

**Strathcona County Library
Board Meeting
February 22, 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.

1. Call to Order and Round Table of Introductions, including details about background

2. Approval of Agenda, p. 1-3

Recommendation: To approve the agenda.

3. Minutes of the January 25, 2016 Board Meeting, p. 4-10

Recommendation: To approve the minutes of the January 25, 2016 Library Board meeting.

4. Business Arising from the Minutes

4.1 Draft Library Board Member Records Retention and Disposal Procedures, p. 11-14

5. Items for Information

5.1 Action Items, p. 15

5.2 List of correspondence: Incoming, Outgoing and Media Releases, p. 16

5.3 County Satisfaction Survey, p. 17-24

Reports for Discussion

6. Written Reports

6.1. Department Reports, p. 25-30

Recommendation: To accept the Written Reports for information.

7. Verbal Reports

7.1 County Councillor Report

7.2 Chair Report

Recommendation: To accept the Verbal Reports for information.

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, p. 31-32
Recommendation: To accept the minutes of the January 18, 2016 Ad Hoc Retreat Planning Committee meeting for information.
- 8.1.2 Draft Agenda for the March 5, 2016 Board/Staff Planning Retreat, p. 33-34
Recommendation: To approve the agenda for the March 5, 2016 Board/Staff Planning Retreat.
- 8.1.3 Dissolution of the Ad Hoc Retreat Planning Committee
Recommendation: To dissolve the Ad Hoc Retreat Planning Committee with thanks from the Board.
- 8.2 Draft Performance Measures for 2015
- 8.2.1 Background Document, p. 35-41
- 8.2.2 Statistics Spreadsheet, p. 42-43
Recommendation: To accept the 2015 Performance Measures as information.
- 8.3 Draft 2016 Annual Survey and 2015 Annual Report of Public Libraries in Alberta, p. 44-52
Recommendation: To approve the 2016 Survey and 2015 Annual Report of Public Libraries in Alberta to be submitted to Alberta Municipal Affairs.
- 8.4 Progress Report on 2015 Action Plans (part of the 2011-2015 Plan of Service), p. 53-72
Recommendation: To accept as information the Progress Report on 2014 Action Plans.
- 8.5 Change Date and Location of May Library Board Meeting – Annual Rural Meeting, p. 73
Recommendation: To 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.

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, p. 74
- 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.
Recommendation: To appoint _____ and _____ to review the Friends of the Strathcona County Library financial statements.

9.7 Set Meeting Dates for Public Advocacy Standing Committee Meetings and Executive Committee

Parking Lot Items: Round Table Discussion and Decision

10. Public Presentations

11. Adjournment

Upcoming Standard Agenda Items:

March:

- Act on any immediate items from the Board/Staff Retreat

April:

- Accept the first quarter financial statement information (January to March)
- Accept the audited financial statements for information for previous year
- Approve the recipient of the Muriel Abdurahman Volunteer Award
- Confirm annual priorities in order to develop budget for the following year.

May:

- Revisit Plan of Service to approve action plans for the following year
- Approve the annual report

[Executive Committee presents annual report and audited financial statement to County Council.]