

Strathcona County Library
Board Meeting
October 17, 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 September 19, 2016 Board Meeting**, p. 4-8
Recommendation: To approve the minutes of the September 19, 2016 Library Board meeting.
4. **Business Arising from the Minutes**
 - 4.1 Library Closed Days in 2017, p. 9-11
5. **Items for Information**
 - 5.1 Action Items, p. 12
 - 5.2 List of correspondence: Incoming, Outgoing and Media Releases, p. 13
 - 5.3 *Recommendation: To accept the Action Items for information.*

Reports for Discussion

6. **Written Reports**
 - 6.1. Department Reports, p. 14-22
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 Draft Minutes of the October 6, 2016 Executive/Audit Committee Meeting (For information), p. 23-24
- 8.2 Appointment of Auditor for 2016, p. 25
Recommendation: That the Strathcona County Library Board appoint KPMG LLP as the auditor of Strathcona County Library for the year ending December 31, 2016.
- 8.3 Draft 2017 Operating Budget, p. 26-32
Recommendation: That the Strathcona County Library Board approve the 2017 Operating Budget.
- 8.4 Third Quarter Forecast/September, 2016 Financial Statement, p. 33-37
Recommendation: That the Strathcona County Library Board receive the September, 2016 Financial Statement and Year End Forecast as Information.
- 8.5 Draft Minutes of the October 3, 2016 Policy Committee Meeting, p. 38-40
 - 8.5.1 Revise Disability Management and Early Return to Work Program Policy (HR 12), p. 41-43
Recommendation: That the Strathcona County Library Board approve the revised Disability Management and Early Return to Work Program Policy (HR 12),
 - 8.5.2 Revoke Staff Working Alone Safely Policy (HR 17), p. 44
Recommendation: That the Strathcona County Library Board revoke the Staff Working Alone Safely Policy (HR 17),
 - 8.5.3 Revise Board Evaluation Process Policy (HR 20), p. 45-46
Recommendation: That the Strathcona County Library Board approve the revised Board Evaluation Process Policy (HR 20), p.
 - 8.5.4 Revise and Rename Staff and Board Library Card Privileges Policy (HR 21), p. 47
Recommendation: That the Strathcona County Library Board approve the renamed and revised Staff Library Card Privileges Policy (HR 21),
 - 8.5.5 Revise Business Expenses Policy (HR08), p. 48-53
Recommendation: That the Strathcona County Library Board approve the revised Business Expenses Policy (HR 08),
 - 8.5.6 Draft Risk Management Policy (OP07) (for discussion), p 54

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, p. 55-56
- 9.4 Reminder 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

Parking Lot Items: Round Table Discussion and Decision

10. Public Presentations

11. Adjournment

Upcoming Standard Agenda Items:

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.]

January

- Elect Board Executive: Chair, Vice-Chair, Secretary-Treasurer
- Make appointments to Board committees and to community groups
- Pass motions regarding previous year's finances.
- Start to plan for Board/Staff Retreat in March