

Strathcona County Library Board
Minutes
December 16, 2024
Strathcona County Hall Meeting Room L-1

Board Members in Attendance

Denise Charbonneau (Meeting Chair)
Paul Ryzuk (part of meeting)
Amy Koskela
Councilor Glen Lawrence (part of meeting)
Donna Smith
Korinna Levangie
Marla Tonita
Rebecca Gagnon
Keely Cronin
Ross Wilson

Library Staff

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

Regrets with Notice

1. Call to Order

The meeting was called to order at **6:05 pm** by Denise Charbonneau.

1.1 Acknowledgement of Meeting Location

2. Approval of Agenda

MOTION 103/2024

That the Strathcona County Library Board approve the agenda.
Moved by Rebecca Gagnon.

CARRIED

3. Approval of Minutes

MOTION 104/2024

That the Strathcona County Library Board approve the minutes of the November 18, 2024 Library Board Meeting.
Moved by Korinna Levangie.

CARRIED

4. Business Arising from the Minutes

None.

5. Reports

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 CEO Report

5.3 Minutes of the Friends of Strathcona County Library Society (September 19, 2024 and October 21, 2024).

5.4 County Councillor Verbal Report

None.

5.5 Chair Verbal Report

Denise Charbonneau reported the 2025 budget was presented to Council. The presentation went smoothly and the budget was approved. Denise also attended the Long-Term Service Awards at PD Day. It was very nice to see staff networking. She also welcomed the new Board Member that will be joining in January.

5.6. Minutes of the November 26, 2024 Ad Hoc Plan of Services Committee Meeting

5.6.1 Plan of Service Results

Digital Partners presented public engagement results to the Library's Strategic Planning Team and the Board's Ad Hoc Plan of Service Committee. The slides and slide notes are included in the meeting package for information. The Strategic Planning Team has now moved into the next phase of analyzing results and identifying emerging themes. Once themes have been identified they will be presented to the Board for decisions regarding the Plan of Service.

MOTION 105/2024

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

Moved by Amy Koskela.

CARRIED

6. New Business

6.1 Minutes of the November 27, 2024 Policy Committee Meeting (For Information)

Donna Smith explained there were minor changes made to the policies.

6.1.1 Revised Public Relations Policy (PR01)

MOTION 106/2024

That the Strathcona County Library Board approve the revised Public Relations Policy (PR01).

Moved by Marla Tonita.

CARRIED

6.1.2 Revised Public Use of Library Social Media Channels (PR02)

MOTION 107/2024

That the Strathcona County Library Board approve the revised Public Use of Library Social Media Channels (PR02)

Moved by Donna Smith.

CARRIED

6.1.3 Revised Social Media Policy (PR03)

MOTION 108/2024

That the Strathcona County Library Board approve the revised Social Media Policy (PR03).

Moved by Korinna Levangie.

CARRIED

6.1.4 Revised School Library Relationship Policy (PR04)

MOTION 109/2024

That the Strathcona County Library Board approve the revised School Library Relationship Policy (PR04)

Moved by Rebecca Gagnon.

CARRIED

6.1.5 Revised Fundraising Policy (PR05)

MOTION 110/2024

That the Strathcona County Library Board approve the revised Fundraising Policy (PR05)

Moved by Amy Koskela.

CARRIED

6.1.6 Revised Public Donations and Recognition of Donations Policy (PR06)

MOTION 111/2024

That the Strathcona County Library Board approve the revised Donations and Recognition of Donations Policy (PR06)

Moved by Marla Tonita.

CARRIED

6.1.7 Revised Handling Suggestions Comments and Complaints Policy (PR07)

The Board suggested changing the timing in the section regarding handling complaints in a timely manner to two business days.

MOTION 112/2024

That the Strathcona County Library Board approve the revised Handling Suggestions Comments and Complaints Policy (PR07) as amended.

Moved by Amy Koskela.

CARRIED

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**6.1.8 Revised Sponsorships and Recognition of Sponsorships Policy (PR08)
MOTION 113/2024**

That the Strathcona County Library Board approve the revised Sponsorships and Recognition of Sponsorships Policy (PR08).

Moved by Donna Smith.

CARRIED

6.1.9 Revised Media Relations Policy (PR09)

MOTION 114/2024

That the Strathcona County Library Board approve the revised Media Relations Policy (PR09).

Moved by Korinna Levangie.

CARRIED

6.1.10 Revised Strathcona County Library Board Policy (GV03)

MOTION 115/2024

That the Strathcona County Library Board approve the Strathcona County Library Board Policy (GV03).

Moved by Ross Wilson.

CARRIED

[Keely Cronin arrived 6:25]

6.1.11 Revised Library Employee Handbook (Policy HR01)

The Board suggested some minor editing. The Policy Committee had asked the CEO to check the County's policy and provincial definitions of immediate family regarding spouses and partners. The definition in the Library Employee Handbook has been changed to use the same language.

MOTION 116/2024

That the Strathcona County Library Board approve the changes to the Library Employee Handbook (Policy HR01) effective December 16, 2024 as amended.

Moved by Amy Koskela.

CARRIED

6.2 Minutes of the December 2, 2024 Executive/Audit Committee Meeting

Denise explained Ernst and Young's presentation of the Audit Planning Report was very clear. Ross Wilson explained EY's standard number of materiality is three per cent of expenditures, or \$300,000. A difference of this amount would prompt the auditors to ask that adjustments be made to the statements.

Differences of \$15,000 and over would be noted, but would not require adjustments to financial statements unless cumulatively the amount reached \$300,000.

6.2.1 Audit Planning Report

MOTION 117/2024

That the Strathcona County Library Board accept the Audit Plan presented by Ernst & Young LLP.

Moved by Keely Cronin.

CARRIED

6.2.2 Amendment to the 2024 Operating Budget

MOTION 118/2024

That the Strathcona County Library Board amend the 2024 Operating Budget to decrease property tax revenue by \$11,073,279 and increase Government Transfers by \$11,073,279.

Moved by Donna Smith.

CARRIED

6.3 Disposition of Surplus – The Auditor Needs to See These Motions in the December Minutes with Actual Amounts Approved in January

MOTION 119/2024

That the Strathcona County Library Board approve that the 2024 year-end operating surplus be transferred to reserves as follows:

- That \$6,318 of the 2024 year-end operating surplus be transferred to the Contingency Reserve.
- That the remainder of the surplus to the New Library Service Point Reserve.

Moved by Keely Cronin.

CARRIED

6.4 Year-end Transfers to/from Reserves

Sharon explained the auditors are looking for intent regarding unused donations, therefore there need to be motions in our December minutes showing this.

MOTION 120/2024

That the Strathcona County Library Board approve the transfer of any unspent donations received in 2024 to the Carry Forward Reserve.

Moved by Rebecca Gagnon.

CARRIED

MOTION 121/2024

That the Strathcona County Library Board approve the transfer of \$17,062 from the Carry Forward Reserve to cover the unbudgeted 2024 expenditures.

Moved by Amy Koskela. Seconded.

CARRIED

6.5 Economic Adjustment to Grid for 2025

MOTION 122/2024

That the Strathcona County Library Board approve a salary adjustment to the Library Salary Grid for 2025 of 3% effective January 1, 2025.

Moved by Donna Smith.

CARRIED

6.6 Board Self-Evaluation Questionnaire Results

Board members commented they were not able to record a comment unless you were answering “unsure.” Members also suggested that it would be better if the answers were flipped so that strongly agree is to the left. Sharon will ensure these changes are made. There was discussion about the wording of Q6 “The Board ensures that broader community interests are represented.” The Board agreed that changing the word “represented” to “heard” would better reflect the intent of the question.

MOTION 123/2024

That the Strathcona County Library Board change Q6 to read “The Board ensures that broader community interests are heard”

Moved by Keely Cronin.

CARRIED

The Board also discussed the results for Q13 “There is a clear understanding of where the Board’s role ends and the CEO’s begins.” One of the challenging things for a Board is where that line is between operations and governance. This issue may be considered again in the New Year. Not having Department Reports in the meeting packages may help as the reports may be muddying the issue of governance and operations.

6.7 Discuss Library Board Participation in January Board Member Orientation Regarding Governance

Sharon explained the new Board Member is waiting for her schedule in January.. Denise and Keely volunteered to assist Sharon with orientation. Sharon will reach out when she has possible dates for the orientation.

6.8 Appoint Ad Hoc Nominating Committee for Election of Officers

MOTION 124/2024

That the Strathcona County Library Board appoint Rebecca Gagnon and Marla Tonita to the Ad Hoc Nominating Committee.

Moved by Korinna Levangie.

CARRIED

6.9 Library Board Recognition

To honour Korinna Levangie’s time on the Library Board a book plate was placed in a book going into the library’s collection. Thank you Korinna for your service and the perspectives you brought to the Board.

[Glen Lawrence joined the meeting 7:22.] [Paul Ryzuk joined the meeting 7:26.]

6.10 CEO Evaluation Process

Denise explained the information in the package regarding the CEO Performance Review is presented this time of the year. A discussion occurred regarding Sharon having the opportunity to evaluate/give feed back to the Board. Sharon will check

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with colleagues to see if other libraries have an evaluation process for the CEO to evaluate/provide feedback to their Boards.

6.11 CEO Salary Survey Results

A discussion occurred regarding a competitive pay scale, and which libraries to consider as comparators.

6.12 In Camera Session: Personnel Matters and Related Correspondence

MOTION 125/2024: To go in camera at 7:36 pm.

Moved by Denise Charbonneau.

CARRIED

MOTION 126/2024: To come out of camera 8:02 pm.

Moved by Denise Charbonneau.

CARRIED

MOTION 127/2024

That the Strathcona County Library Board increase CEO salary range to \$176,000 - \$188,000.

Moved by Korinna Levangie.

CARRIED

MOTION 128/2024

That the Strathcona County Library Board will review the CEO salary policy and receive a report at the May, 2025 Board meeting including additional comparator libraries.

Moved by Amy Koskela.

CARRIED

The report should include cost of living comparisons as well as the compensation of more CEOs in Alberta and in other provinces. More data points would help the Board arrive at a more robust decision. Also, the Board would like Sharon to reach out to Edmonton Public Library and Strathcona County for the compensation of comparable positions as well.

6.12.1 2024 CEO Goals with Comments

6.12.2 CEO Job Description

6.12.3 Professional Development Activity Log

6.12.4 Results of Managers' and Assistant Managers' Survey

6.12.5 Results of the Board Members' Survey

6.12.6 Draft 2025 Goals

7. Comments, Announcements, and Other Business

7.1 Board Member Round Robin

7.2 Upcoming Friends Meeting

7.2.1 January 13, 2025

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7.3 Public Presentations

8. Next Meeting Date

8.1 January 27, 2025

10. Adjournment

The meeting was adjourned at **8:10 pm.**

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

Chair