

**Strathcona County Library
Board Meeting
November 21, 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 October 17, 2016 Board Meeting**, p.4-9
Recommendation: To approve the minutes of the October 17, 2016 Library Board meeting.
4. **Business Arising from the Minutes**
 - 4.1 Family Day, p.10
5. **Items for Information**
 - 5.1 Action Items, p.11
 - 5.2 List of correspondence: Incoming, Outgoing and Media Releases (deferred to December meeting package)
 - 5.3 Minutes from the August 15, 2016 Friends of the Strathcona County Library Society, p.12-14
 - 5.4 Minutes from the November 7, 2016 Executive Committee Meeting, p.15-16
Recommendation: To accept the Action Items for information.

Reports for Discussion

6. **Written Reports**
 - 6.1. Department Reports, p.17-26
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

- 8.1 Draft Minutes of the November 9, 2016 Policy Committee Meeting, p.27-30

- 8.1.1 Revise and Rename Communicable and Infectious Diseases – Employee Policy (HR 13), p.31-33

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

- 8.1.2 Draft Risk Management Policy (OP 07), p.34

Recommendation: That the Strathcona County Library Board approve the draft Risk Management Policy (OP07),

- 8.1.3 Library Employee Recognition Policy (HR 06)

8.1.3.1 With Changes Accepted, p.35-36

8.1.3.2 With Changes Tracked, p.37-38

Recommendation: That the Strathcona County Library Board approve the revised Library Employee Recognition Policy (HR 06),

- 8.1.4 Staff Development Policy (HR 07)

8.1.4.1 With Changes Accepted, p.39-40

8.1.4.2 With Changes Tracked, p.41-44

Recommendation: That the Strathcona County Library Board approve the revised Staff Development Policy (HR 07),

- 8.1.5 Respectful Workplace Policy (HR 14)

8.1.5.1 With Changes Accepted, p.45-48

8.1.5.2 With Changes Tracked, p.49-56

Recommendation: That the Strathcona County Library Board approve the revised Respectful Workplace Policy (HR 14),

- 8.1.6 Secondary Employment Policy (HR 15), p.57-59

Recommendation: That the Strathcona County Library Board approve the revised and renamed Additional Employment/Competing Community Roles Policy (HR 15),

- 8.1.7 Volunteer Policy (HR 16)

8.1.7.1 With Changes Accepted, p.60-62

8.1.7.2 With Changes Tracked, p.63-69

Recommendation: That the Strathcona County Library Board approve the revised Volunteer Policy (HR 16),

8.1.8 Library Employee Handbook (HR 01), p.70-72
Recommendation: That the Strathcona County Library Board approve the revised Library Employee Handbook (HR 01),

8.1.9 Employee and Board Member Business Expense Policy (HR 08), p.73-78
Recommendation: That the Strathcona County Library Board approve the revised Employee and Board Member Business Expenses Policy (HR 08),

8.2 Planning for the March 4, 2017 Board Retreat

8.2.1 Retreat Planning Committee

Recommendation: To appoint two Board Members to participate in planning the March 4, 2017 Retreat.

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 RSVPs for PD Day and Long Service Awards on December 2, p.79-80

Parking Lot Items: Round Table Discussion and Decision

10. Public Presentations

11. Adjournment

Upcoming Standard Agenda Items:

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

February

- Approve statistical report to Municipal Affairs.
- Approve last year's performance measures
- Accept Action Plan progress report
- Finalize agenda for Board/Staff Retreat in March
- Appoint two Board Members to review the Friends of the Strathcona County Library financial statement