

Strathcona County Library
Board Meeting
April 18, 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 March 21, 2016 Board Meeting, p. 4-7**
Recommendation: To approve the minutes of the March 21, 2016 Library Board meeting.
4. **Business Arising from the Minutes**
 - 4.1 WCB Board Member Coverage, p. 8
5. **Items for Information**
 - 5.1 Action Items, p. 9
 - 5.2 List of correspondence: Incoming, Outgoing and Media Releases, p. 10
 - 5.3 Board Member Liability Checklist, p. 11-12
 - 5.4 Board Liability Checklist, p. 13
 - 5.5 *Recommendation: To accept the Action Items for information.*

Reports for Discussion

6. **Written Reports**
 - 6.1. Department Reports, p. 14-15
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 Draft Minutes of the Executive Committee/Audit Committee Meeting of April 5, 2016, p. 22-23

8.2 Draft Strathcona County Library 2015 Financial Statement

8.2.1 Notes for the Draft Financial Statement (For Information), p. 24-33

8.2.2 Draft Strathcona County Library Financial Statement for the Year Ended December 31, 2015, p. 34-50

Recommendation: That the Strathcona County Library Board accept/approve the 2015 Financial Statements.

8.3 First Quarter Financial Statement (For Information), p. 51

8.3.1 2016 First Quarter (Q1) Financial Results, p. 52-54

8.3.2 Library Board Cost Centre Details, p. 55

Recommendation: That the Strathcona County Library Board accept the First Quarter 2016 Financial Statement for information.

8.4 Report from the Ad Hoc Volunteer Awards Committee (verbal report)

Recommendation: That the Strathcona County Library Board ratify the recommendation of the Ad Hoc Volunteer Award Committee.

8.5 Draft 2015 Annual Report (to follow)

Recommendation: That the Strathcona County Library Board approve the 2015 Annual Report.

9. Board Member Business/Comments

9.1 Board Member Round Robin

9.2 Reminder to fill out meeting and volunteer hours forms

9.3 Upcoming Events:

9.3.1 Friends AGM May 14 at 11 am./Volunteer Luncheon noon to 1:30 pm.

9.3.2 May 19 Board Meeting at the Antler Lake Community Hall, p.

9.4 Alberta Library Conference: Breakfast with Fort Saskatchewan Public Library Board Members

Parking Lot Items: Round Table Discussion and Decision

10. Public Presentations

11. Adjournment

Upcoming Standard Agenda Items:

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.]

June

- Approve direction of operating budget for next year
- Approve five-year capital plan.
- Approve proposed revisions to the fees and fines schedule.

September

- Accept the second quarter financial statement information (April to June)
- Approval draft operating budget
- Approve Canada Library Month Declaration and Read-In Week Proclamation.
- Accept Action Plan mid-year progress report
- Approve closed days and Board meeting dates for next year