

Strathcona County Library Board
Minutes
January 26, 2026
Strathcona County Hall Meeting Room L-1

Board Members in Attendance

Paul Ryzuk
Amy Koskela
Rebecca Gagnon
Olubusayo Disu
Marla Tonita
Keely Cronin
Audrey Powell
Lisa Petraschuk
Councillor Glen Lawrence

Library Staff

Sharon Siga (Chief Executive Officer)
Shelley Reason (Facility and Administrative Assistant - Minutes)
Candace Tomlinson (Accountant) – part of the meeting

Regrets with Notice

Donna Smith

1. Call to Order

The meeting was called to order at 6:28 pm. by Sharon Siga, Chief Executive Officer. Sharon welcomed new Board members Lisa Petraschuk and Audrey Powell and asked for a round of introductions.

1.1 Acknowledgement of Meeting Location

Amy Koskela made the land acknowledgement for January.

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

Marla Tonita will present the land acknowledgment for February 2026.

2. Ad Hoc Nominating Committee Report and Election of Officers – Rebecca Gagnon Nominating Committee Chair

Sharon turned the meeting over to Rebecca Gagnon, Chair of the Ad Hoc Nominating Committee.

Rebecca put forward the following slate of officers:

Chair: Amy Koskela

Vice-Chair: Keely Cronin

January 26, 2026

Secretary/Treasurer: Paul Ryzuk

Rebecca called three times for nominations from the floor for the position of Chair. There were no further nominations.

MOTION 01/2026

That nominations for the position of Chair cease.

Moved by Keely Cronin.

CARRIED

Amy Koskela was acclaimed as the Chair of the Strathcona County Library Board for 2026. Congratulations, Amy.

Rebecca, Chair of the Ad Hoc Nominations Committee, called three times for nominations from the floor for the position of Vice-Chair. There were no further nominations.

MOTION 02/2026

That nominations for the position of Vice-Chair cease.

Moved by Paul Ryzuk.

CARRIED

Keely Cronin was acclaimed as the Vice-Chair of the Strathcona County Library Board for 2026. Congratulations, Keely.

Rebecca called three times for nominations from the floor for the position of Secretary/Treasurer. There were no further nominations.

MOTION 03/2026

That nominations for the position of Secretary/Treasurer cease.

Moved by Lisa Petraschuk.

CARRIED

Paul Ryzuk was acclaimed as the Secretary/Treasurer of the Strathcona County Library Board for 2026. Congratulations, Paul.

Sharon Siga thanked the members of the Ad Hoc Nominations Committee and passed the meeting over to Amy Koskela.

MOTION 04/2026

That Strathcona County Library Board dissolve the Ad Hoc Nominations Committee.

Moved by Olubusayo Disu.

CARRIED

3. Committee and Community Groups Assignments – Library Board Chair

Sharon Siga asked for volunteers for each committee.

Policy Standing Committee: Lisa Petraschuk, Audrey Powell, Paul Ryzuk, Donna Smith

January 26, 2026

Public Advocacy Standing Committee: Olubusayo Disu, Marla Tonita, Rebecca Gagnon, Keely Cronin

Ad Hoc Volunteer Award Committee: Rebecca Gagnon, Keely Cronin

Friends of Strathcona County Library Society: Audrey Powell, Paul Ryzuk, Keely Cronin, Amy Koskela

MOTION 05/2026

That the Strathcona County Library Board approve the appointments to committees and community groups.

Moved by Rebecca Gagnon.

CARRIED

The meeting was turned over to Amy Koskela, Chair.

4. Approval of the Agenda

MOTION 06/2026

That the Strathcona County Library Board approve the agenda.

Moved by Paul Ryzuk.

CARRIED

5. Approval of Minutes

MOTION 07/2026

That the Strathcona County Library Board approve the minutes of the December 15, 2025 Library Board Meeting.

Moved by Paul Ryzuk

CARRIED

6. Business Arising from the Minutes

The following two motions were approved by email but need to be ratified by the Board.

6.1 Approval of salary adjustment to the Library's Salary Grid for 2026 of 3% effective January 1, 2026

MOTION 08/2026

That the Strathcona County Library Board ratify approval of a salary adjustment to the Library's Salary Grid for 2026 of 3% effective January 1, 2026.

Moved by Marla Tonita.

CARRIED

6.2 Approval of the signing of the Master Agreement with SirsiDynix to move library automation to software as a service (SAAS)

MOTION 09/2026

That the Strathcona County Library ratify approval of the signing of the Master Agreement with SirsiDynix to move library automation to software as a services

January 26, 2026

(SAAS).

Moved by Rebecca Gagnon.

CARRIED

7. Consent Agenda Items

Amy explained the Consent Agenda to the new Board members and asked if there were any items for discussion.

MOTION 10/2026

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

Moved by Keely Cronin

CARRIED

7.1 List of Correspondence: Incoming, Outgoing and Media Releases

The Strathcona County Housing Rights Action Group reached out to Sharon, inquiring about the spare Bookmobile, when the article regarding the library budget came out in the Sherwood Park News. Sharon explained to the group that we would still be using the bus as needed. Sharon did not hear any other comments from the public.

7.2 Policy Committee 2025 Annual Report

It was noted that a change was needed to be made to the committee member list in the 2025 Policy Committee Annual Report.

7.3 Public Advocacy Committee 2025 Annual Report

7.4 CEO Report

7.5 Minutes of the November 10, 2025 Friends of Strathcona County Library Society Meeting

8. Verbal Reports

MOTION 11/2026

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

Moved by Paul Ryzuk

CARRIED

8.1 Chair Verbal Report

No report.

8.2 County Councillor Verbal Report

Councillor Glen Lawrence reported he attended the Provincial Agricultural Service Board Conference last week. Councillor Lawrence represents the Agricultural Service Board for the County. Council is getting ready to begin strategic planning for the next four years.

January 26, 2026

[Candace Tomlinson joined the meeting at 6:55 pm.]

9. New Business

9.1 Unaudited December, 2025 Financial Statement and Variance Report

Candace Tomlinson explained the operating revenues, expenditures and surplus for 2025. Included in the meeting package are variances for 2025. Sharon asked if the Board wanted details of increases or decreases leading to net variances under \$20,000. The Board suggested using a five per cent variance rather than a set dollar amount. Sharon to provide additional information during the next financials reports.

MOTION 12/2026

That the Strathcona County Library Board accept the unaudited December, 2026 Financial Statement and Variance Report for information.

Moved by Lisa Petraschuk.

CARRIED

9.1.1 Comparison of Actuals to Budget for 2025

9.1.2 Year-End Variance Report Notes

9.1.3 Library Board Cost Centre for 2025 came in close to budget amount.

9.2 Disposition of Surplus (Deficit)

Candace explained that a number of donations were received right up until December 31. Some donations are earmarked for specific collections or projects and cannot be spent before year-end. In order to carry forward these unspent funds to 2026, when the matching expenditures will take place, the unspent funds need to be transferred to reserve in 2025.

MOTION 13/2026

That the Strathcona County Library Board ratify the transfer of unspent donations totaling \$8,238 to the Carry Forward Reserve.

Made by Keely Cronin.

CARRIED

Candace explained, as outlined in the Reserves Policy (FI02), any surplus funds in the library's budget at year end will be allocated to reserves as specified at the Board meeting where year-end transactions are finalized. At the December 15, 2025 meeting, the Board approved transfers to reserve and surplus allocations to reserves in principal; on the January agenda are the same motions, but with actual amounts.

MOTION 14/2026

That the Strathcona County Library Board ratify the transfer of the 2025 year-end operating surplus as follows:

- \$2,186 to the Deficit Contingency Reserve, and
- \$258,497 to the New Library Service Point Reserve.

Made by Paul Ryzuk.

CARRIED

9.3 Reserves Report (December 31, 2025)

The Reserves Policy describes the purpose of each reserve. Candace also provided five-year projections for the reserves.

MOTION 15/2026

That the Strathcona County Library Board accept the Reserves Report for information.

Made by Keely Cronin.

CARRIED

[Candace Tomlinson left the meeting at 7:25 pm.]

9.4 Planning for the February 26 Advocacy Lunch and Tour

The Board discussed the upcoming Advocacy Lunch and Tour with County Councillors and the new Executive Team. Sandwiches or wraps with some vegetables were the agreed upon menu. There will be a short presentation, that includes the new branch, then a tour of the library, which will also include an overview of what the library has. The Advocacy Committee will meet to determine one or two talking points. Glen suggested having the Bookmobile available as part of the tour if possible.

9.5 Provincial Advocacy Update

Sharon provided an update on provincial advocacy efforts.

10. Comments, Announcements, and Other Business

10.1 Public Presentations

10.2 Board Member Round Robin

10.3 Upcoming Events

10.3.1 March 7, 2026 Board/Staff Planning Retreat

10.4 Upcoming Friends Meetings

10.4.1 February 9, 2026

January 26, 2026

10.4.2 March 9, 2026 - AGM

10.5 Next Meeting Date: February 23, 2026

11. Adjournment

The meeting was adjourned at **8:30 pm**.



Chair