

Strathcona County Library Board

Minutes

February 24, 2025

Strathcona County Hall Meeting Room L-1 and via Zoom

Board Members in Attendance

Paul Ryzuk

Amy Koskela

Olubusayo Disu

Marla Tonita

Rebecca Gagnon

Keely Cronin (Meeting Chair)

Councilor Glen Lawrence

Library Staff

Sharon Siga (Chief Executive Officer)

Shelley Reason (Facility and Administrative Assistant - Minutes)

Regrets with Notice

Denise Charbonneau

Donna Smith

Ross Wilson

1. Call to Order

The meeting was called to order at **6:35 pm** by Keely Cronin (Meeting Chair).

1.1 Acknowledgement of Meeting Location

2. Approval of Agenda

MOTION 17/2025

That the Strathcona County Library Board approve the agenda.

Moved by Amy Koskela.

CARRIED

3. Approval of Minutes

MOTION 18/2025

That the Strathcona County Library Board approve the minutes of the January 27, 2025 Library Board Meeting.

Moved by Amy Koskela.

CARRIED

4. Business Arising from the Minutes

4.1 2025 Library Cost Centre Budget

At the January Board meeting a member asked questions about the 2025 budget for

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the Board Cost Centre. Sharon Siga explained the budget lines for 2025. Regarding the audit, the library is required by the Alberta Libraries Act to have financials reviewed annually by an entity approved by County. In our case, there are efficiencies and cost savings if the Board chooses the same accounting firm that the County does because the auditor only has to test certain systems once that are used by both the library and County.

4.2 Library Board Chair Evaluation

The Board discussed whether the results of the mid-year survey regarding the Board Chair would be seen by the Board Chair only or the entire Board. The Board decided the survey results should be seen by the Executive Committee.

MOTION 19/2025

That the Strathcona County Library Board's mid-year survey results regarding the Board Chair will go to the Board Executive Committee for review.

Moved by Paul Ryzuk.

CARRIED

5. Consent Agenda Items

MOTION 20/2025

That the Strathcona County Library Board accept the consent agenda items for information.

Moved by Marla Tonita.

CARRIED

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

Marla Tonita commented she likes the "Did You Know" features in the Sherwood Park News and on the library website. The items featured are great for County residents to see.

5.2 CEO Report

5.3 Minutes of the Friends of Strathcona County Library Society (January 13, 2025).

5.4 Response from Minister of Municipal Affairs

5.4.1 Advocacy Letter Sent from Mid-Sized Libraries in 2024

6. Verbal Reports

6.1 County Councillor Verbal Report

Glen Lawrence commented Council has been fairly quiet. The biggest news is a

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new CAO for the County has been selected. Glen is happy with the outcome of the selection process; it's a lot of work. There is a Council meeting tomorrow.

6.2 Chair Verbal Report

None as the Chair is away.

7. New Business

7.1 Performance Measures for 2024 (For Information)

MOTION 21/2025

That the Strathcona County Library Board accept the 2024 Performance Measures as information.

Moved by Amy Koskela.

CARRIED

7.1.1 Notes on Performance Measures

Every year at this time the Board has an opportunity to review some of the statistics that the Library collects. Sharon took the opportunity to celebrate large increases in numerous categories. Sharon is looking forward to the exciting things that will come with the new Plan of Service. Many staff put in huge effort to collect and organize the data required for the annual report that is submitted to the Province for our library to receive its annual operating grant. The Board was very appreciative of the work by library staff.

7.1.2 Statistics Comparison Spreadsheet

7.2 Draft 2025 Annual Survey and 2024 Annual Report of Public Libraries in Alberta (For Decision)

One of the conditions for receiving the library's annual operation grant from the provincial government is completing a brief survey for the current year (2025) and an annual report of library activities for the previous year (2024).

MOTION 22/2025

That the Strathcona County Library Board approve the 2025 Annual Survey and 2024 Annual Report of Public Libraries in Alberta to be submitted to Alberta Municipal Affairs.

Moved by Paul Ryzuk.

CARRIED

7.3 Final Progress Report: 2021-2024 Plan of Service

Sharon explained the Final Progress Report for the 2021-2024 Plan of Service

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helps set the groundwork for the March 1 Board/Managers Retreat. The work on Saturday will set the framework for the new 2025-2028 Plan of Service. Sharon commended Sue Colp, Strategic Services Department Manager, for all the work she has done compiling information for the final progress report on the current Plan of Service, and all the work on setting the stage for the new Plan of Service. Thanks also to Karla Mallach and the Ad Hoc Retreat Planning Committee.

7.4 Retreat Planning

Sharon explained the Board will have the opportunity to review the staff, Management Team, and Board Member comments on the three proposed priority needs then work with three proposed goals areas. The Board and Management Team will share what success will look like at the end of the new Plan of Service, and also at the end of the first year. This will help staff frame objectives for the Plan of Service. These will come back to the Board for approval.

MOTION 23/2025

That the Strathcona County Library Board approve the Retreat Agenda.

Moved by Marla Tonita.

CARRIED

7.4.1 Minutes of the February 12, 2025 Ad Hoc Retreat Planning Committee Meeting

7.4.2 Draft Retreat Agenda

8. Library Challenges

Keely was excited to see the Freedom to Read display in the library. Sharon mentioned the Board presentation last year by James Turk that explained that public libraries have a unique role regarding intellectual freedom from academia. Sharon shared the Statement on Intellectual Freedom and Libraries. This will be part of the Board's policy review this year. She also reviewed the Framework Policy (FR01). When the current 2020-2024 Plan of Service was developed, the Board chose intellectual freedom as values. Intellectual freedom may be a value chosen by the Board to go along with the new Plan of Service, but other values may be chosen as well. Once framework for the new Plan of Service is set, the Board will work through setting visions, missions and values. A discussion occurred regarding support for our libraries and those in Alberta because one public library's challenges were featured recently in a documentary on the CBC's Fifth Estate program.

8.1 Statement on Intellectual Freedom and Libraries

8.2 Framework Policy (FR01)

9. Comments, Announcements, and Other Business

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9.1 Board Member Round Robin

9.1.1 Trade Fair 2025

9.1.2 Donor Thank-a-thon

**9.2 Upcoming Friends Meeting
March 10, 2025**

9.3 Public Presentations

10. Adjournment

The meeting was adjourned at **7:39 pm**.

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

Chair