

**Strathcona County Library Board**  
**Minutes**  
December 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)  
Candace Tomlinson (Accountant)

**Regrets with Notice**

Ross Wilson

**1. Call to Order**

The meeting was called to order at **6:01 pm** by Denise Charbonneau.

**1.1 Acknowledgement of Meeting Location**

Keely Cronin made the land acknowledgement for December.

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

Amy Koskela will present the land acknowledgment for January 2026.

**2. Approval of Agenda**

Added to the agenda: 7.13.7 CEO Salary Review and 8. Adjournment.

**MOTION 112/2025**

That the Strathcona County Library Board approve the agenda as amended.  
Moved by Olubusayo Disu CARRIED

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**3. Approval of Minutes**

**MOTION 113/2025**

That the Strathcona County Library Board approve the minutes of the November 17, 2025 Library Board Meeting.

Moved by Paul Ryzuk

CARRIED

**4. Business Arising from the Minutes**

None.

**5. Consent Agenda Items**

**MOTION 114/2025**

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 November 3, 2025 Public Advocacy Committee Meeting (For Information)**

**6. Verbal Reports**

**MOTION 115/2025**

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

Moved by Keely Cronin

CARRIED

**6.1 County Councilor Verbal Report**

None.

**6.2 Chair Verbal Report**

Denise Charbonneau had a chance to send emails to returning Board Members.

Denise also spoke with the two new Board Members, and they will be great assets to the Board.

**7. New Business**

**7.1 Draft Minutes of the December 8, 2025 Executive/Audit Committee Meeting**

**7.1.1 Audit Planning Report**

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**7.1.2 Draft Master Services Agreement**

Sharon Siga explained the County is combining Service Level Agreements between the library and multiple departments into one document. This gave her the opportunity to capture items that were not documented in current agreements between the County and the library. A discussion occurred regarding ensuring proper legal language is used and the benefit to having service agreements with the County.

**MOTION 116/2025**

That the Strathcona County Library Board approve the Master Services Agreement.

Moved by Paul Ryzuk

CARRIED

[Candace Tomlinson joined the meeting at 6:18 pm.]

**7.1.3 Economic Adjustment to the Grid for 2026 (Verbal Report)**

Sharon explained normally the Board meets after County Council has approved their operating budget which includes the County's cost of living adjustment for employees; however, this year Council is meeting tomorrow, December 16. The Executive Committee is recommending that the Library Board vote by email on a motion to determine the COLA amount the Board wishes to approve once the County has approved their budget. An email will likely go out on December 17.

**7.2 Disposition of Surplus**

Candace Tomlinson explained previously we were projecting a surplus of \$100,000. We are now anticipating the surplus to be around \$200,000. This is partly due to increased investment income from County investments on the library's behalf, staff are not attending training opportunities in the United States; and the library qualified for less expensive Microsoft licenses. More will be explained in the January Board package. Candace is recommending that \$2,186 from the year-end surplus be transferred to the Contingency Reserve and the remainder to be transferred to the New Library Service Point Reserve. The exact numbers are not yet known, but a motion is needed in the December meeting minutes to show the library auditor the Library Board's intention. There will be a motion with the exact number at the January meeting.

**MOTION 117/2025**

That the Strathcona County Library Board approve that \$2,186 of the 2025 year-end operating surplus be transferred to the Contingency Reserve.

Made by Keely Cronin

CARRIED

**MOTION 118/2025**

That the Strathcona County Library Board approve that the remainder of the 2025 year-end operating surplus be transferred to the New Library Service Point

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Reserve.

Made by Donna Smith

CARRIED

### **7.3 Year-end Transfers to/from Reserves**

Candace stated that the first motion is due to the timing of the Direct Mail campaign with donations arriving at the end of the year. The library has to recognize the donations as revenue in the year they were received, but there isn't time to spend all the donations as directed by the donors. Expenditures will be made in 2026, and a motion will come at the end of 2026 to move this money from the reserve.

#### **MOTION 119/2025**

That the Strathcona County Library Board approve the transfer of any unspent donations received in 2025 to the Carry Forward Reserve.

Made by Olubusayo Disu

CARRIED

Candace's second recommendation is to transfer funds from the Carry Forward Reserve to cover 2025 expenditures.

#### **MOTION 120/2025**

That the Strathcona County Library Board approve the transfer of \$3,121 from the Carry Forward Reserve to cover the unbudgeted 2025 expenditures.

Mad by Keely Cronin

CARRIED

[Candace Tomlinson left the meeting at 6:30 pm.]

### **7.4 Discuss Board Self-Evaluation Questionnaire Results**

The Board discussed the results of the questionnaire. Q6 The Board ensures that broader community interests are represented was discussed. The Board recognizes that ten individuals cannot stand in for the community, but the Board agreed that it tries to consider all perspectives/opinions when making decisions. Q13 There is a clear understanding of where the Board's role ends and the CEO's begin. There was an even split for Strongly Agree and Agree. It was noted that sometimes discussions at meetings can drift into operational and then the discussion needs to be brought back to focus on governance. This contributed to some members only agreeing instead of strongly agreeing.

The Chair recommended that the Board consider an evaluation for the Board Chair halfway through next year, as was done in 2025. It is a good opportunity for the Chair to course correct if needed.

### **7.5 Board Records Retention (For Information)**

Sharon discussed the Boards obligation regarding record retention. It was suggested to add record retention to Board training/onboarding. Board Members were instructed to regularly review any records they hold and dispose of transitory

records that are no longer of use in an approved manner. Should there be a Access to Information Request, all existing records will have to be produced.

**7.6 Advocacy: Lunch and Tour with County Council and the Executive Team**

Sharon reported that February 26, 2026 is a possible date for a lunch with County Council and the Executive Team plus a tour of the library. This is a great opportunity for Board Members to meet Councillors. It is one of the action plans coming forward from the Public Advocacy Committee. Sharon will send out an event invitation. This will be brought forward again in January.

**7.7 Discuss Library Board Participation in January Board Member Orientation Regarding Governance**

The Board indicated either dates January 10<sup>th</sup> or 17<sup>th</sup> worked for the New Board Member Orientation. Donna Smith, Paul Ryzuk and Amy Koskela volunteered to assist with discussions about Board Member expectations and governance.

**7.8 Appoint Ad Hoc Nominating Committee for Election of Officers**

**MOTION 121/2025**

That the Strathcona County Library Board appoint Marla Tonita and Rebecca Gagnon to the Ad Hoc Nominating Committee.

Move by Paul Ryzuk

CARRIED

**7.9 Ad Hoc Retreat Planning Committee for 2026**

**MOTION 122/2025**

That the Strathcona County Library Board appoint Donna Smith and Keely Cronin to the Ad Hoc Retreat Planning Committee.

Moved by Rebecca Gagnon

CARRIED

**7.10 Library Board Recognition**

A book is added to the library collection with a book plate recognizing the contribution that each Board Member made to the Library Board for each Board Member when they leave the Board. The books selected try to represent an interest of the retiring member. For Ross Wilson, “The Film Book: A Complete Guide to the World of Movies” was selected in honour of his mother’s love of the movie matinees the library offers. “Our Natural World Heritage: 50 Most Beautiful and Diverse Places in the World” was selected for Denise Charbonneau. Both Ross and Denise will be missed very much. Denise explained her life-long support of the library. The library is in good hands with the CEO, staff and Board. Denise also chaired a perfect meeting for her last duty as Chair. Thank you, Denise!

**7.11 Comments, Announcements, and Other Business**

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**7.11.1 Public Presentations**

**7.11.2 Board Member Round Robin**

**7.11.3 Upcoming Friends Meeting: January 12, 2026**

**7.12 Next Meeting Date**

**7.12.1 January 26, 2026**

**7.13 Closed Session: Section 22 of the Access to Information Act Confidential Evaluations**

**MOTION 123/2025**

That the Strathcona County Library Board approve moving the meeting into a closed session per section 22 of the Access to Information Act at 7:38 pm.

Made by Paul Ryzuk

**CARRIED**

**MOTION 124/2025**

That the Strathcona County Library Board approve returning to open session at 8:15 pm.

Made by Keely Cronin

**CARRIED**

**7.13.1 2025 CEO Goals with Comments**

**7.13.2 CEO Job Description**

**7.13.3 Professional Development Log**

**7.13.4 Results of Managers' and Assistant Managers' Survey**

**7.13.5 Results of Library Board Survey**

**7.13.6 Draft 2026 Goals**

**7.13.7 CEO Salary Review**

**8. Adjournment**

The meeting was adjourned at **8:15 pm.**

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Chair