marla Tonita. Seconded by Paul Ryzuk. CARRIED

6.4.10 Revised Ad Hoc Nominating Committee Terms of Reference Policy (GV11)

MOTION 83/2024

That the Strathcona County Library Board approve the revised Ad Hoc Nominating Committee Terms of Reference Policy (GV11).

Moved by Rebecca Gagnon. Seconded by Paul Ryzuk. CARRIED

6.4.11 Revised Occupational Health and Safety Policy (HR18)

MOTION 84/2024

That the Strathcona County Library Board approve the Revised Occupational Health and Safety Policy (HR18) as amended.

Moved by Paul Ryzuk. Seconded by Rebecca Gagnon. CARRIED

6.4.12 Revisions to Bylaw 1-2021 That Will Become Bylaw 1-2024

Sharon appreciated the support of the Board regarding the changes. She noted that for all three readings to take place at this meeting, there needed to be unanimous support.

MOTION 85/2024

That the Strathcona County Library Board Bylaw 1-2024 be given first reading.

Moved by Amy Koskela. Seconded by Paul Ryzuk. CARRIED

MOTION 86/2024

That the Strathcona County Library Board Bylaw 1-2024 be given second reading.

Moved by Keely Cronin. Seconded by Rebecca Gagnon. CARRIED

MOTION 87/2024

That the Strathcona County Library Board Bylaw 1-2024 proceed with the third reading.

Moved by Marla Tonita. Seconded by Paul Ryauk. CARRIED
UNANIMOUSLY

MOTION 88/2024

That the Strathcona County Library Board Bylaw 1-2024 be given third and final reading.

Moved by Keely Cronin. Seconded by Amy Koskela. CARRIED

[Candace Tomlinson joined meeting 7:46 pm]

6.1 Draft 2025 Operating Budget

MOTION 72/2024

That the Strathcona County Library Board approve the 2025 Operating Budget

Moved by Paul Ryzuk. Seconded by Amy Koskela. CARRIED

6.2 2026-2028 Operating Budget Projections

The Board discussed suggestions and recommendations for 2025 and 2026-28 budget projections. The Board agreed with the projections at this time.

MOTION 73/2024

That the Strathcona County Library Board receive the 2026-2028 Operating Budget Projections as information.

Moved by Amy Koskela. Seconded by Paul Ryzuk. CARRIED

[Candace Tomlinson left the meeting 8:24]

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

As part of the Board advocacy effort, Amy Koskela reported she met with her County Councillor, and it was a very successful meeting.

7.2 Upcoming Friends Meeting: November 18, 2024

7.3 Public Presentations

8. Next Meeting Date

8.1 November 18, 2024

10. Adjournment

The meeting was adjourned at **8:35** pm.



Chair