

Strathcona County Library Board
Meeting
September 19, 2016
Meeting Room 5, Community Centre

MINUTES

BOARD MEMBERS PRESENT

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

Regrets

Anna Pandos
Ian McCormack

Library Staff

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

1.0 Call To Order

The meeting was called to order at 6.59 pm.

2.0 Approval of Agenda.

Additions: 9.4 Nominating Rep for ALTA and 9.5 Metro Federation Meeting Topics

MOTION 76/2016

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

Moved by Councillor Fiona Beland-Quest.

CARRIED

3.0 Minutes of the June 20, 2016 Board Meeting

MOTION 77/2016

That the Strathcona County Library Board approve the minutes of the June 20, 2016 Library Board Meeting.

Moved by Anne Nothof.

CARRIED

4.0 Business Arising from the Minutes. Nothing for this meeting.

5.0 Items for Information

- 5.1 Action Items
- 5.2 List of correspondence: Incoming, Outgoing and Media Releases
- 5.3 Minutes of the April 18, 2016 Meeting of the Executive Committee, Friends of the Strathcona County Library Society
- 5.4 Minutes of the May 14, 2016 Annual General Meeting of the Friends of the Strathcona County Library Society
- 5.5 Minutes of the June 27, 2016 Advocacy Committee Meeting
- 5.6 Patron Comment Card Summary
- 5.7 Statistical Summary Report and Performance Measures: January to June, 2016

MOTION 78/2016

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

Moved by Tamara Epple.

CARRIED

Reports for Discussion

6.0 Written Reports

- 6.1 Department Reports
 - It certainly appeared to be a busy summer for the Library. Good job, everyone.
 - After reviewing the statistical report questions were raised about what are the values to which our programs and services are aligned, if continual growth is sustainable, what is realistic, how can we be proactive, and what the library is going to become. It was agreed this discussion should be considered for the March 4, 2017 Retreat. This information will be passed onto the Ad Hoc Retreat Planning Committee when it is appointed in January.
- 6.2 Verbal Reports
 - Councillor Beland-Quest reported Council had their first meeting since summer break last Tuesday. She has been very busy with numerous affordable housing committees. The nine Metro Mayors are moving forward and signing a Memorandum of Understanding regarding joint economic development. Council is still waiting to hear from the provincial government on how they might change our funding levels.

- Sharon Siga reported in the Chair’s absence. The Chair was part of celebration in August with Imperial for their sponsorship of the Summer Reading program for 20 years. There was also a cheque presentation with Servus Credit Union for Discovery Zone and Enchanted Express book bags that same day.

MOTION 79/2016

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

Moved by Colleen Burton Ochocki.

CARRIED

8.0 New Business

8.1 Second Quarter Financial Statement – for information only.

8.1.1 2016 Second Quarter (Q2) Financial Results

8.1.2 Library Board Cost Centre Details

Sharon Siga thanked Candace Tomlinson for preparing the reports. Sharon explained that cost of providing online music, movies, and audiobooks through the vendor Hoopla is the fastest growing budget item. Alberta Municipal Affairs provides some support for these services to all public libraries. Other points for clarification or discussion were the unfavourable variance for Investment Income at this time of the year, and the budget line “Grants and Requisitions” as an expense. Sharon will answer these questions by email. She was also asked about the proposed Communications Audit that has been postponed. She explained that it is useful to have an outside consultant assess all the Library’s current communication tools. One of the recommendations from the previous communication audit was the creation of the Library program guide. Its distribution was discussed.

MOTION 80/2016

That the Strathcona County Library Board accept the Second Quarter 2016 Financial Statement and Forecast for information.

Moved by Katharine Weinmann.

CARRIED

8.2 Declarations

MOTION 81/2016

That the Strathcona County Library Board support the declaration of October, 2016 as Library Month.

Moved by Leah Lewis.

CARRIED

MOTION 82/2016

That the Strathcona County Library Board support the proclamation of October 3-7, 2016 as Read In Week 2016.

Moved by Katharine Weinmann.

CARRIED

8.3 Library Closed Days for 2017 and 2017 Board Meeting Dates

There was some discussion about the possibility of the Library staying open on Family Day, February 20, 2017. The CEO will prepare a report for discussion at the October Board Meeting. In the meantime there was approval for the 2017 Board meetings. Sharon will ensure that upcoming meeting dates are easy to find on the web site.

MOTION 83/2016

That the Strathcona County Library Board approve the 2017 Board meeting dates.

Moved by Colleen Burton Ochocki.

CARRIED

8.4 Plan of Service Progress Report on 2016 Action Plans

A lot of progress has been made in the first six months. We are working with Managers on consistency in reporting, and to develop meaningful program indicators and outcomes. Thank you to Sue Colp for compiling this report.

MOTION 84/2016

That the Strathcona County Library Board accept the Action Plan Mid-Year Progress Report for information.

Moved by Paul Whittaker

CARRIED

8.5 Clarification of Risk Management

Sharon Siga wanted to share a draft risk management policy with the Board to see if she was on the right track. There was agreement that this was what was expected, but that there should be an addition addressing risk to the Library's reputation. A revised draft will go to the next Policy Committee meeting.

9.0 Board Member Business/Comments

9.1 Board Member Round Robin and baby book presentation to Leah Lewis.

9.2 Remember to fill out the meeting and volunteer hours forms (available on *The Shelf*).

9.3 Upcoming Events

9.3.1 Chamber of Commerce Business Awards Dinner – Councillor Fiona Beland-Quest will be attending. Other Board Members will not be attending. Sharon will check with Anna and Ian.

9.3.2 Board Basics Workshop on October 1st in Camrose. No one is available this round.

9.4 Nomination of Rep for Alberta Library Trustees Association. Colleen Burton Ochocki agreed to let her name stand as the Area 7 representative for Alberta Library Trustees Association (ALTA), Thank you, Colleen. Colleen has been serving as the alternate for the current ALTA representative for a number of year.

9.5 Metro Federation Meeting Topics

No topics were identified, so no meeting will be scheduled this fall for the Metro Edmonton Federation of Libraries. We will call a meeting when the need arises.

Parking Lot Items: Round Table Discussion and Decision

10. Public Presentations – None.

11. Adjournment

The meeting was adjourned at 8:15 pm.

Chair

Secretary/Treasurer