

Strathcona County Library Board
Minutes
November 18, 2024
Strathcona County Hall Meeting Room L-1

Board Members in Attendance

Paul Ryzuk
Amy Koskela
Denise Charbonneau (Meeting Chair)
Councilor Glen Lawrence
Donna Smith
Korinna Levangie

Library Staff

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

Regrets with Notice

Marla Tonita
Rebecca Gagnon
Keely Cronin
Ross Wilson

1. Call to Order

The meeting was called to order at **6:31 pm** by Denise Charbonneau.

1.1 Acknowledgement of Meeting Location

2. Approval of Agenda

MOTION 89/2024

That the Strathcona County Library Board approve the agenda.
Moved by Korinna Levangie. Seconded by Paul Ryzuk.

CARRIED

3. Approval of Minutes

MOTION 90/2024

That the Strathcona County Library Board approve the minutes of the October 21, 2024
Library Board Meeting.
Moved by Amy Koskela. Seconded by Donna Smith.

CARRIED

4. Business Arising from the Minutes

None.

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 CEO report

Sharon Siga described some of the events she included in her written report in the meeting package.

5.3 County Councilor Verbal Report

Councilor Glen Lawrence stated Council has been fairly quiet; however, there are two big issues Council is addressing at this time. Chief Administration Officer Darrell Reid, has announced his retirement so Council has begun the process to recruit for the position. Council is also working on the 2025 budget. Things are going well as the County has good administrative staff.

5.4 Chair Verbal Report

Denise Charbonneau, Sharon, and Suzanne Harris, Donor Relations Specialist/Friends of the Library Liaison, met with Wendy Saunders, President of the Friends of Strathcona County Library, and Brittany Richter, Friend's Marketing and Communications Coordinator. The Friend's new executive is very dynamic. The Friends are looking for new events to replace fundraising events that are not happening any more, like gift wrapping at Christmas. To make the events viable, they will be looking for local sponsors for support. It was agreed that they will talk with the library to ensure they do not contact any sponsors the Library already has. For one event, there was no overlap.

5.5 Minutes of the November 4, 2024 Executive Committee Meeting

MOTION 91/2024

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

Moved by Donna Smith.

Seconded by Korinna Levangie.

CARRIED

[7:04 the meeting recessed as the Board hosted The Friends of Strathcona Library for a Meet and Greet. The Board thanked Shelley for supplying the refreshments for the meeting. Meeting resumed 7:33.]

6. New Business

6.1 Facility Report

Sharon explained the summary on pages 22 and 23 of the meeting package, provides a summary of rational why a branch is needed at this time. A discussion occurred regarding leasing, ownership, and sharing a location with the County. It was agreed that timing of a decision on a new branch should wait until the Board has had the opportunity to see what the community has shared during the recent community needs assessment leading to the library's new Plan of Service.

The Board would like to thank Karla Mallach for all her work on the Facility Report. The Report is fascinating reading, and it is very well laid out.

MOTION 92/2024

That the Strathcona County Library Board accept the Facility Report for Information.

Moved by Paul Ryzuk. Seconded by Korinna Levangie. CARRIED

MOTION 93/2024

That the Strathcona County Library Board discuss the timing of moving forward on the recommendations after the Plan of Service Report is presented.

Moved by Paul Ryzuk. Seconded by Korinna Levangie. CARRIED

MOTION 94/2024

That the Strathcona County Library Board instruct the CEO to confirm with the County potential co-location opportunities and the willingness of the County to purchase land for a library branch.

Moved by Paul Ryzuk. Seconded by Donna Smith. CARRIED

6.1.1 Criteria for site Selection

It may be hard to find a site that would meet all the criteria included in meeting package, but having this list will help when comparing one site to another. The issue of security was discussed regarding a store front location. Issues to consider are would there be proper security in place, and is there an extra cost?

6.2 2024 Risk Management Report to the Board

A discussion occurred regarding the highest risk impact and how much residual risk remains after best efforts to mitigate risks.

MOTION 95/2024

That the Strathcona County Library Board accept the 2024 Risk Management Report for Information.

Moved by Paul Ryzuk. Seconded by Korinna Levangie. CARRIED

6.2.1 Risk Appetite Discussion

Sharon explained some of the risks with regards to cybersecurity. The library is planning to pay a third party to conduct a penetration test in 2025 to identify any areas of cybersecurity that may need to be increased. However, because we share our library hardware and software with St. Albert Public Library they will need to do testing at the same time. The Board discussed what level of risk was acceptable. After discussion, it was decided that it was acceptable to take all reasonable steps to ensure

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mitigations standards of our library meet those of comparable libraries, and where reasonable, efforts will be made to exceed what other comparable libraries do.

MOTION 96/2024

That the Strathcona County Library Board’s risk appetite is that the library’s risk mitigation efforts will meet the standards applied to like-resourced, like-sized public libraries, and where reasonably possible, the library will exceed those standards.

Moved by Paul Ryzuk. Seconded by Amy Koskela. CARRIED

6.3 Library PD Day Agenda on December 6

Sharon invited the Board to attend the Library’s PD Day on December 6.

6.4 Ad Hoc Art Donation Committee

6.4.1 Minutes of the October 28, 2024 Ad Hoc Art Donation Committee Meeting

Sharon explained that the library was offered a second larger quilt. Although there is space to hang the “Trees of My Life” quilt in public, the larger “Batty over Batiks” quilt will be displayed in the staff area of the library. This is an acceptable practice regarding County art, and is acceptable to the artist.

MOTION 97/2024

That the Strathcona County Library Board approve accepting the donation of the Trees in My Life quilt from Peggy Fleet.

Moved by Korinna Levangie. Seconded by Paul Ryzuk. CARRIED

MOTION 98/2024

That the Strathcona County Library Board approve accepting the donation of the Batty over Batik quilt from Peggy Fleet.

Moved by Amy Koskela. Seconded Korinna Levangie. CARRIED

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

The Board suggested some changes to the Ad Hoc Art Donation Committee Terms of Reference Policy regarding who on the Committee is eligible to vote.

MOTION 99/2024

That the Strathcona County Library Board approve the revised Ad Hoc Art Donation Committee Terms of Reference Policy as amended.

Moved by Korinna Levange. Seconded by Paul Ryzuk. CARRIED

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6.4.3 Information About the Quilt Donation

Amy Koskela explained she appreciated looking at spaces for quilt location. Everything about the quilt “Trees in My Life”, has so many metaphors that apply to library; the Learning Tree, rooms named after trees, etc. Eventually the quilt will need to be behind protective glass to allow the public to see the details better, but keep them from touching the quilt.

6.4.4 Dissolve the Ad Hoc Art Donation Committee

MOTION 100/2024

That the Strathcona County Library Board dissolve the Ad Hoc Art Donation Committee with thanks for their work on behalf of the Board. Moved by Amy Koskela. Seconded by Korinna Levangie. CARRIED

6.5 Planning the 2025 Retreat

MOTION 101/2024

That the Strathcona County Library Board appoint Rebecca Gagnon, Amy Koskela, Donna Smith, and Denise Charbonneau to the Ad Hoc Plan of Service/Retreat Planning Committee for 2025. Moved by Amy Koskela. Seconded by Paul Ryzuk. CARRIED

6.6 Appoint Ad Hoc Committee to Interview Former Board Members

MOTION 102/2024

That the Strathcona County Library Board appoint Donna Smith to the Ad Hoc Committee to Interview Former 2024 Board Members. Moved by Korinna Levangie. Seconded by Paul Ryzuk. CARRIED

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

7.2 Upcoming Friends Meeting

7.2.1 January 13, 2025

7.3 Public Presentations

8. Next Meeting Date

8.1 December 16, 2024: meeting to begin at 6:00 pm.

10. Adjournment

The meeting was adjourned at 8:48 pm.

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A handwritten signature in black ink, consisting of several overlapping loops and a long, sweeping tail that curves downwards and to the right.

Chair