

Strathcona County Library
Board Meeting
May 19, 2016 – 7:30 pm.
Antler Lake Community Hall
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/Antler Lake Community Hall Executive**
2. **Approval of Agenda**, p. 1-3
Recommendation: To approve the agenda.
3. **Minutes of the April 18, 2016 Board Meeting**, p. 4-8
Recommendation: To approve the minutes of the April 18, 2016 Library Board meeting.
4. **Business Arising from the Minutes**

4.1
5. **Items for Information**
 - 5.1 Action Items, p. 9
 - 5.2 List of correspondence: Incoming, Outgoing and Media Releases, p. 10
 - 5.3 Minutes of the November 25, 2015 Friends of the Strathcona County Library Society, p. 11-13
 - 5.4 Notes from the Arts and Culture Council of Strathcona County's Annual General Meeting on April 12, 2016. Report by Anne Nothof, p. 14
Recommendation: To accept the Action Items for information.

Reports for Discussion

6. **Written Reports**
 - 6.1. Department Reports, p. 15-29
 - 6.2 Alberta Library Conference Notes, p. 30-37
Recommendation: To accept the Written Reports for information.

7. Verbal Reports

7.1 County Councillor Report

7.2 Chair Report

7.3 Conference Highlights

Recommendation: To accept the Verbal Reports for information.

8. New Business

8.1 Draft Plan of Service 2017 Action Plans, p. 38-49

Recommendation: To approve the Plan of Service 2017 Action Plans Plans in principle subject to approval of the 2017 operating budget.

8.2 Draft Minutes of the April 26, 2016 Public Advocacy Committee Meeting (for information), p. 50-52

8.2.1 Draft Public Advocacy Committee Work Plan 2016, p. 53

Recommendation: That the Strathcona County Library Board accept the draft 2016 Public Advocacy Committee Work Plan.

8.3 Draft Minutes of the May 3, 2016 Policy Committee Meeting (for information), p. 54-56

8.3.1 Draft Policy Committee Work Plan 2016, p. 57

Recommendation: That the Strathcona County Library Board accept the draft 2016 Policy Committee Work Plan.

8.3.2 Revised Policy Committee Terms of Reference Policy (GV05), p. 58-60

Recommendation: That the Strathcona County Library Board approves the amended Policy Committee Terms of Reference Policy (GV 05).

8.3.3 Revised Public Advocacy Committee Terms of Reference Policy (GV 06), p. 61-63

Recommendation: That the Strathcona County Library Board approves the amended Public Advocacy Committee Terms of Reference Policy (GV 06).

8.3.4 Revised Executive Committee Terms of Reference Policy (GV 08), p. 64-65

Recommendation: That the Strathcona County Library Board approves the amended Executive Committee Terms of Reference Policy (GV 08).

8.3.5 Revised Employee and Board Members Business Expenses Policy (HR 08), p. 66-72

Recommendation: That the Strathcona County Library Board approves the amended Employee and Board Members Business Expenses Policy (HR 08).

8.3.6 Revised Occupational Health and Safety Policy (HR 18), p. 73

Recommendation: That the Strathcona County Library Board approves the amended Occupational Health and Safety Policy (HR 08).

8.3.7 Revised Employee Code of Conduct Policy (HR 22), p. 74-75
Recommendation: That the Strathcona County Library Board approves the amended Employee Code of Conduct Policy (HR 22).

8.3.8 Revised Acceptance of Gifts and Benefits (HR23) p. 76
Recommendation: That the Strathcona County Library Board approves the amended Acceptance of Gifts and Benefits Policy (HR 23).

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

Parking Lot Items: Round Table Discussion and Decision

10. Public Presentations

11. Adjournment

Upcoming Standard Agenda Items:

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

October

- Approve any revisions to the draft operating budget
- [Board Members complete survey related to Director's performance Appraisal early in November]