

Strathcona County Library Board
Meeting
December 12, 2016
Meeting Room 5, Community Centre

MINUTES

BOARD MEMBERS PRESENT

Anna Pandos (Chair)
Anne Nothof
Ian McCormack
Lynn Walker
Colleen Burton Ochocki
Paul Whittaker
Leah Lewis
Tamara Epple
Katharine Weinmann
Councillor Fiona Beland-Quest

Library Staff

Sharon Siga (Chief Executive Officer)
S. Gaumont (Minutes)
Sue Colp (Assistant Manager)

Guests

Councillor Linton Delainey
Ken Glover

A special cheque presentation was made by Sheila Smyth, President of the Friends of the Strathcona County Library Society, and by Louise Ludwig, Library Event/Volunteer Coordinator. During 2016, \$15,000 was raised by fund raising events including the Garden Tour, Book Sale, and Books Bites & Bubbly. Over \$20,000 was raised working the casino in July, 2016. The casino funds will go to Library collection development. It was acknowledged this shows the success, hard work and dedication of our Friends group, and the importance of having the Friends of the Strathcona County Library Society.

1.0 Call to Order

The meeting was called to order at 7.05 pm.

Introductions were made and Ken Glover was welcomed to the Board as a new Trustee for 2017-2019. The Chair, Anna Pandos, read the Mission and Visions Statements.

2.0 Approval of Agenda. The following additions were made to the agenda:

- 8.4 1.25% was added as the proposed economic adjustment to the salary grid for 2017.
- 4.1 Business Arising – Ad Hoc Retreat Planning Committee
- 8.2.1 A motion to approve a collections over-expenditure of up to \$20,000.
- 9.0 Recognition of retiring Board Members.

9.6 40th Anniversary

MOTION 114/2016

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

Moved by Lynn Walker.

CARRIED

3.0 Minutes of the November 21, 2016 Board Meeting

MOTION 115/2016

That the Strathcona County Library Board approve the minutes of the November 21, 2016 Library Board Meeting.

Moved by Ian McCormack.

CARRIED

4.0 Business Arising from the Minutes.

4.1 Ad Hoc Retreat Planning Committee. Katharine Weinmann and Lynn Walker agreed to participate on the Retreat Planning Committee. Unfortunately Lynn will not be able to attend the retreat on March 4, 2017.

5.0 Items for Information

5.1 Action Items. Reviewed, no additions.

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

5.3 Minutes of the December 5, 2016 Executive/Audit Committee Meeting

5.3.1 The Audit Planning Report was reviewed.

5.4 Public Advocacy Committee 2017 Action Plans.

MOTION 116/2016

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

Moved by Leah Lewis.

CARRIED

Reports for Discussion

6.0 Written Reports

6.1 Department Reports. The new format and information in the reports were discussed. There was agreement that hearing about some of the programs/events/activities/services that go on in the Library and on the Bookmobile helps Board Members feel like they are a part of what we do, and

helps them to advocate for the Library when talking to people out in the community, but the Board was aware of the need not to cross the governance/operational line. It would also be useful to have some analysis about trends identified. This is a helpful way to hear about programs and services tie to the Plan of Service. It is also helpful to identify ties to the Board's governance role.

MOTION 117/2016

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

Moved by Katharine Weinmann.

CARRIED

7.0 Verbal Reports

- 7.1 Councillors Report. Councillor Fiona Beland-Quest reported the 2017 budget is finished and council is very proud and excited that the first year preparing a priority-based budget resulted in a municipal tax rate decrease of 2.15 per cent. Departments worked together to attain this result and no services were cut. Also, Hillshire on Wye was approved which results in 1,026 mixed residences.
- 7.2 Chair Report. Anna Pandos attended Staff Professional Development Day and helped the CEO give our long service awards to staff. She also attended Annie McKitrick's Christmas Open House last Saturday.

MOTION 118/2016

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

Moved by Colleen Burton Ochocki.

CARRIED

8.0 New Business

- 8.1 Minutes from the November 29, 2016 Public Advocacy Committee Meeting.

MOTION 119/2016

That the Strathcona County Library Board write a letter to the Governance Advisory Committee requesting a non-voting Library Board representative be present at the interviews for Library Board candidates.

Moved by the Public Advocacy Committee

CARRIED

- 8.1.1 Advocacy Strategy 2017-2021. This report was well received, clear and enjoyable to read. It is a five-year document, but action plans will be developed each year.

MOTION 120/2016

That the Strathcona County Library Board approve the Strathcona County Library Advocacy Strategy 2017-2021 and that this document be brought to the Board twice per year for review.

Moved by the Public Advocacy Committee

CARRIED

8.1.2 Key Trends Impacting the Library 2017 – reviewed and discussed.

8.2 Transfers to/from Reserves and Deferred Revenue Discussion.

MOTION 121/2016

That the Strathcona County Library Board approve that the 2016 expenditures identified be funded from the Shell Reserve (1.4517).

Moved by Lynn Walker.

CARRIED

MOTION 122/2016

That the Strathcona County Library Board approve that all 2016 expenditures identified to be funded with the 2015 Friends general donation, the 2015 Gift Wrap proceeds, and the 2015 Direct Mail Campaign donations be funded from the Future Projects Reserve (1.4525).

Moved by Lynn Walker.

CARRIED

MOTION 123/2016

That the Strathcona County Library Board approve that the unspent 2016 Direct Mail Campaign donations and the unspent 2016 Friends general donation be transferred to the Future Projects Reserve (1.4525).

Moved by Lynn Walker.

CARRIED

8.2.1 Approve a collections over-expenditure of up to \$20,000. The staff do an excellent job purchasing materials for this community. Some years the collection budget is underspent but this year the collections budget will be over spent by at least \$10,000 which will be covered by donations revenue. Library policy requires that capital expenditures \$10,000 or more over budget must be approved by the Board.

MOTION 124/2016

That the Strathcona County Library Board approve a collections over-expenditure of up to \$20,000 from the 2016 budget.

Moved by Ian McCormack.

CARRIED

8.3 Disposition of Surplus or Deficit

MOTION 125/2016

That the Strathcona County Library Board approve that the 2016 year end operating surplus be transferred to reserve as follows:

- \$10,150 to the Deficit Contingency Reserve (1.4523) to bring the reserve to its optimal balance of 1.5% of annual budgeted expenses.
- \$20,300 to the Emergency Continuity Reserve (1.4526) to bring the reserve to its optimal balance of 3% of annual budgeted expenses.
- Remainder of surplus to the Facility Lifecycle Reserve (1.4522).

Moved by Ian McCormack.

CARRIED

8.4 Economic Adjustment to Grid for 2017

MOTION 126/2016

That the Strathcona County Library Board approve an economic adjustment to the Library Salary Grid for 2017 of 1.25 per cent excluding the Pages classification level.

Moved by Colleen Burton Ochocki.

CARRIED

MOTION 127/2016

That the Strathcona County Library Board approve, effective January 1, 2017, changes to the Pages pay level on the salary grid to position the Library to be able to pay a \$15 minimum wage in 2018.

Moved by Ian McCormack.

CARRIED

8.5 Board Self-Evaluation Questionnaire Results. The results were discussed. It was reiterated that if Board Members feel strongly about an issue to please speak up to the Board Chair for resolution.

8.6 Discuss Library Board Retreat. Items for discussion: roles for CEO, Board and staff. Also the Key Trends document.

8.7 Appoint Ad Hoc Nominating Committee for Election of Officers.

MOTION 128/2016

That the Strathcona County Library Board appoint Tamara Epple and Colleen Burton Ochocki to the Ad Hoc Nominating Committee.

Moved by Lynn Walker.

CARRIED

8.8 Discuss Library Board Participation at January 14, 2017 Board Member Orientation. Anna Pandos will attend, as well as Leah Lewis and perhaps Katharine Weinmann.

8.9 In Camera: Personnel Matters. Vote on recommendations coming from the Executive Committee regarding the CEO's performance review. Moved to the end of the meeting.

9.0 Board Members Business/Comments

9.1 Board Member Round Robin: Farewell to Ian McCormack and Paul Whittaker. Ian and Paul were presented with the books with their name plates in commemoration for their time on the Strathcona County Library Board. Merry Christmas, everyone.

9.2 Board Records and FOIP. You can return any unwanted Board meeting materials for retention or disposal by the Library, if you wish.

9.3 Parking Passes for 2017. The County is phasing out the use of red parking placards for volunteers effective January 1, 2017. The Board agreed to increase meeting fees from \$25 to \$27 cover the cost of parking.

MOTION 129/2016

That the Strathcona County Library Board approve the increase in meeting honorariums to \$27.00 per meeting commencing January, 2017.

Moved by Leah Lewis.

CARRIED

9.4 Draft List of 2017 Board Member Contact Information: please advise Library Administration of any changes.

9.5 Reminder to fill out meeting and volunteer hours forms (available on The Shelf)

9.5.1 Board Member Orientation: January 14, 2-5 pm.

9.5.2 Ontario Library Association Conference, January 31-February 4, 2017 (Anne Nothof)

9.5.3 Set date for the first Ad Hoc Retreat Planning Committee meeting (by email)

- 9.6 40th Anniversary Tea for former Board Members. The planning committee met prior to the Board meeting. The Board agreed with the plans, and Anna Pandos will touch bases with Library staff to proceed.

10.0 Public Presentations – None.

IN PRIVATE SESSION

MOTION 130/2016

That the Strathcona County Library Board meet in private to discuss matters protected from disclosure under the Freedom of Information and Protection of Privacy (FOIP) Act at 9:10 pm.

Moved by Anna Pandos.

CARRIED

MOTION 131/2016

That the Strathcona County Library Board move out of private session at 9:20 pm.

Moved by Ian McCormack.

CARRIED

MOTION 131/2016

That the Strathcona County Library Board award Sharon Siga, Library Chief Executive Officer, an extra week of vacation time above and beyond the normal entitlement, in recognition of her excellent performance and accomplishments during 2016.

Moved by Ian McCormack.

CARRIED

14 Adjournment. The meeting was adjourned at 9:20 pm.

Chair

Secretary/Treasurer