

**Strathcona County Library Board**  
**Minutes**  
September 15, 2025  
Strathcona County Hall Meeting Room L-1

**Board Members in Attendance**

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

**Library Staff**

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

**Regrets with Notice**

Ross Wilson

**1. Call to Order**

The meeting was called to order at **6:32 pm** by Denise Charbonneau.

**1.1 Acknowledgement of Meeting Location**

**1.2 Select Board Member to Present Land Acknowledgement at the Next Board Meeting**

Rebecca Gagnon to make the Land Acknowledgement for October.

**2. Approval of Agenda**

Remove Agenda item 7.5 Dissolve the Ad Hoc Plan of Service Committee. This was completed at the June Board meeting.

**MOTION 59/2025**

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

Moved by Olubusayo Disu

**CARRIED**

**3. Approval of Minutes**

Correction made to the Board Members in Attendance list.

**MOTION 60/2025**

That the Strathcona County Library Board approve the minutes of the June 16, 2025 Library Board Meeting as amended.

Moved by Donna Smith

CARRIED

**4. Business Arising from the Minutes**

None.

**5. Consent Agenda Items**

**MOTION 61/2025**

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

Moved by Keely Cronin

CARRIED

**5.1 List of Correspondence: Incoming, Outgoing and Media Releases**

**5.2 CEO Report**

**5.2.1 New Ministerial Order for School Libraries**

**5.3 Use of AI Regarding Board Policies**

**5.4 Minutes of the August 25, 2025 Executive Committee**

**5.5 Revised Five-Year Capital Plan**

**6. Verbal Reports**

**6.1 County Councilor Verbal Report**

Councilor Glen Lawrence reported it was pretty quiet over the summer. Tuesday, September 9, was Council's Priorities Meeting. Keely Cronin and Ross Wilson presented for the library and did very well. The deadline to run as a candidate in the municipal election is September 22. Councilors will be busy on election campaigns until the election on October 20.

**6.2 Chair Verbal Report**

Denise Charbonneau, Sharon Siga, and Sue Colp met with MLA Kyle Kasawski. Denise reported it was a very good conversational meeting. Kyle wanted to understand the ministerial orders explained in the Alberta Libraries Act and what policies the library has regarding collections.

Denise had the opportunity to speak to the four Board members whose terms are expiring. Council has completed their interviews for applicants for the upcoming vacancies. Results will be announced in December when the new Council is in.

Marla Tonita requested the document Sharon had provided previously choosing words that resonate with people of all political stripes. Sharon will put it in Boardable under Board Resources.

## **7. New Business**

### **7.1 2025 Second Reporting Period (P2) Financial Results (For Information)**

#### **MOTION 62/2025**

That the Strathcona County Library Board accept the Second Reporting Period 2025 Financial Statement and Forecast for information.

Moved by Paul Ryzuk

CARRIED

### **7.2 Draft 2026 Budget for the Library Board Cost Centre**

#### **MOTION 63/2025**

That the Strathcona County Library Board approve the 2026 Library Board Cost Centre as information which will be incorporated into the draft 2026 operating budget.

Moved by Keely Cronin

CARRIED

### **7.3 2025 Appointment of Auditor**

#### **MOTION 64/2025**

That the Strathcona County Library Board appoint Ernst & Young, LLP as the auditor of Strathcona County Library for the year ending December 31, 2025.

Moved by Donna Smith

CARRIED

### **7.4 Dissolve the Ad Hoc Retreat Planning Committee**

#### **MOTION 65/2025**

That the Strathcona County Library Board dissolve the Ad Hoc Retreat Planning Committee.

Moved by Keely Cronin

CARRIED

Denise thanked those who served on the committee.

### **7.5 Public Advocacy Committee Meeting**

#### **7.5.2 Action Plan Update**

##### **7.5.1 Minutes of the June 24, 2025 Meeting (For Information)**

### **7.5.2 Action Plan Update**

The orientation for the new Council was discussed. There was agreement with the 2026 Action Plan to invite Councilors to a lunch and tour in February or March, 2026. Keely Cronin, Chair of the Public Advocacy Committee, suggested that once the results of the election are known that there be an assessment about engaging with Councilors one-on-one after they have completed their County orientation. Relationships with School Board Trustees also need to be formed.

Sharon will send out by email to the Committee a draft one-pager that will be sent to all municipal and school board candidates.

Regarding the wording of the first Action Plan, Amy Koskela asked about partnering on health in the Message portion of Objective 1. Sharon provided some examples, such as helping host CardiacCrash training for rural seniors. Keely stated the library has partnered with Family and Children Services on mental health supports. She suggested mentioning mental health as well. Sharon will look at the wording and make the changes.

## **7.6 Policy Committee Meeting**

Sharon asked the Board to consider lengthening the term for reviewing policies from four years to five years, which had been the review cycle previously. Amy Koskela, Chair of the Policy Committee, said there was lots of discussion at the meeting around an AI policy or guideline for staff. Sharon stated a staff guideline has been developed so staff consider copyright, intellectual property, and protection of personal information.

There was a discussion around the Handling Suggestions, Comments, and Complaints Policy (PR07). Sharon will make the suggested changes.

### **7.6.1 Minutes of the June 24, 2025 Meeting (For Information)**

### **7.6.2 Revise Employee Code of Conduct Policy (HR22)**

Changes to the policy requested by the Board include:

- Conflicts of Interest: Political Activity: ensure it is Strathcona County specific;
- Gifts and Gratuities: switch the order of substantial and small gifts and add a \$25 value to small gift;
- Fix a typographical error.

**MOTION 66/2025**

That the Strathcona County Library Board approve the revised Employee Code of Conduct Policy (HR22) as amended.

Moved by Rebecca Gagnon

CARRIED

**7.6.3 Revoke additional Employment and Competing Community Roles Policy (HR15)**

**MOTION 67/2025**

That the Strathcona County Library Board revoke the Additional Employment and Competing Community Roles Policy (HR15).

Moved by Keely Cronin

CARRIED

**7.6.4 Revoke Acceptance of Gifts and Benefits Policy (HR23)**

**MOTION 68/2025**

That the Strathcona County Library Board revoke the Acceptance of Gifts and Benefits Policy (HR23).

Moved by Keely Cronin

CARRIED

**7.6.5 Revise Room Bookings Policy (OP03)**

**MOTION 69/2025**

That the Strathcona County Library Board approve the revised Room Booking Policy (OP03) as amended.

Moved by Donna Smith

CARRIED

Grammar suggestions were made.

**7.6.6 Revise Public Programs Policy (OP06)**

**MOTION 70/2025**

That the Strathcona County Library Board approve the revised Public Programs Policy (OP06).

Moved by Amy Koskela

CARRIED

**7.6.7 Revise Art Donation Policy (OP08)**

**MOTION 71/2025**

That the Strathcona County Library Board approve the revised Art Donation Policy (OP08).

Moved by Keely Cronin

CARRIED

**7.6.8 Revise Staff Library Card Privileges Policy (HR21)**

Reference to a specific vendor was removed.

**MOTION 72/2025**

That the Strathcona County Library Board approve the revised Employee Library Card Privileges Policy (HR21) as amended.

Moved by Keely Cronin

CARRIED

**7.6.9 Revised Board Evaluation Process Policy (HR20)**

**MOTION 73/2025**

That the Strathcona County Library Board approve the revised Board Evaluation Process Policy (HR20) as amended.

Moved by Donna Smith

CARRIED

**7.6.10 Revise Volunteer Policy (HR16)**

Wording was changed to be clear that Board Members in their official capacity are not considered volunteers under this policy.

**MOTION 74/2025**

That the Strathcona County Library Board approve the revised Volunteer Policy (HR16) as amended.

Moved by Keely Cronin

CARRIED

**7.6.11 Revise Records Retention and Disposition Policy (OP04)**

The recent changes to provincial privacy and access to information legislation were discussed. Sharon explained we are waiting for templates from the Province related to the acts. Later this year there may be further changes to this policy for the Board to approve.

**MOTION 75/2025**

That the Strathcona County Library Board approve the revised Records Retention and Disposition Policy (OP04).

Moved by Rebecca Gagnon

CARRIED

**7.6.12 Revise Framework Policy (FR01 Mission, Vision, Values)**

**MOTION 76/2025**

That the Strathcona County Library Board approve the revised Framework Policy (FR01 Mission, Vision, Values).

Moved by Amy Koskela

CARRIED

**7.6.13 Revise Employee and Board Member Business Expense Policy (HR08)**

**MOTION 77/2025**

That the Strathcona County Library Board approve the revised Employee and Board Member Business Expense Policy (HR08).

Moved by Keely Cronin

CARRIED

**7.6.14 Revised Collection Development Policy (CO01)**

**MOTION 78/2025**

That the Strathcona County Library Board approve the revised Collection Development Policy (CO01).

Moved by Olubusayo Disu

CARRIED

**7.6.15 Handling Suggestions Comments, Concerns and Complaints Policy (PR07)**

**MOTION 79/2025**

That the Strathcona County Library Board rename the Handling Suggestions, Comments, and Complaints Policy as the Responding to Suggestions Comments, and Concerns Policy (PR07) and approve the revisions.

Moved by Keely Cronin

CARRIED

**7.6.16 Hours of Service/Emergency Closing Policy (CO02)**

**MOTION 80/2025**

That the Strathcona County Library Board approve the revised Hours of Service/Emergency Closing Policy (CO02).

Moved by Paul Ryzuk

CARRIED

**7.7 Revise Closed Days for 2025**

**MOTION 81/2025**

That the Strathcona County Library Board approve the revised Closed Days for 2025.

Moved by Rebecca Gagnon

CARRIED

**8. Comments, Announcements, and Other Business**

**8.1 Board Member Round Robin**

**8.2 Upcoming Friends Meetings: October 14, November 10, 2025**

Keely Cronin will attend the October 14, 2025 Friends meeting.

**8.3 Public Presentations**

**8.4 Public Advocacy Committee will select the date of their next meeting.**

The Public Advocacy Committee selected November 3, 2025 at 6:30 pm as the next meeting date.

**9. Next Meeting Date:** October 27, 2025.

**10. Adjournment**

The meeting was adjourned at **8:17 pm.**

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

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Chair