

Strathcona County Library Board  
Meeting  
October 17, 2016  
Meeting Room 5, Community Centre

MINUTES

**BOARD MEMBERS PRESENT**

Anna Pandos (Chair)  
Anne Nothof  
Ian McCormack  
Colleen Burton Ochocki  
Leah Lewis  
Tamara Epple  
Councillor Fiona Beland-Quest

**Regrets**

Lynn Walker  
Paul Whittaker  
Katharine Weinmann

**Library Staff**

Sharon Siga (Chief Executive Officer)  
S. Gaumont (Minutes)  
Candace Tomlinson (Accountant)

**1.0 Call to Order**

The meeting was called to order at 7.03 pm.

**2.0 Approval of Agenda**

Addition: 9.6 Event for Former Board Members

**MOTION 85/2016**

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

Moved by Leah Lewis.

CARRIED

**3.0 Minutes of the September 19, 2016 Library Board Meeting**

**MOTION 86/2016**

That the Strathcona County Library Board approve the minutes of the September 19, 2016 Library Board Meeting.

Moved by Colleen Burton Ochocki.

CARRIED

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

##### **4.1 Library Closed Days in 2017.**

There was discussion about the Library opening on Family Day. The Board agreed that plans for the 2017 40<sup>th</sup> Anniversary party should proceed, and that there would not be the staff resources to also be open on Family Day

#### **MOTION 87/2016**

That the Strathcona County Library Board approve the Library Closed Days for 2017.

Moved by Leah Lewis.

**CARRIED**

Management does not recommend being open on Family Day. The topic of opening on Family Day in the future continued. If the Library does open for Family Day it wouldn't be until 2018. After discussion, the purpose of opening is not to be open one additional Monday a year, but to offer family activities. If the Library were to be open, it would only be from 1 to 5 pm. which would allow library staff with families some time to be together. It was agreed that all library services would have to be offered while family activities happened. Although Family Day is billed as County Unplugged, that would not work for the Library: computer services would have to be provided. There are some complications: the Community Centre not being open and there are frequent issues with parkade access, etc. on Easter Monday, for example. The budget implications are approximately \$2,500 to just man the public services desks for four hours. The CEO was asked to check into whether volunteers could do the family activities. The CEO was also asked to find out how many patrons attend the Bookmobile's Family Day event at community halls – a different community hall each year. The CEO will also find out what other Metro public libraries do that day.

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

5.1 Action Items. Reviewed. It was agreed to remove the potential meeting with School Board Chairs unless something comes up to discuss.

5.2 List of Correspondence: Incoming, Outgoing and Media Releases.

#### **MOTION 88/2016**

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

Moved by Anne Nothof.

**CARRIED**

## **6.0 Reports for Discussion**

- 6.1 Department Reports. The reports were reviewed: always very interesting to read. It was suggested Mo Amin, Manager of the Youth Services Department, attend an upcoming Board Meeting to meet the Board and talk about teen programming. Several Board Members volunteered to attend the Chamber Breakfast here at the Library on Thursday, October 27<sup>th</sup>.

There was a lot of interest from the Board in the Social Sustainability Framework initiative. The CEO will send out a Doodle Poll to select a meeting date for the Board to conduct a community conversation as part of the engagement process. It was also suggested to extend the invitation to staff.

### **MOTION 89/2016**

That the Strathcona County Library Board accept the Written Reports for Information.

Moved by Councillor Fiona Beland-Quest.

CARRIED

## **7.0 Verbal Reports**

- 7.1 County Councillor Report. County Council and the three local school boards have signed off on a new working relationship with regards to neighbourhood green space and designated school space. The Social Sustainability Framework is being launched tomorrow and Councillor Beland-Quest has been busy with Heartland Housing, Priorities Meetings, and the Alberta Urban Municipalities Association (AUMA).
- 7.2 Chair Report. Anna Pandos mentioned the upcoming Chamber Breakfast at the Library, and a Provincial Public Library Services Branch Meeting, also on October 27. She will be attending with the CEO. She is also attending the Chamber of Commerce luncheon this week.

### **MOTION 90/2016**

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

Moved by Ian McCormack.

CARRIED

## **8.0 New Business**

- 8.1 Draft Minutes of the October 6, 2016 Executive/Audit Committee Meeting (For information)
- 8.2 Appointment of Auditor for 2016

**MOTION 91/2016**

That the Strathcona County Library Board appoint KPMG LLP as the auditor of Strathcona County Library for the year ending December 31, 2016.

Moved by Ian McCormack.

CARRIED

- 8.3 Draft 2017 Operating Budget. The Library Accountant, Candace Tomlinson, fielded questions and gave explanations as requested regarding the financials.

**MOTION 92/2016**

That the Strathcona County Library Board approve the 2017 Operating Budget.

Moved by Colleen Burton Ochocki.

CARRIED

- 8.4 Third Quarter Forecast/September, 2016 Financial Statement

**MOTION 93/2016**

That the Strathcona County Library Board receive the September, 2016 Financial Statement and Year End Forecast as Information

Moved by Tamara Epple.

CARRIED

- 8.5 Draft Minutes of the October 3, 2016 Policy Committee Meeting. (For information)

- 8.5.1 Revise Disability Management and Early Return to Work Program Policy (HR 12)

**MOTION 94/2016**

That the Strathcona County Library Board approve the revised Disability Management and Early Return to Work Program Policy (HR 12).

Moved by Colleen Burton Ochocki.

CARRIED

- 8.5.2 Rescind Staff Working Alone Safely Policy (HR 17)

**MOTION 95/2016**

That the Strathcona County Library Board rescind the Staff Working Alone Safely Policy (HR 17).

Moved by Colleen Burton Ochocki.

CARRIED

8.5.3 Revise Board Evaluation Process Policy (HR 20)

**MOTION 96/2016**

There was some discussion about whether the current survey needed to be part of this policy. A wording change eliminated the need to include the survey.

That the Strathcona County Library Board approve the revised Board Evaluation Process Policy (HR 20) as amended.

Moved by Colleen Burton Ochocki.

CARRIED

8.5.4 Revise and Rename Staff and Board Library Card Privileges Policy (HR 21).

**MOTION 97/2016**

That the Strathcona County Library Board approve the renamed and revised Staff Library Card Privileges Policy (HR 21))

Moved by Colleen Burton Ochocki.

CARRIED

8.5.5 Revise Business Expenses Policy (HR08)

**MOTION 98/2016**

That the Strathcona County Library Board approve the revised Business Expenses Policy (HR 08).

Moved by Colleen Burton Ochocki.

CARRIED

The Policy Committee was asked to consider if claiming for speeding tickets or parking tickets should be explicitly disallowed in the next draft of this policy.

8.5.6 Draft Risk Management Policy (OP07). The purpose of a risk management policy and a risk registry and the frequency of a review by the Library Board were discussed. The draft policy will go back to the Policy Committee for further discussion.

**9. Board Member Business/Comments.**

- 9.1 Board Member Round Robin
- 9.2 Separate date to hold a community conversation about Social Framework Renewal
- 9.3 New Board expense claim form. Updated form is now available.
- 9.4 Remember to fill out meeting and volunteer hours forms (available on The Shelf)
- 9.5 Upcoming Events:
  - 9.5.1 Meeting with the Fort Saskatchewan Public Library Board, October 20
  - 9.5.2 Chamber of Commerce Business Awards Dinner, October 21
  - 9.5.3 Chamber of Commerce Networking Breakfast at the Library, October 27
  - 9.5.4 RSVPs for PD Day and Long Service Awards on December 2

**10. Public Presentations – None.**

**11. Adjournment.** The Chair adjourned the meeting at 8:40 pm.

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Chair

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Secretary/Treasurer