

Strathcona County Library Board
Meeting
May 19th, 2016
Antler Lake Community Hall

MINUTES

BOARD MEMBERS PRESENT

Anna Pandos (Chair)
Ian McCormack
Lynn Walker
Colleen Burton Ochocki
Councillor Fiona Beland-Quest

Regrets

Anne Nothof
Tamara Epple
Paul Whittaker
Leah Lewis
Katharine Weinmann

Guests

Councillor Bonnie Riddell

Library Staff

Sharon Siga (Chief Executive Officer)
S. Gaumont (Minutes)

1.0 Call to Order

The meeting was called to order at 6:50 pm.

2.0 Approval of Agenda

MOTION 46/2016

That the Strathcona County Library Board approve the Agenda.

Moved by Ian McCormack.

CARRIED

3.0 Minutes of the April 18, 2016 Board Meeting

MOTION 47/2016

That the Strathcona County Library Board approve the minutes of the April 18, 2016.

Moved by Colleen Burton Ochocki.

CARRIED

4.0 Business Arising from the Minutes.

There was no business arising from the April minutes.

5.0 Items for Information Library

- 5.1 Action Items – reviewed.
- 5.2 List of correspondence: Incoming, Outgoing and Media Releases – reviewed, great media coverage.
- 5.3 Minutes of the November 25, 2015 Friends of Strathcona County Library Society meeting – reviewed.
- 5.4 Notes from the Arts and Culture Council of Strathcona County’s Annual General Meeting on April 12, 2016. Report by Anne Nothof – reviewed.

MOTION 48/2016

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

Moved by Lynn Walker.

CARRIED

Reports for Discussion

6.0 Written Reports.

- 6.1 Department Reports. The reports were reviewed and comments were made regarding:
 - Marty Chan’s report was discussed.
 - The Board extended best wishes to Donna Riehl, Valerie Stenson and Elke Smith on their upcoming retirements.
 - As usual the department reports are full of great information and a pleasure to review.
- 6.2 Alberta Library Conference Notes. Everyone was impressed with the presentations they attended. Anna Pandos provided her written report.

MOTION 49/2016

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 the Library presentation to Council regarding their Annual Report. It was very well done and showed a real team effort. The fire ban is still on and it was noted 56 fires have been reported since the beginning of April which is above normal. Approximately 2,200 Fort McMurray evacuees have come through the Welcome Centre in the Community Centre.
- 7.2 Chair Report. Anna Pandos reported she also enjoyed the presentations at the Alberta Library Conference. The Volunteer Lunch was very successful, and she thanked staff for their efforts. Anna also attended the Student Portfolio Breakfast and commented on the high caliber of students.
- 7.3 Conference Highlights. As discussed, everyone was impressed with the presentations they attended.

MOTION 50/2016

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

Moved by Ian McCormack.

CARRIED

8. New Business

- 8.1 Draft Plan of Service 2017 Action Plans. The Board discussed the proposed action plans and accepted them. On the question of resources required, there is a minimal commitment to new staff resources in 2017 until we have a developed the digital literacy strategy in 2016. Good job pulling these action plans together.

MOTION 51/2016

That the Strathcona County Library Board approve the Plan of Service 2017 Action Plans in principle subject to approval of the 2017 operating budget.

Moved by Lynn Walker.

CARRIED

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

8.2.1 Draft Public Advocacy Committee Work Plan 2016.

MOTION 52/2016

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

Moved by Lynn Walker.

CARRIED

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

8.3.1 Draft Policy Committee Work Plan 2016.

MOTION 53/2016

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

Moved by Lynn Walker.

CARRIED

8.3.2 Revised Policy Committee Terms of Reference Policy (GV05).

MOTION 54/2016

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

Moved by Lynn Walker.

CARRIED

8.3.3 Revised Public Advocacy Committee Terms of Reference Policy (GV 06).

MOTION 55/2016

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

Moved by Lynn Walker.

CARRIED

8.3.4 Revised Executive Committee Terms of Reference Policy (GV 08).

MOTION 56/2016

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

Moved by Lynn Walker.

CARRIED

- 8.3.5 Revised Employee and Board Members Business Expenses Policy (HR 08). The CEO was asked to find out how other libraries handle reception, hospitality or other Board events.

MOTION 57/2016

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

Moved by Lynn Walker. CARRIED

- 8.3.6 Revised Occupational Health and Safety Policy (HR 18).

MOTION 58/2016

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

Moved by Lynn Walker. CARRIED

- 8.3.7 Revised Employee Code of Conduct Policy (HR 22).

MOTION 59/2016

That the Strathcona County Library Board approves the amended Employee Code of Conduct Policy (HR 22).

Moved by Lynn Walker. CARRIED

- 8.3.8 Revised Acceptance of Gifts and Benefits (HR23).

MOTION 60/2016

That the Strathcona County Library Board approves the amended Acceptance of Gifts and Benefits Policy (HR 23).

Moved by Lynn Walker. CARRIED

9. Board Member Business/Comments

- 9.1 Board Member Round Robin.
 - The Board needs to identify upcoming vacancies for next year.
- 9.2 Remember to fill out meeting and volunteer hours forms.
- 9.3 Upcoming Events.

10. **Public Presentations.** Councillor Bonnie Riddell suggested that the Library Board meet at Hastings Lake Hall in 2017 for their annual rural meeting.
11. **Adjournment** – The meeting was adjourned at 7:40 pm.

Chair

Secretary/Treasurer