

Strathcona County Library
Board Meeting
January 25, 2016 – 7 pm.
Community Centre, Meeting Room #5
AGENDA

MISSION STATEMENT:

Reaching out across urban and rural Strathcona County, the Library promotes engagement, sparks imagination, and provides the tools for building skills and knowledge.

VISION STATEMENT:

The heart of a connected, informed, and inspired community.

Board Governance Role

- Governance: Board (Direction, Leadership, Accountability);
- Management: (CEO provides managerial oversight and ensures an effective management team is in place);
- Implementation: Staff.

Please bring your calendars to the meeting – meeting dates will be set.

1. **Call to Order and Round Table of Introductions, including details about background and interests – CEO**
2. **Ad Hoc Nominating Committee Report and Election of Officers – Nomination Committee Chair**
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
3. **Committee and Community Group Appointments, – Library Board Chair, p. 4-6**
 - 3.1 Policy Standing Committee
 - 3.2 Public Advocacy Standing Committee
 - 3.3 Ad Hoc Volunteer Award Committee
 - 3.4 Friends of Strathcona County Library
 - 3.5 Metro Edmonton Federation of Libraries
 - 3.6 Arts and Culture Council of Strathcona County

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

4. Approval of the Agenda

Recommendation: To approve the agenda.

4. Minutes of the December 14, 2015 Board Meeting, p. 7-14

Recommendation: To approved the minutes of the December 14, 2016 Board meeting.

5. Business Arising from the Minutes

5.1 First Nations Initiative Update, p. 15-16

5.2 FOIP and Library Board Records, p. 17-22

5.2.1 Draft Library Board Member Records Retention and Disposal Procedures,
p. 23-25

Recommendation: To approved the Draft Library Board Member Records Retention and Disposal Procedures.

5.3 Revised Library Employee Handbook, p. 26-28

Recommendation: To correct an error in a policy without review by the Policy Committee.

Recommendation: To revise section 5.06 of the Library Employee Handbook (HR01).

6. Items for Information

6.1 Action Items, p. 29

6.2 List Incoming and Outgoing Correspondence, and Media Releases, p. 30

6.3 Policy Committee 2015 Annual Report, p. 31

6.4 Public Advocacy Committee 2015 Annual Report, p. 32

6.5 Calendar of Board Typical Annual Activities, p. 33-34

6.6 Minutes of the January 6, 2016 Ad Hoc Retreat Planning Committee Minutes p. 35-36

6.7 Fund Development Plan 2014-2016, p. 37

Recommendation: To accept the Items for Information.

Reports for Discussion

7. Written Reports

7.1 Department Reports, p. 38-45

Recommendation: To accept the Written Reports for information.

8. Verbal Reports

8.1 County Councillor Report

8.2 Chair Report

Recommendation: To accept the Verbal Reports for information.

9. New Business

9.1 Unaudited Financial Report for December, 2015

9.1.1 Financial Statement, p. 46-49

Recommendation: To accept the unaudited December, 2015 Financial Statement and Variance Report for information.

9.1.2 Reserves Report, p. 50-53

Recommendation: To accept the Reserves Report as information.

9.2 Ratify Transfers, p. 54

Recommendation: To ratify the transfer of \$44,422 from the Shell Reserve (1.4517) to cover the 2015 expenditures.

Recommendation: To ratify the 2015 year-end transfer of \$10,157 from the Future Projects Reserve (1.4525) to cover the 2015 expenditures.

9.3 Disposition of Surplus, p. 55

Recommendation: To 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).

Recommendation: To ratify the transfer of the remaining 2015 year end operating surplus, \$50,748, to the Library's Facility Lifecycle Reserve (1.4522).

9.4 Discuss attendance at Alberta Library Conference and accommodations, p. 56

10. Board Member Business/Comments

10.1 Board Member Recognition

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

10.4 Attendance at the CLA Conference June 3-6 in Ottawa

10.5 Set Meeting Dates for First Standing Committee Meetings and Executive Committee

10.6 Round Robin

Parking Lot Items: Round Table Discussion and Decision

11. Public Presentations

12. Adjournment

Upcoming Agenda Items:

February

- Approve statistical report to Alberta Municipal Affairs.
- Approve last year's performance measures
- Accept Action Plan progress report
- Finalize agenda for Board/Staff Retreat in March