

Strathcona County Library Board
Minutes
November 17, 2025
Strathcona County Hall Meeting Room L-1

Board Members in Attendance

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

Library Staff

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

Regrets with Notice

Amy Koskela
Marla Tonita
Ross Wilson

1. Call to Order

The meeting was called to order at **6:29 pm** by Denise Charbonneau.

1.1 Acknowledgement of Meeting Location

Donna Smith made the land acknowledgement for the meeting.

1.2 Select Board Member to Present Land Acknowledgement at the next Board Meeting

Keely Cronin volunteered to present the Land Acknowledgement for the December meeting.

2. Approval of Agenda

Agenda Item 7.3 Ad Hoc Retreat Planning Committee 2026: the explanation changed to include prioritizing goals and objectives for 2027 to reflect the new Plan of Service.

MOTION 88/2025

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

Moved by Rebecca Gagnon

CARRIED

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3. Approval of Minutes

MOTION 89/2025

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

Moved by Paul Ryzuk

CARRIED

4. Business Arising from the Minutes

None.

5. Consent Agenda Items

5.1 List of Correspondence: Incoming, Outgoing and Media Releases

5.2 CEO Report

5.3 Minutes of the November 3, 2025 Public Advocacy Committee Meeting (For Information)

MOTION 90/2025

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

Moved by Paul Ryzuk

CARRIED

6. Verbal Reports

6.1 County Councilor Verbal Report

Councillor Lawrence reported Council is meeting again now that the election is over. Orientation went fast as there is only one new member. Council is beginning budget considerations. There are a couple of conferences for municipalities, the rural one is this week, which Councillor Lawrence will be attending. Sharon Siga shared there is a resolution that is being presented at the conference that includes increasing the library per capita rate, indexing funding to inflation, and recognizing current populations in the grant amount. Vern Hartwell's memorial service was on Saturday and was very well attended. Councillor Lawrence has been reappointed as Council's library representative on the Library Board.

6.2 Chair Verbal Report

Nothing to report.

MOTION 91/2025

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

Moved by Donna Smith

CARRIED

7. New Business

7.1 Risk Management Report

Sharon explained that due to the sensitive nature of the information Risk Management Reports, EPL discusses these reports in camera. The Board agreed that it wasn't necessary to discuss the Risk Management Report in camera since specific strategies will not be discussed.

Sharon went on to explain that there is one more risk this year over last year. A discussion occurred regarding the seven priority heat map items.

MOTION 92/2025

That the Strathcona County Library Board accept the Risk Management Report for information.

Moved by Rebecca Gagnon

CARRIED

7.2 Policy Committee

7.2.1 Draft Minutes of the October 30, 2025 Policy Committee Meeting (For Information).

7.2.1 Revise Records Retention Policy (OP04)

A brief discussion occurred. In the section regarding access to information requests the new provincial act should be referenced.

MOTION 93/2025

That the Strathcona County Library Board approve the revised Records Retention Policy (OP04) as amended.

Moved by Rebecca Gagnon

CARRIED

7.2.3 Approve Bylaw II – Access to Information and Protection of Privacy

For all three readings of the bylaw to take place in this meeting, there needs to be unanimous support by all Board Members in attendance. All Board Members supported all four motions.

MOTION 94/2025

That the Strathcona County Library Board Bylaw II – Access to Information and Protection of Privacy be given first reading.

Moved by Keely Cronin

CARRIED

MOTION 95/2025

That the Strathcona County Library Board Bylaw II – Access to Information and Protection of Privacy be given second reading.

Moved by Rebecca Gagnon

CARRIED

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MOTION 96/2025

That the Strathcona County Library Board Bylaw II – Access to Information and Protection of Privacy proceed with the third reading.
Moved by Donna Smith CARRIED
UNANIMOUSLY

MOTION 97/2025

That the Strathcona County Library Board Bylaw II – Access to Information and Protection of Privacy be given third and final reading.
Moved by Paul Ryzuk CARRIED

7.2.4 Rename and Revise the Confidentiality of Access and Disclosure of Personal Information Policy (OP01)

A discussion occurred regarding how the library arrived at the new content. Two library staff are attending provincial webinars and following provincial guides regarding the new Protection of Privacy Act (POPA). The section regarding personal information on U.S. servers was shortened.

MOTION 98/2025

That the Strathcona County Library Board rename the Confidentiality of Access and Disclosure of Personal Information Policy (OP01) to the Confidentiality Protection and Disclosure of Personal Information Policy with revisions as amended.
Moved by Paul Ryzuk CARRIED

7.2.5 Approve the New Access to Information Policy (OP05)

The Access to Information Policy is required because there is now a standalone provincial Access to Information Act (AITA).

MOTION 99/2025

That the Strathcona County Library Board approve the new Access to Information Policy (OP05).
Moved by Olubusayo Disu CARRIED

7.2.6 Endorse Statement of Intellectual Freedom and Libraries (ST01)

MOTION 100/2025

That the Strathcona County Library Board endorse the Statement of Intellectual Freedom and Libraries (ST01)
Moved by Keely Cronin CARRIED

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7.2.7 Endorse Statement on Access to Information and Communication Technology (CT) (ST02)

MOTION 101/2025

That the Strathcona County Library Board endorse the Statement on Access to Information and Communication Technology (CT) (ST02).

Moved by Paul Ryzuk

CARRIED

7.2.8 Endorse Statement of Public Access to the Internet (ST03)

MOTION 102/2025

That the Strathcona County Library Board endorse the Statement of Public Access to the Internet (ST03).

Moved by Rebecca Gagnon

CARRIED

7.2.9 Endorse Statement on Diversity and Inclusion (ST04)

MOTION 103/2025

That the Strathcona County Library Board endorse the Statement on Diversity and Inclusion (ST04).

Moved by Donna Smith

CARRIED

7.2.10 Revise Information Security Policy (OP09)

MOTION 104/2025

That the Strathcona County Library Board approve the revised Information Security Policy (OP09) as amended. (References to Wikipedia were removed.)

Moved by Donna Smith

CARRIED

7.2.11 Revise Cybersecurity Policy (OP10)

MOTION 105/2025

That the Strathcona County Library Board approve the revised Cybersecurity Policy (OP10).

Moved by Keely Cronin

CARRIED

7.2.12 Revoke Cybersecurity Strategy (STR02)

MOTION 106/2025

That the Strathcona County Library Board approve to revoke the Cybersecurity Strategy (STR02) and recommend that the content be used as a guideline.

Moved by Rebecca Gagnon

CARRIED

7.2.13 Revise Risk Management Policy (OP07)

MOTION 107/2025

That the Strathcona County Library Board approve the revised Risk Management Policy (OP07).

Moved by Olubusayo Disu

CARRIED

7.2.14 Revoke Enterprise Risk Management Strategy (STR01)

MOTION 108/2025

That the Strathcona County Library Board revoke the Enterprise Risk Management Strategy (STR01) and recommend that the content be used as a guideline.

Moved by Donna Smith

CARRIED

7.2.15 Equitable Service Policy (FR02)

A discussion occurred because the Plan of Service determines what the library values are; therefore, the values will change as the Plan of Service changes. It was agreed to take out this section.

MOTION 109/2025

That the Strathcona County Library Board approve the revised Equitable Service Policy (FR02) as amended

Moved by Rebecca Gagnon

CARRIED

7.2.16 Endorse New CFLA Statement to Ratify: Libraries and Intellectual Freedom of Children and Youth

A discussion occurred regarding the interpretation of not restricting collections, services and programs for minors. When considering this from the perspective of the library, this made sense because the library also requires and encourages parents to be with their children guiding them.

MOTION 110/2025

That the Strathcona County Library Board endorse the new Statement on Libraries and Intellectual Freedom of Children and Youth (ST05).

Moved by Keely Cronin

CARRIED

7.3 Ad Hoc Retreat Planning Committee for 2026

The Board decided to move this agenda item to the December meeting to allow for the announcement of new Board members for 2026, and because not all Board Members were in attendance.

7.4 Volunteers to Interview Former Board Members

Keely Cronin will interview former Board members.

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7.5 Revised Closed Days in 2026

MOTION 111/2025

That the Strathcona County Library Board approve the revised closed days for 2026.

Moved by Paul Ryzuk

CARRIED

7.6 Two Upcoming Surveys (For Information)

7.6.1 CEO Performance Review Survey

The Board has received a survey regarding Sharon Siga's performance review.

7.6.2 Board Self-Evaluation Survey: Review of Questions

A brief discussion occurred regarding question 10. The Public Library Services Branch recent training noted that they are no longer using the term trustee. Board Members is the preferred term. This will be changed, and the survey will be sent out.

8. Comments, Announcements, and Other Business

8.1 Board Member Round Robin

During the Round Robin, Donna Smith suggested that agenda item 8.1 Board Member Round Robin, be switched with agenda item 8.3 Public Presentations. This will be done in the December agenda.

8.2 Upcoming Friends Meetings:

8.2.1 January 12, 2026

8.3 Public Presentations

9. Next Meeting Date

9.1 December 15, 2025

10. Adjournment

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

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Chair