

Strathcona County Library Board
Minutes
May 26, 2025
Strathcona County Hall Meeting Room L-1

Board Members in Attendance

Paul Ryzuk
Amy Koskela
Rebecca Gagnon
Denise Charbonneau (Meeting Chair)
Donna Smith
Olubusayo Disu
Marla Tonita

Library Staff

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

Regrets with Notice

Ross Wilson
Councilor Glen Lawrence
Keely Cronin

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 39/2025

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

3. Approval of Minutes

MOTION 40/2025

That the Strathcona County Library Board approve the minutes of the May 1, 2025
Library Board Meeting as amended.
Moved by Paul Ryzuk. CARRIED

4. Business Arising from the Minutes

None.

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5. Consent Agenda Items

MOTION 41/2025

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

Moved by Donna Smith.

CARRIED

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 CEO Report

5.3 Minutes of the April 14, 2025 Friends of Strathcona County Library Society

5.4 Minutes of the May 12, 2025 Friends of Strathcona County Library Society AGM and Board Meetings

Sharon Siga and Suzanne Harris, the Friends Liaison, pitched two projects to the Friends of Strathcona County Library Society for funding: a Wonderbooks collection for the Bookmobile and sponsorship of the summer reading. The Friend's chose Wonderbooks for Bookmobile. Suzanne is currently looking for a new summer reading game sponsor. There might not be a sponsor this year, but the game will still run.

A discussion occurred regarding the Alberta Government's media announcement that they have launched a survey to collect feedback on the creation of consistent standards regarding age-appropriateness of materials available to students in school libraries. All members are encouraged to participate in the Alberta Government's survey.

6. Verbal Reports

MOTION 42/2025

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

Moved by Marla Tonita.

CARRIED

6.1 County Councilor Verbal Report

No report.

6.2 Chair Verbal Report

Denise reported attending the Friends AGM on May 12. There is a new President in place who is setting up a planning meeting. There were members of the public present at the AGM which shows community interest in the Friends is rising.

Denise also participated in the Donor Thank-a-thon. The event was very positive.

7. New Business

7.1 2025 First Reporting Period (P1) Financial Results (For Information)

Three times a year, variance reports provide the unaudited operating budget results compared to the approved operating budget. Sharon pointed out that since this report was prepared, the projected salary expenses for the year are now more favourable. Denise commented she appreciates the explanation of timing differences Candace Tomlinson, the library's Accountant, has provided.

MOTION 43/2025

That the Strathcona County Library Board accept the 2025 First Reporting Period (P1) Financial Results for information.

Moved by Paul Ryzuk.

CARRIED

7.1.1 Library Board Cost Centre Details

7.2 Plan of Service: Mission Vision and Values

Amy Koskela, Chair of the Ad Hoc Plan of Service Committee, explained how the Committee arrived at the mission, vision and values presented. It was helpful to see the actual used by the community during the public engagement, and to have feedback from the Management Team.

MOTION 44/2025

That the Strathcona County Library Board approve the mission, vision, and values statements that will form part of the 2025-2028 Plan of Service.

Moved by Olubusayo Disu

CARRIED

7.2.1 Talking Across Political Divides (For Information)

7.2.2 Minutes of the May 6, 2025 Ad Hoc Plan of Service Committee (For Information)

7.2.3 Proposed Mission Vision and Values for 2025-2028

7.3 Approve Library Board Meeting Dates in 2026

MOTION 45/2025

That the Strathcona County Library Board approve the Library Board Meeting Dates in 2026.

Moved by Amy Koskela.

CARRIED

7.4 Unattended Children in the Library Policy (OP02)

The word "find" was changed to "locate."

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MOTION 46/2025

That the Strathcona County Library Board approve the revisions to the Unattended Children in the Library Policy (OP02) as amended.

Moved by Donna Smith.

CARRIED

7.5 Revoke Infectious Diseases Policy (HR13)

It was agreed that the policy wasn't needed because the library would follow public health advice and contact County Human Resources to support individual employees.

MOTION 47/2025

That the Strathcona County Library Board revoke the Infectious Diseases Policy (HR13).

Moved by Marla Tonita.

CARRIED

7.6 Minutes of the April 30, 2025 Executive Committee Meeting (For Information)

MOTION 48/2025

That the Strathcona County Library Board accept the April 20, 2025 Executive Committee Meeting Minutes (For Information).

Moved by Rebecca Gagnon.

CARRIED

7.7 Recruitment of New Board Members

Since Council's Governance Advisory Committee will soon be asking the Board to provide a desired candidate profile to use when interviewing possible new Board Members, the Board needs to identify any skill gaps on the Board. After a discussion regarding the existing Board Member skills survey, it was decided change Communications (#4) to Public Relations/Marketing, and to remove Fundraising (#7). The survey will only be given to the Board Members that are in the midst of their terms but not the five Board Members who have reached the end of their term and may not be reappointed.

8. Comments, Announcements, and Other Business

Sharon reminded Board Members to submit any expenses they have incurred and to update their list of meetings attended since January 1, 2025. Candace will be sending out an email soon asking for members to submit their claims to the end of June.

The Board agreed that a social event at Vicky's after the June 16, 2025 meeting would be an opportunity to team build.

8.1 Board Member Round Robin

8.2 Upcoming Friends Meeting: June 9, 2025

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8.3 Public Presentations

9. Adjournment

The meeting was adjourned at **8:18 pm.**

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

Chair