

Strathcona County Library
Board Meeting
June 20, 2016 – 7 pm.
Strathcona County 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

2. Approval of Agenda, p. 1-3

Recommendation: To approve the agenda.

3. Minutes of the May 19, 2016 Board Meeting, p. 4-9

Recommendation: To approve the minutes of the May 19, 2016 Library Board meeting.

4. Business Arising from the Minutes

4.1 Expense Policies of Other Libraries, p. 10-11

5. Items for Information

5.1 Action Items, p. 12

5.2 List of correspondence: Incoming, Outgoing and Media Releases, p. 13

5.3 Alberta Library Conference: Anna Pandos' Notes, p. 14-16

5.4 Strathcona County 2015 Satisfaction Survey Results, p. 17-23

Recommendation: To accept the Action Items for information.

Reports for Discussion

6. Written Reports

6.1. Department Reports, p. 24-31

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 Fees and Charges for 2017 (Input for Budget), p. 32-35
Recommendation: That the Board approve the changes to the Library's 2017 Fees and Charges Schedule.
- 8.2 Draft 2017-2021 Five-Year Capital Plan (Input for Budget), p. 36-37
Recommendation: That the Board approve the Draft 2017-2021 Five-Year Capital Plan.
- 8.3 Update on 2017 Budget Development (verbal report)
- 8.4 Draft Minutes of the June 13, 2016 Policy Committee Meeting (for information), p. 38-40
- 8.4.1 Approval of the New Bylaw 1-2016, p. 41-47

Recommendation: That the Strathcona County Library Board Bylaw 1-2016 be given first reading.
Recommendation: That the Strathcona County Library Board Bylaw 1-2016 be given second reading.
Recommendation: That the Strathcona County Library Board Bylaw 1-2016 proceed with the third reading.
Recommendation: That the Strathcona County Library Board Bylaw 1-2016 be given third reading.
- 8.4.2 Approval of the New Bylaw 1-2016 Schedules, p. 48-60
Recommendation: That the Strathcona County Library Board approve the new Bylaw 1-2016 Schedules.
- 8.4.3 Approval of Staffing Policy (HR02), p. 61-63
Recommendation: That the Strathcona County Library Board approve the Staffing Policy (HR02).
- 8.4.4 Approval of Employee Performance Policy (HR03), p. 64
Recommendation: That the Strathcona County Library Board approve the Employee Performance Policy (HR03).
- 8.4.5 Revoke Former Human Resources Policy (HR02), p. 65-68
- 8.4.6 Revoke Former Human Resources Policy (HR03), p. 69-70
- 8.4.7 Revoke Employment of Relations Policy (HR04), p. 71
- 8.4.8 Revoke Performance Appraisal Policy (HR05), p. 72-75
- 8.4.9 Revoke Secondment Policy (HR10), p. 76
- 8.4.10 Revoke Suspension Policy (HR11), p. 77-80

Recommendation: That the Strathcona County Library Board revokes the following Human Resource Policies:

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

8.4.11 Revise and Renumber CEO Performance Review Policy (HR19), p. 81-82
Recommendation: That the Strathcona County Library Board revise and renumber the current CEO Performance Review Policy (HR19) to become CEO Performance Review Policy (HR04).

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

Parking Lot Items: Round Table Discussion and Decision

10. Public Presentations

11. Adjournment

Upcoming Standard Agenda Items:

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]

November

- Discuss questions in Board evaluation questionnaire.
- [Executive Committee presents to County Council services for the coming year and budget estimate.]