

Strathcona County Library Board
Meeting
February 22nd, 2016
Meeting Room 5, Community Centre

MINUTES

BOARD MEMBERS PRESENT

Anna Pandos (Chair)
Anne Nothof
Ian McCormack
Lynn Walker
Colleen Burton Ochocki
Leah Lewis
Tamara Epple
Katharine Weinmann
Councillor Fiona Beland-Quest

Regrets

Paul Whittaker

Library Staff

Sharon Siga (Chief Executive Officer)
Angela Kublik (Manager, Adult Services)
S. Gaumont (Minutes)

1.0 Call to Order

The meeting was called to order at 7:02 pm. Introductions were made around the table.

2.0 Approval of Agenda

MOTION 17/2016

That the Strathcona County Library Board approve the Agenda.

Moved by Lynn Walker.

CARRIED

3.0 Minutes of the January 25, 2016 Board Meeting

MOTION 18/2016

That the Strathcona County Library Board approve the minutes of the January 25, 2016 Library Board Meeting.

Moved by Ian McCormack.

CARRIED

4.0 Business Arising from the Minutes.

- 4.1 Draft Library Board Member Records Retention and Disposal Procedures. Because most issues are dealt with in meetings and decisions are recorded in the minutes there probably are not many official records of library activity that individual Board Members will have to turn back in at the end of your term. This document reminds Board Members of the importance of the properly disposing of records that contain personal information. It also encourages Board Members to keep on top of disposing of transitory records.

MOTION 19/2016

That the Strathcona County Library Board approve the Library Board Member Records Retention and Disposal Procedures.

Moved by Lynn Walker.

CARRIED

5.0 Items for Information Library

- 5.1 Action Items – reviewed.
- 5.2 List of correspondence: Incoming, Outgoing and Media Releases – reviewed.
- 5.3 County Satisfaction Survey. Library-related results from the survey were discussed. We have done a very good job demonstrating we are a *County* Library, serving both urban and rural patrons based on the very similar percentage of use numbers. The numbers show we are moving ahead in a positive way. It is helpful to see the accomplishments and also the challenges presented in the negative comments.

MOTION 20/2016

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

Moved by Leah Lewis.

CARRIED

Reports for Discussion

6.0 Written Reports.

- 6.1 Department Reports. Board Members really appreciate the information in the Department Reports. A few topics of discussion were: the demand for proctoring exams, library cards for First Nation Bands, and the nomination of the County Out Loud event for the 2016 Minister’s Award of Excellence. The Bookmobile report was missed but everyone understands Diana has been very busy with a number of rural initiatives.

MOTION 21/2016

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

Moved by Lynn Walker.

CARRIED

7.0 Verbal Reports

7.1 County Councillor Report. Councillor Fiona Beland-Quest spoke about Councillors talking a lot about Strathcona County, not just Sherwood Park. The Library is a great part in that, and Council really appreciates that. Regarding Colchester or Bremner, no matter which is chosen, there will be a need for a library and other services, like fire stations, in this new community. Fiona enjoyed participating in the Thank-a-thon. She, Councillor Howatt and Ian McCormack are presenting 17 recommendations tomorrow to County Council on Community Housing.

7.2 Chair Report. Anna Pandos attended MP Garnett Genuis' open house, participated in the Thank-a-thon, and attended the Mayor's State of the County Address. Anna was impressed with the positive note at the end and feels we are lucky to have the Mayor and Council directing us through this economic downturn.

MOTION 22/2016

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

Moved by Lynn Walker.

CARRIED

8. New Business

8.1 Board/Staff Planning Retreat, March 5, 2016

8.1.1 Minutes of the January 18, 2016 Meeting of the Ad Hoc Retreat Planning Committee – reviewed.

MOTION 23/2016

That the Strathcona County Library Board accept the minutes of the January 18, 2016 Ad Hoc Retreat Planning Committee meeting for information.

Moved by Lynn Walker.

CARRIED

8.1.2 Draft Agenda for the March 5, 2016 Board/Staff Planning Retreat. Sharon S. proposed a revision to Item #6 Priorities. The questions that will be asked are different from those in the meeting package.

MOTION 24/2016

That the Strathcona County Library Board approve the agenda for the March 5, 2016 Board/Staff Planning Retreat as amended.

Moved by Lynn Walker.

CARRIED

8.1.3 Dissolution of the Ad Hoc Retreat Planning Committee

MOTION 25/2016

That the Strathcona County Library Board dissolve the Ad Hoc Retreat Planning Committee with thanks from the Board.

Moved by Lynn Walker.

CARRIED

8.2 Draft Performance Measures for 2015

8.2.1 Background Document – reviewed.

8.2.2 Statistics Spreadsheet. A few topics for discussion were:

- the effect of the US dollar on our budget,
- people are not looking for as much one on one training likely because they are more comfortable with their electronics and are happy to attend group training which is a better use of our staff resources, and
- volunteer numbers are down compared to 2014 because there wasn't a casino or Oilers 50/50 fundraising event in 2015.

Board Members were interested in the categories of volunteer opportunities. Perhaps this would be good information to share at the Volunteer Appreciation Luncheon.

MOTION 26/2016

That the Strathcona County Library Board accept the 2015 Performance Measures as information.

Moved by Colleen Burton Ochocki.

CARRIED

8.3 Draft 2016 Annual Survey and 2015 Annual Report of Public Libraries in Alberta – reviewed.

MOTION 27/2016

That the Strathcona County Library Board approve the 2016 Survey and 2015 Annual Report of Public Libraries in Alberta to be submitted to Alberta Municipal Affairs.

Moved by Ian McCormack.

CARRIED

- 8.4 Progress Report on 2015 Action Plans (part of the 2011-2015 Plan of Service). The report was discussed in some detail and it was commented the people who put the plan of service together five years ago, when we just moved into the new facility weren't really sure what we could expect, should be commended for the quality of the plan. The Board discussed sharing the highlights of what was achieved from the 2011-2015 Plan of Service with County Council, staff, etc.

MOTION 28/2016

That the Strathcona County Library Board accept as information the Progress Report on 2015 Action Plans.

Moved by Councillor Fiona Beland-Quest.

CARRIED

- 8.4 Change Date and Location of May Library Board Meeting – Annual Rural Meeting. We will need to work around Diana's pot luck program, and the timing of the stop, but everyone was in favour of the change.

MOTION 29/2016

That the Strathcona County Library Board change the date of the May Library Board meeting to Thursday, May 19, and to change the location of the meeting to Antler Lake Community Hall

Moved by Ian McCormack.

CARRIED

9. Board Member Business/Comments

- 9.1 Board Member Round Robin
- 9.2 Alberta Library Conference Registration Forms Due March 8, 2016
- 9.3 Carpooling to the Alberta Library Conference
- 9.4 Finalize Alberta Library Conference Accommodations
- 9.5 Finalize Trade Fair Shifts
- 9.6 Appoint two Board Members to review the Friends of the Strathcona County Library financial statement

MOTION 30/2016

That the Strathcona County Library Board appoint Leah Lewis and Colleen Burton Ochocki to review the Friends of the Strathcona County Library Society financial statements.

Moved by Lynn Walker.

CARRIED

- 9.7 Set Meeting Dates for Public Advocacy Standing Committee Meetings and Executive Committee – this was discussed after the meeting.

10. Public Presentations – None.

11. Adjournment – The meeting was adjourned at 8:33 pm.

Chair

Secretary/Treasurer