

Strathcona County Library Board  
Meeting  
November 21, 2016  
Meeting Room 5, Community Centre

**MINUTES**

**BOARD MEMBERS PRESENT**

Anna Pandos (Chair)  
Ian McCormack  
Lynn Walker  
Katharine Weinmann  
Councillor Fiona Beland-Quest

**Regrets**

Anne Nothof  
Paul Whittaker  
Colleen Burton Ochocki  
Leah Lewis  
Tamara Epple

**Library Staff**

Sharon Siga (Chief Executive Officer)  
Brenda-Lee Schmidt (Minutes)

**1.0 Call to Order**

The meeting was called to order at 7.03 pm.

**2.0 Approval of Agenda**

Addition: 8.3 Budget Update

**MOTION 99/2016**

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

Moved by Lynn Walker.

CARRIED

**3.0 Minutes of the October 17, 2016 Library Board Meeting**

**MOTION 100/2016**

That the Strathcona County Library Board approve the minutes of the October 17, 2016 Library Board Meeting.

Moved by Katharine Weinmann.

CARRIED

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

##### **4.1 Family Day.**

The discussion continued of opening the Library on Family Day in the future. The CEO reported back on how many patrons attend the Bookmobile's Family Day event at community halls – a different community hall each year, and what other Metro public libraries do that day. St. Albert and Edmonton Public Libraries are open on Family Day and library activities support municipal activities.

Strathcona County celebrates Family Day as County Unplugged, and this doesn't align well as the Library would provide computer services that day if it were open. The budget implications are significant. The Management team considered using volunteers to provide family activities, but staff would have to train and supervise volunteers. There was some discussion about opening the Library on all statutory holidays. Patron surveys found that this not the highest priority for opening hours. Closed days allow the Library to complete required maintenance and closure on Family Day provides this opportunity.

There was agreement to continue this discussion at the Board/Staff Retreat in March. In order to be clear on what future discussion should entail, the discussion will be about – 'What is the question being asked?'

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

- 5.1 Action Items. Reviewed. It is the recommendation of the Board to ensure that the agenda for the 40<sup>th</sup> Anniversary celebration includes formally welcoming past Board members, plus an opportunity to socialize. The Director was asked to look at greater involvement with other Metro Edmonton libraries on the Fall Feast of Words.
- 5.2 List of Correspondence: Incoming, Outgoing and Media Releases.
- 5.3 Minutes from the August 15, 2016 Friends of Strathcona County Library Society.
- 5.4 Minutes from the November 7, 2016 Executive Committee Meeting.

#### **MOTION 101/2016**

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

Moved by Ian McCormack.

**CARRIED**

## **6.0 Reports for Discussion**

6.1 Department Reports. There was discussion regarding the reporting of program statistics within the Departmental Reports and while the detailed information is appreciated, the following was requested:

- Consider how we measure success – both quantitative and qualitative
- Align department reports directly with the strategic plan (Key Performance Indicators)
- Provide department reports on a quarterly basis
- What are the Managers' impressions of success in moving towards the five-year goals in the strategic plan.
- Assist the Board in meaning making with a better analysis of the details.

The CEO will discuss this with the management team. The format of these quarterly reports will reflect the objectives of the Plan of Service. Reports and will supplement the two strategic plan progress reports per year that are already provided to the Library Board.

### **MOTION 102/2016**

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. The November 18 budget presentation to County Council proposed a 2.17 per cent decrease to the tax rate with absolutely no service cuts. Using the priority based budget system; County departments now work more closely together in the development of innovative cost savings. Recently the Councillor was part of a visit to St. Albert's Collective Initiative, which has very strong youth involvement. The building has street level access, and is innovative in the how many functions it brings together in one space. The Community Talk public engagement will set the direction of services offered by Strathcona County.

7.2 Chair Report. Anna Pandos has attended a number of Chamber of Commerce events including the recent luncheon where the Library's CEO was about to talk about the Library because the Library was the luncheon sponsor. She is to be commended on her presentation here as well as at the Chamber Network Breakfast where she spoke to the Community Talk initiative. The Chair and CEO recently attended the Provincial Library Services Branch resource sharing meeting.

**MOTION 103/2016**

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

Moved by Lynn Walker.

CARRIED

**8.0 New Business**

8.1 Draft Minutes of the November 9, 2016 Policy Committee Meeting (For information)

8.1.1 Approval of renamed and revised Communicable and Infectious Diseases – Employee Policy (HR 13).

**MOTION 104/2016**

That the Strathcona County Library Board approve the revised and renamed Infectious Diseases Policy (HR 13) as amended.

Moved by Fiona Beland-Quest.

CARRIED

8.1.2 Approval of Risk Management Policy (OP 07).

**MOTION 105/2016**

That the Strathcona County Library Board approve the new Risk Management Policy (OP 07).

Moved by Ian McCormack.

CARRIED

8.1.3 Approval of Library Employee Recognition Policy (HR 06).

**MOTION 106/2016**

That the Strathcona County Library Board approve the revised Library Employee Recognition Policy (HR 06).

Moved by Ian McCormack.

CARRIED

8.1.4 Approval of Staff Development Policy (HR 07).

**MOTION 107/2016**

That the Strathcona County Library Board approve the revised Staff Development Policy (HR 07).

Moved by Fiona Beland-Quest.

CARRIED

- 8.1.5 Approval of Respectful Workplace Policy (HR 14).

**MOTION 108/2016**

That the Strathcona County Library Board approve the revised Respectful Workplace Policy (HR 14) as amended.

Moved by Katharine Weinmann.

CARRIED

- 8.1.6 Approval of revised and renamed Secondary Employment Policy (HR 15).

**MOTION 109/2016**

That the Strathcona County Library Board approve the revised and renamed Additional Employment/Competing Community Roles Policy (HR 15) as amended.

Moved by Ian McCormack.

CARRIED

- 8.1.7 Approval of Volunteer Policy (HR 16).

**MOTION 110/2016**

That the Strathcona County Library Board approve the revised Volunteer Policy (HR 16).

Moved by Anna Pandos.

CARRIED

- 8.1.8 Approval of Library Employee Handbook (HR 01).

**MOTION 111/2016**

That the Strathcona County Library Board approve the revised Library Employee Handbook (HR 01).

Moved by Fiona Beland-Quest.

CARRIED

- 8.1.9 Approval of Employee and Board Member Business Expense Policy (HR 08)

**MOTION 112 /2016**

That the Strathcona County Library Board approve the revised Employee and Board Member Business Expense Policy (HR 08).

Moved by: Anna Pandos

CARRIED

- 8.2 Planning for March 2, 2017 Board Retreat.

**MOTION 113/2016**

That the Strathcona County Library Board appoint Lynn Walker and Katharine Weinmann to the Ad Hoc Retreat Planning Committee.

Moved by: Ian McCormack.

CARRIED

- 8.3 Budget Update.

Sharon Siga reported the once again the Library will be going forward with a 0 per cent Library Tax Rate increase, which is the second year in a row. The Library's budget follows the priorities set by the community. Sharon has been attending workshops on priority based budgeting, and has been incorporating principles where possible. One of the reasons that a 0 per cent Library Tax Rate was possible is that there was cooperative sharing of staff resources across departments to move the Plan of Service forward.

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

- 9.1 Board Member Round Robin
- 9.2 Reminder to fill our meeting and volunteer hours forms (available on The Shelf).
- 9.3 Upcoming Events:
  - 9.3.1 RSVPs for PD Day and Long Service Awards on December 2, 2016.  
Anna Pandos will attend the long-service awards.

Sharon Siga noted that not all CEO Performance Evaluation surveys had been completed. She requested that all Board members complete the survey by the end of the week in order for the results to go to the December 5 Executive Committee meeting.

**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