

Strathcona County Library Board  
Meeting  
April 18<sup>th</sup>, 2016  
Meeting Room 5, Community Centre

**MINUTES**

**BOARD MEMBERS PRESENT**

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

**Regrets**

Councillor Linton Delainey

**Library Staff**

Sharon Siga (Chief Executive Officer)  
Brenda-Lee Schmidt (Minutes)

**1.0 Call to Order**

The meeting was called to order at 7:00 pm.

**2.0 Approval of Agenda**

**MOTION 37/2016**

That the Strathcona County Library Board approve the Agenda with the addition of the following agenda items:

- 7.3 Trade Fair Comments
- 7.4 Announcement

Moved by Ian McCormack.

CARRIED

**3.0 Minutes of the March 21, 2016 Board Meeting**

**MOTION 38/2016**

That the Strathcona County Library Board approve the minutes of the March 21, 2016 Library Board Meeting as amended.

Moved by Lynn Walker.

CARRIED

**4.0 Business Arising from the Minutes.****4.1 WCB Board Member Coverage**

Library Administration has confirmed that WCB coverage is optional for Board Members. Members accepting WCB coverage were requested to sign the forms provided to document their acceptance.

**5.0 Items for Information Library**

5.1 Action Items – reviewed.

5.2 List of correspondence: Incoming, Outgoing and Media Releases – reviewed.

5.3 Board Member Liability Checklist – reviewed.

5.4 Board Liability Checklist – reviewed.

**MOTION 39/2016**

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

Moved by Katherine Weinmann.

CARRIED

**Reports for Discussion****6.0 Written Reports.****6.1 Department Reports**

The reports were reviewed and there was discussion regarding the following:

- Web Planning Team estimate a new version of the Library Website will be ready for release in the fall of this year. A contract with a website design company experienced with libraries is being considered.
- The P3 Fair held April 13 in the Agora was well attended and very well done. It is a volunteer fair organized by the Information and Volunteer Centre (IVC).
- Potential sponsorship from the Edmonton Chinese Lions Club came as a result of a contact for Glenda Sheard. The club provides money across the Edmonton metro area.
- Enbridge Pipeline sponsorship of the Grade One Kits has been confirmed for 2015 and 2016. A proposal will be made in 2016 for 2017 sponsorship.

Sharon Siga reported that a CBC Radio broadcast is scheduled from the Library on Thursday, April 20<sup>th</sup> from 6:10 to 8:30 am. An invitation to all Board was extended.

**MOTION 40/2016**

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

Moved by Anne Nothof.

CARRIED

## 7.0 Verbal Reports

### 7.1 County Councillor Report

Councillor Fiona Beland-Quest provided statistics from the Strathcona County Family and Community Services which very clearly identify a significant increase in requests for the various services they provide. The economic climate has led to requests for double the amount of services, and this is something that Council is taking very seriously. They are working on ensuring all residents are made more aware of the services available to them. Wild Fires are a concern and residents can expect a fire ban. Tomorrow is the next meeting for the Priorities Committee.

### 7.2 Chair Report

Written report covered all information for this period.

### 7.3 Trade Fair Comments

The Trade Fair was down 30 booths this year which reflects the current economy. The '30 Ways in 30 Days' brochure about what you can do with a library card was extremely well received, and the Communications Team is to be commended. Library bucks were missed. The comment by one resident: "The Library is a lifeline," was shared. Board Members agreed it was helpful to keep in touch with resident issues by being part of the trade fair booth. It is important in order to improve the information being offered to the public.

### 7.4 Announcement

Sharon reported that she learned via a provincial meeting on Friday that our Library will benefit from the most recent provincial budget. Back in January, public libraries had asked the new Minister of Municipal Affairs to look at stable, predictable funding. The 2016-2017 provincial budget will recognize 2015 populations when calculating public library operating grants. This is the second straight year that annual population increases have been recognized through increases in operating grants – annual recognition of population increases hadn't been the practice in the past.

For our Library, the increase will be about \$4,000 more dollars this year than last year.

### **MOTION 41/2016**

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

Moved by Paul Whittaker.

CARRIED

## 8. New Business

- 8.1 Draft Minutes of the Executive Committee/Audit Committee Meeting of April 5, 2016 (information only).

8.2 Draft Strathcona County Library 2015 Financial Statements

Candace Tomlinson provided an overview of the following financial documents. The Library Board extended their gratitude to Candace in providing the information in an easy to understand format and for a clean audit again this year.

Questions regarding the following items were discussed:

- Increased costs for long-term disability coverage for staff,
- Accrued vacation leave,
- Possible increase in library fines going forward,
- Transfer to reserves strategies.
- Provincial LAPP deficiency, and the
- APEX supplementary pension.

8.2.1 Notes for the Draft Financial Statement (for information)

8.2.2 Draft Strathcona County Library Financial Statement for the Year Ended December 31, 2015

**MOTION 42/2016**

That the Strathcona County Library Board accept the 2015 Financial Statements.

Moved by Ian McCormack.

CARRIED

8.3 First Quarter Financial Statement (for information)

8.3.1 2016 First Quarter (Q1) Financial Reports

Candace reported that overall salaries remain at a deficit at this time regardless of retirements/maternity leave.

8.3.2 Library Board Cost Centre Details

Candace reported that a reduction in staff development results in a budget surplus for the Library Board budget.

**MOTION 43/2016**

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

Moved by Lynn Walker.

CARRIED

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

There was concern expressed regarding the fact that for the past two years, only one person has been nominated. The Board discussed ways of increasing awareness of this award. It was recommended that Board Members be invited to speak to this at the next Library PD Day in December, since the majority of the nominations are from Library staff.

**MOTION 44/2016**

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

Moved by Lynn Walker.

CARRIED

8.5 Draft 2015 Annual Report (to follow)

Sharon provided a draft version for discussion. The Board liked the general formatting. Final approval of the Annual Report will be coordinated via email. The report will be uploaded to The Shelf. Comments/suggestions are to be forwarded to Sharon Siga by 9 am. on Friday, April 22, 2016. Once changes have been incorporated, the final version will again be forwarded to each Board Member for review/approval prior to April 27<sup>th</sup>.

**MOTION 45/2016**

That the Strathcona County Library Board review the draft 2015 Annual Report via email and provide approval via email for the final version once completed by Library Administration.

Moved by: Lynn Walker

CARRIED

**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 10:30 am/Volunteer Luncheon 12-1:30 pm.  
(NOTE: Change in time from 11:00 am)

9.3.2 May 19 Board Meeting at the Antler Lake Community Hall  
Sharon indicated that more information and maps will be forwarded.

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

Sharon suggested that a breakfast meeting be arranged for Saturday morning in the Moose's Nook Restaurant adjacent to the Dining Hall.

**10. Public Presentations – None.**

**11. Adjournment – The meeting was adjourned at 8:55 pm.**

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Chair

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Secretary/Treasurer