

**Strathcona County Library
Board Meeting
September 19, 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 June 20, 2016 Board Meeting**, p. 4-9
Recommendation: To approve the minutes of the June 20, 2016 Library Board meeting.
4. **Business Arising from the Minutes**
5. **Items for Information**
 - 5.1 Action Items, p. 10
 - 5.2 List of correspondence: Incoming, Outgoing and Media Releases, p. 11-12
 - 5.3 Minutes of the April 18, 2016 Meeting of the Executive Committee, Friends of the Strathcona County Library Society, p. 13-14
 - 5.4 Minutes of the May 14, 2016 Annual General Meeting of the Friends of the Strathcona County Library Society, p. 15-17
 - 5.5 Minutes of the June 27, 2016 Advocacy Committee Meeting, p. 18-19
 - 5.6 Patron Comment Card Summary, p. 20
 - 5.7 Statistical Summary Report and Performance Measures: January to June, 2016, p. 21-23*Recommendation: To accept the Action Items for information.*

Reports for Discussion

6. **Written Reports**
 - 6.1. Department Reports, p. 24-40

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

Secretary-Treasurer to facilitate discussion of financial agenda items:

8.1 Second Quarter Financial Statement (For Information), p. 41

8.1.1 2016 Second Quarter (Q2) Financial Results, p. 42-44

8.1.2 Library Board Cost Centre Details, p. 45

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

8.2 Declarations, p. 46-47

Recommendation: That the Board support the declaration of October, 2016 as Library Month.

Recommendation: That the Board support the proclamation of October 3-7, 2016 as Read In Week 2016.

8.3 Library Closed Days for 2017 and 2017 Board Meeting Dates, p. 48

Recommendation: To approved the Library closed days for 2017 as well as the 2017 Board meeting dates.

8.4 Plan of Service Progress Report on 2016 Action Plans, p. 49-62

Recommendation: To accept the Action Plan mid-year progress report for information.

8.5 Clarification on Risk Management Policy, p. 63

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:

9.3.1 Chamber of Commerce Business Awards Dinner, October 21

9.3.2 Board Basics Workshop on October 1 in Camrose

Parking Lot Items: Round Table Discussion and Decision

10. Public Presentations

11. Adjournment

Upcoming Standard Agenda Items:

October

- Approve draft operating budget
- Approve the auditor
- [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.]

December

- Discuss Board evaluation questionnaire results.
- Approve in principle motions about year-end finances
- Approve in principle the economic adjustment to the grid
- Appoint the Ad Hoc Nominating Committee
- Vote on recommendations coming from the Executive Committee regarding the CEO's performance appraisal.
[Executive Committee completes CEO's performance appraisal prior to December Board meeting.]