

Strathcona County Library Board
Meeting
January 25, 2016
Meeting Room 5, Community Centre

MINUTES

BOARD MEMBERS PRESENT

Anna Pandos (Chair)
Anne Nothof
Ian McCormack
Lynn Walker
Paul Whittaker
Leah Lewis
Tamara Epple (part of the meeting)
Councillor Fiona Beland-Quest

Regrets

Katharine Weinmann
Colleen Burton Ochocki

Library Staff

Sharon Siga (Chief Executive Officer)
S. Gaumont (Minutes)
Candace Tomlinson (Accountant) (part of the meeting)

1.0 Call To Order

The meeting was called to order at 7.00 pm by the Leah Lewis, Chair of the Ad Hoc Nominating Committee.

2.0 Ad Hoc Nominating Committee Report and Election of Officers –Leah put forward the following slate of nominations:

Chair: Anna Pandos, Ian McCormack
Vice Chair: Ian McCormack
Secretary/Treasurer: Lynn Walker, Ian McCormack

Ian McCormack volunteered to remove his name from the positions of Chair and Secretary/Treasurer.

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

MOTION 01/2016

That nominations for the position of Chair cease.

Moved by Ian McCormack.

CARRIED

Anna Pandos was declared Chair of the Strathcona County Library Board for 2016. Congratulations, Anna.

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

MOTION 02/2016

That nominations for the position of Vice-Chair cease.

Moved by Anna Pandos.

CARRIED

Ian McCormack was declared Vice-Chair of the Strathcona County Library Board for 2016. Congratulations, Ian.

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

MOTION 03/2016

That nominations for the position of Secretary/Treasurer cease.

Moved by Ian McCormack.

CARRIED

Lynn Walker was declared Secretary/ Treasurer of the Strathcona County Library Board for 2016. Congratulations, Lynn.

3.0 Committee and Community Group Assignments

- 3.1 Policy Standing Committee – Anna Pandos, Anne Nothof, Lynn Walker, Paul Whittaker, and Colleen Burton Ochocki.
- 3.2 Public Advocacy Standing Committee – Anna Pandos, Katharine Weinmann, Leah Lewis, Ian McCormack, and Tamara Epple.
- 3.3 Ad Hoc Volunteer Award Committee – Lynn Walker, Tamara Epple, and Leah Lewis.
- 3.4 Friends of Strathcona County Library – Anna Pandos, and alternate Katharine Weinmann
- 3.5 Metro Edmonton Federation of Libraries – Anna Pandos, and alternate Lynn Walker.
- 3.6 Arts and Culture Council of Strathcona County – Anne Nothof, and alternates Ian McCormack.

MOTION 04/2016

That the Strathcona County Library Board approve the Committee Assignments.

Moved by Councillor Fiona Beland-Quest.

CARRIED

[Candace Tomlinson joined the meeting]

4.0 Minutes of the December 14th, 2015 Board Meeting

There were a few typographical errors brought forward.

MOTION 05/2016

That the Strathcona County Library Board approve the minutes of the December 14th, 2015 Library Board Meeting as amended.

Moved by Lynn Walker.

CARRIED

5.0 Business Arising from the Minutes.

- 5.1 First Nations Initiative Update. There has been no response yet from the letter that Edmonton Public Library sent to the Confederacy of Treaty Six First Nations. There may be an update at the March Metro Edmonton Federation of Libraries meeting. The Minister of Municipal Affairs is expected to announce an initiative about library services to First Nations people in the near future. Sharon Siga raised the question about how offering free library cards would fit in the current Bylaw because the Library is currently still charging a non-resident fee for anyone not residing in Strathcona County. There was general agreement that an exception would be made for a First Nations individual, but there were a number of questions about how staff would determine someone was First Nations versus non-resident individuals that could get a library card from their municipality but choose not to. Sharon will contact Edmonton Public Library to ask what their library card registration procedures are.
- 5.2 FOIP and Library Board Records. Thanks to information provided by Tamara and Colleen, and discussions with staff from the County's Legislative and Legal Services Department, Sharon was advised to draft practical procedures for the Board with regards to identifying, retaining, or disposing of Library records generated by Library Board Members. There was some discussion about the background materials provided.
- 5.2.1 Draft Board Member Records Retention and Disposal Procedures. Some changes to the procedure were agreed to, so the CEO will bring back an updated version of this draft to the next Board Meeting.

5.3 Revised Library Employee Handbook

MOTION 06/2016

That the Strathcona County Library Board correct an error in a policy without review by the Policy Committee.

Moved by Ian McCormack.

CARRIED

MOTION 07/2016

That the Strathcona County Library Board approve the revision to Section 5.06 of the Library Employee Handbook (HR 01).

Moved by Lynn Walker.

CARRIED

9. New Business

There was some discussion regarding the unaudited financial statement and variance report, the reserves report and disposition of surplus.

9.1 Unaudited Financial Report for December, 2015

9.1.1 Financial Statement

MOTION 08/2016

That the Strathcona County Library Board accept the unaudited December, 2015 Financial Statement and Variance Report for information.

Moved by Lynn Walker.

CARRIED

9.1.2 Reserves Report

MOTION 09/2016

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

Moved by Anna Pandos.

CARRIED

[Tamara Epple left the meeting at 7:52 pm.]

9.2 Ratify Transfers

MOTION 10/2016

That the Strathcona County Library Board ratify the transfer of \$44,422 from the Shell Reserve (1.4517) to cover the 2015 expenditures.

Moved by Lynn Walker.

CARRIED

MOTION 11/2016

That the Strathcona County Library Board ratify the 2015 year-end transfer of \$10,157 from the Future Projects Reserve (1.4525) to cover the 2015 expenditures.

Moved by Ian McCormack.

CARRIED

9.3 Disposition of Surplus

MOTION 12/2016

That the Strathcona County Library Board ratify the transfer of \$5,730 from the 2015 Direct Mail Campaign, \$5,148 from the 2015 Gift Wrap proceeds, and \$15,000 from the 2015 Friends general donation to the Future Projects Reserve (1.4525).

Moved by Councillor Fiona Beland-Quest.

CARRIED

MOTION 13/2016

That the Strathcona County Library Board ratify the transfer of the remaining 2015 year end operating surplus, \$49,712, to the Library's Facility Lifecycle Reserve (1.4522).

Moved by Lynn Walker.

CARRIED

[Candace Tomlinson left the meeting.]

- 9.4 Discuss attendance at Alberta Library Conference and accommodations. Registration for ALC is open. There was a brief discussion about who might be attending and whether they had secured rooms.

6.0 Items for Information

- 6.1 Action Items – reviewed.
- 6.2 List Incoming and Outgoing Correspondence, and Media Releases – reviewed. The Great Grey Cup event was very well done.
- 6.3 Policy Committee 2015 Annual Report – reviewed.
- 6.4 Public Advocacy Committee 2015 Annual Report – reviewed.
- 6.5 Calendar of Board Typical Annual Activities – reviewed. This would be a good item to include in new Board Members orientation manual. It was also suggested to have three months of upcoming items to the end of each Board Meeting agenda.
- 6.6 Minutes of the January 6, 2016 Ad Hoc Retreat Planning Committee Minutes.

- 6.7 Fund Development Plan 2014-2016. There was discussion whether this was a successful plan. Most large corporations are cutting expenses if for no other reasons at least for optics. There is definitely value in donor cultivation. It was suggested Shell be invited to the Volunteer Luncheon in the spring, and to consider Shell involvement in the Library's 40th anniversary event in 2017.

MOTION 14/2016

That the Strathcona County Library Board accept the Items for Information as information.

Moved by Ian McCormack.

CARRIED

Reports for Discussion

7.0 Written Reports

- 7.1 Department Reports. The Board appreciates these reports: keep up the good work. There was some discussion about what to call the 'free' library card. Often people don't appreciate free things.

MOTION 15/2016

That the Strathcona County Library Board accept the Written Reports for information.

Moved by Leah Lewis.

CARRIED

8.0 Verbal Reports

- 8.1 County Councillor Report. Council has been busy with strategic planning sessions, Council Priorities meetings, and linear assessment. Council will also be looking at the Colchester Growth Management Strategy, as well as County boundaries. Ian McCormack is presenting a recommendation from the Community Housing Task Force to Council tomorrow (January 26th).
- 8.2 Chair Report. Anna Pandos thanked the Board for their vote of confidence in her, and she is happy to be Chair once again for 2016. Anna commented the CEO and her staff make the Library a positive place to come. She and Sharon attended the Provincial Network Nodes meeting with the Minister of Municipal Affairs on January 13.

MOTION 16/2016

That the Strathcona County Library Board accept the Verbal Reports for information.

Moved by Lynn Walker.

CARRIED

10. Board Member Business/Comments

- 10.1 Board Member Recognition – discussed. Everyone liked the idea of book marks, coffee cards, Library Book Bucks, or library book recognition labels.
- 10.2 MLA Open Houses in January
 - 10.2.1 MLA McKitrick: January 30 from 1 to 4 pm. at the Common Ground Cafe
- 10.3 IVC National Volunteer Week Kickoff Breakfast, April 11, 2016: Anna and Ian would like to attend.
- 10.4 Attendance at the CLA Conference June 3-6 in Ottawa. This will probably be the last CLA Conference. It doesn't appear anyone from Strathcona County Library Board will be attending.
- 10.5 Set Meeting Dates for First Standing Committee Meetings and Executive Committee. It was suggested to wait until after the March Board/Staff Retreat to organize these meetings.
- 10.6 Round Robin

Parking Lot Items: Round Table Discussion and Decision

- 11. Public Presentations – None.**
- 12. Adjournment.** The meeting was adjourned at 8:51 pm.

Chair

Secretary/Treasurer