

Strathcona County Library Board
Minutes
May 1, 2025
Strathcona County Hall Meeting Room L-1

Board Members in Attendance

Paul Ryzuk
Amy Koskela
Rebecca Gagnon
Keely Cronin
Denise Charbonneau (Meeting Chair)
Donna Smith
Olubusayo Disu
Councilor Glen Lawrence

Library Staff

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

Regrets with Notice

Marla Tonita
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

8.1.A Thank-a-thon was added to the agenda.

MOTION 28/2025

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

Moved by Paul Ryzuk.

CARRIED

3. Approval of Minutes

MOTION 29/2025

That the Strathcona County Library Board approve the minutes of the March 17, 2025 Library Board Meeting as amended.

Moved by Keely Cronin.

CARRIED

4. Business Arising from the Minutes

None.

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5. Consent Agenda Items

MOTION 30/2025

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

Moved by Amy Koskela.

CARRIED

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 CEO Report

5.3 Minutes of the March 10, 2025 Friends of Strathcona County Library Society

5.4 Tariffs on Library Materials Letter from the Canadian Urban Libraries Council

6. Verbal Reports

MOTION 31/2025

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

Moved by Donna Smith.

CARRIED

6.1 County Councilor Verbal Report

Councilor Glen Lawrence reported the County completed it's 2024 audit and the County is very strong financially. The new agricultural facility, the Pointe, is almost complete. The official opening will probably be in August. The new facility is a real asset to the County.

6.2 Chair Verbal Report

No report.

7. New Business

7.1 Draft Plan of Service Goals and Objectives

7.1.1 Draft Minutes of the March 24, 2025 Ad Hoc Plan of Service Committee Meeting (For information)

7.1.2 Draft Goals and Objective

Draft Goals and Objectives were discussed. The Board felt the document was well done.

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MOTION 32/2025

That the Strathcona County Library Board approve the goals and objectives to form part of the 2025/2028 Plan of Service.

Moved by Rebecca Gagnon.

CARRIED

7.2 Public Advocacy Committee Meeting

7.2.1 Draft Minutes of the April 3, 2025 Public Advocacy Committee Meeting (For information)

7.2.2 Draft 2025 Advocacy Plan

Keely Cronin, the Public Advocacy Committee Chair, reported that the Committee contacted all federal election candidates. No response was received, but it was a short election campaign. The next focus is on Council. The next presentation is the annual report and Plan of Service Strategy. There was discussion about building relationships with Councillors. Councillor Lawrence indicated that there isn't a lot of time for an informal event before the election, especially with the library presenting on September 9. However, after the election, the plan for a meal and a tour will work well. Another suggestion was to allow Councilors choices in the event they can not make it to one particular event. Discussion points would include the new library branch.

MOTION 33/2025

That the Strathcona County Library Board approve the Draft 2025 Advocacy Strategy.

Moved by Donna Smith.

CARRIED

7.2.3 Draft 2025 Public Advocacy Committee Work Plan

MOTION 34/2025

That the Strathcona County Library Board approve the Draft 2025 Public Advocacy Committee Work Plan.

Moved by Olubusayo Disu.

CARRIED

7.2.4 Information Document Sent to all Federal Candidates

7.3 Policy Committee Meeting

Amy Koskela, Chair of the Policy Committee meeting, thanked the Committee for great discussions.

7.3.1 Draft Minutes of the April 22, 2025 Policy Committee Meeting (For Information)

7.3.2 Draft 2025 Policy Committee Work Plan

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After discussions, the Committee decided to defer two policies for further evaluation, so these will come to the Board later.

MOTION 35/2025

That the Strathcona County Library the Draft 2025 Policy Committee Work Plan as amended.

Moved by Rebecca Gagnon.

CARRIED

7.3.3 Revise and Rename Workplace Violence and Harassment Prevention Policy (HR10)

Provincial Occupational Health and Safety legislation has changed allowing two separate policies to be combined. The Board requested some minor formatting changes to the Workplace Violence and Harassment Prevention (HR10) to ensure consistency throughout the policy.

MOTION 36/2025

That the Strathcona County Library Board approve the revisions to the Workplace Harassment Prevention Policy (HR10) and rename it the Workplace Violence and Harassment Prevention Policy (HR10) as amended.

Moved by Amy Koskela.

CARRIED

7.3.4 Revoke Workplace Violence Prevention Policy (HR11)

MOTION 37/2025

That the Strathcona County Library Board revoke Workplace Violence Prevention Policy (HR11).

Moved by Keely Cronin.

CARRIED

7.3.5 Revise Disability Management and Early Return to Work Program Policy (HR12)

The Board suggested minor formatting suggestions to ensure consistency in the revised Disability Management and Early Return to Work Program Policy (HR12).

MOTION 38/2025

That the Strathcona County Library Board approve the revisions to the Disability Management and Early Return to Work Program Policy (HR12) as amended.

Moved by Olubusayo Disu.

CARRIED

7.3.6 Revise and Rename Staff Development Policy (HR07)

The Board suggested minor formatting suggestions to the revised Staff Development Policy (HR07).

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MOTION 39/2025

That the Strathcona County Library Board approve the revised Staff Development Policy (HR07) and rename it the Employee Learning and Development Policy (HR07) as amended.

Moved by Donna Smith.

CARRIED

7.3.7 Revise Unattended Children Policy (OP02)

MOTION 40/2025

That the Strathcona County Library Board approve the revisions to the Unattended Children Policy (OP02)

Moved by Paul Ryzuk.

CARRIED

7.3.8 Revisions to the Library Employee Handbook (HR01)

Most changes simply record how part-time employee banks of time are actually calculated by the Oracle platform.

MOTION 41/2025

To recommend that the Strathcona County Library Board approve the revisions to the Library Employee Handbook (HR01).

Moved by Amy Koskela.

CARRIED

7.4 Report from the Ad Hoc Volunteer Awards Committee (Verbal)

Donna Smith and Amy Koskela reported there were no nominations this year for the Muriel Abdurahman Award for 2025. A discussion occurred re bringing the names of nominees from last year that did not win the award forward for this year. Since the guideline states any unsuccessful nominees from the previous year must be nominated again, and this did not occur, there will be no recipient of the award for 2025. The Board suggested the library may wish to reevaluate the guideline for clarification for future years.

8. Comments, Announcements, and Other Business

8.1 Board Member Round Robin

8.1.1 Thank-a-thon

Denise, Rebecca and Paul volunteered for this years Thank-a-thon that will be held on May 24, 2025 at 10 am.

8.2 Upcoming Friends Meeting: May 12, 2025 Friends AGM

8.3 Public Presentations

8.4 Names and Photos on Website

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Sharon asked Board members to notify her if they feel uncomfortable with their photo published on the library website.

8.5 Pick a date for Ad Hoc Land Acknowledgement Committee Meeting in June
May 21, 6:30 pm, Birch Room, Strathcona County Library

9. Adjournment

The meeting was adjourned at **8:06 pm**.

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

Chair