

Strathcona County Library Board  
Meeting  
June 20, 2016  
Meeting Room 5, Community Centre

MINUTES

**BOARD MEMBERS PRESENT**

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

**Library Staff**

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

**1.0 Call To Order**

The meeting was called to order at 7.00 pm.

**2.0 Approval of Agenda**

**MOTION 61/2016**

That the Strathcona County Library Board approve the Agenda as presented.

Moved by Tamara Epple.

CARRIED

**3.0 Minutes of the May 19<sup>th</sup>, 2016 Board Meeting**

**MOTION 62/2016**

That the Strathcona County Library Board approve the minutes of the May 19<sup>th</sup>, 2016 Library Board Meeting.

Moved by Ian McCormack.

CARRIED

#### **4.0 Business Arising from the Minutes.**

- 4.1 Expense Policies of Other Libraries. The CEO was thanked for researching this information. There is no need for the Strathcona County Library Board to make any changes to their expense policy at this time.

#### **5.0 Items for Information**

- 5.1 Action Items. Reviewed; no additions.
- 5.2 List of Correspondence: Incoming, Outgoing and Media Releases.
- 5.3 Alberta Library Conference: Anna Pandos' notes – thank you Anna.
- 5.4 Strathcona County 2015 Satisfaction Survey Results – for information only. Satisfaction levels with the Library higher since the Library moved to the Community Centre.

#### **MOTION 63/2016**

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

Moved by Leah Lewis.

CARRIED

#### **Reports for Discussion**

#### **6.0 Written Reports**

- 6.1 Department Reports. Acknowledgments included:
- Youth Services library card pilot project
  - Collaboration between Youth Services and Sherwood Park Mall, Sharon will get more details.
  - Donation from Edmonton Chinese Lion's Club for the Library's Easy English collection.
  - Different ways to advertise for Strathcona County Library Board Members.

#### **7.0 Verbal Reports**

- 7.1 County Councillor Report. Councillor Fiona Beland-Quest highlighted the following:
- Attended the afternoon session hosted by Alberta Municipal Affairs regarding the Municipal Government Act. Some of the information shared could have an impact on Strathcona County (linear taxation, machinery and equipment taxation) and on the Library (off-site levies).
  - Also attended the presentation of the Report of the Advisory Panel on Metro Edmonton's Future. Recommendations for the nine municipalities in the Metro Edmonton area included working together to attract economic development, creating a regional transit system, and regional planning.

7.2 Chair Report. Chair Anna Pandos highlighted the following:

- Attended the Chamber of Commerce Luncheon
- Attended the Alberta Municipal Affairs session on the proposed Municipal Government Act.
- Need to make our business community aware there is no charge for corporate cards
- Inform residents that the Library has bicycle racks because this is not the case across the community

**MOTION 64/2016**

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

Moved by Katharine Weinmann.

CARRIED

**8.0 New Business**

8.1 Draft Fees and Charges for 2017

There was some discussion about fees and charges. There were questions about the difference in fees for best sellers and older books; this isn't the case for children's DVDs and CDs. It was suggested the Library might investigate sending out notifications to patrons around the time their unused accounts will close. Given the current economic conditions, staff are not recommending an increase in proctoring fees this year.

**MOTION 65/2016**

That the Strathcona County Library Board approve the changes to the Library's 2017 Fees and Charges Schedule.

Moved by Colleen Burton Ochocki.

CARRIED

8.2 Draft 2017-2021 Five-Year Capital Plan (Input for Budget). The increase in infrastructure in 2020 is largely due to the RFID Equipment Replacement and the potential replacement of library furniture. These are place holders.

**MOTION 66/2016**

That the Strathcona County Library Board approve the Draft 2017-2021 Five-year Capital Plan.

Moved by Ian McCormack.

CARRIED

8.3 Update on 2017 Budget Development. So far the draft 2017 budget is on track for the target developed at the March Planning Retreat.

8.4 Draft Minutes of June 13, 2016 Policy Committee Meeting, for information only. Some minor wording changes will be made to the minutes for clarity.

8.4.1 Approval of the New Bylaw 1-2016

**MOTION 67/2016**

That the Strathcona County Library Board Bylaw 1-2016 be given first reading.

Moved by Lynn Walker. CARRIED

**MOTION 68/2016**

That the Strathcona County Library Board Bylaw 1-2016 be given second reading.

Moved by Lynn Walker. CARRIED

**MOTION 69/2016**

That the Strathcona County Library Board Bylaw 1-2016 proceed with the third reading.

Moved by Lynn Walker. CARRIED

**MOTION 70/2016**

That the Strathcona County Library Board Bylaw 1-2016 be given third reading.

Moved by Lynn Walker. CARRIED

8.4.2 Approval of the New Bylaw 1-2016 Schedules. Some changes to wording and numbering were suggested. The CEO will consult with the Customer Services Department Manager to get final wording.

**MOTION 71/2016**

That the Strathcona County Library Board approve the new Bylaw 1-2016 Schedules as amended.

Moved by Lynn Walker. CARRIED

8.4.3 Approval of Staffing Policy (HR02)

**MOTION 72/2016**

That the Strathcona County Library Board approve the Staffing Policy (HR 02).

Moved by Lynn Walker.

CARRIED

8.4.4 Approval of Employee Performance Policy (HR03)

**MOTION 73/2016**

That the Strathcona County Library Board approve the Employee Performance Policy (HR 03).

Moved by Lynn Walker.

CARRIED

8.4.5 – 8.4.10 Revoke Former Policies.

**MOTION 74/2016**

That the Strathcona County Library Board revokes the following policies:

- Advertising Vacant Position (HR02)
- Employee Selection (HR03)
- Employment of Relations Policy (HR04)
- Performance Appraisal Policy (HR05)
- Revoke Secondment Policy (HR10)
- Suspension Policy (HR11)

Moved by Lynn Walker.

CARRIED

8.4.11 Revise and Renumber CEO Performance Review Policy (HR19)

**MOTION 75/2016**

That the Strathcona County Library Board revise and renumber the current CEO Performance Review Policy (HR19) to become CEO Performance Review Policy (HR04).

Moved by Lynn Walker.

CARRIED

Anne Nothof commended Brenda Schmidt for putting together the Policy Committee minutes and documents so quickly following the meeting on June 13.

**9. Board Member Business/Comments**

9.1 Board Member Round Robin

9.2 Reminder to fill out meeting and volunteer hours forms (available on The Shelf)

9.3 Upcoming Events

10. Public Presentations – None.

11. Adjournment. The meeting was adjourned at 8:25 pm.

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Chair

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Secretary/Treasurer