

**Strathcona County Library**  
**Board Meeting**  
**December 12, 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 November 21, 2016 Board Meeting**, p. 4-9  
*Recommendation: To approve the minutes of the November 21, 2016 Library Board meeting.*
4. **Business Arising from the Minutes**  
  
4.1
5. **Items for Information**
  - 5.1 Action Items, p. 10a
  - 5.2 List of correspondence: Incoming, Outgoing and Media, p. 10b
  - 5.3 Minutes of the December 5, 2016 Executive/Audit Committee Meeting, p. 11-13
    - 5.3.1 Audit Planning Report, p. 14-30
  - 5.4 Public Advocacy Committee's 2016 Action Plans, p. 31-34  
*Recommendation: To accept the Action Items for information.*

**Reports for Discussion**

6. **Written Reports**
  - 6.1. Department Reports, p. 35-40  
*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 Minutes from the November 29, 2016 Public Advocacy Committee Meeting, p. 42-43
  - 8.1.1 Advocacy Strategy 2017-2021, p. 44-50
  - 8.1.2 Key Trends Impacting the Library 2017, p. 51

### Secretary-Treasurer to facilitate discussion of financial agenda items:

- 8.2 Transfers to/from Reserves and Deferred Revenue Discussion, p. 52-53

*Recommendation: That the Board approve the 2016 expenditures identified to be funded by Shell be funded from the Shell Reserve (1.4517).*

*Recommendation: 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).*

*Recommendation: That the unspent 2016 Direct Mail Campaign donations and the unspent 2016 Friends general donation be transferred to the Future Projects Reserve (1.4525).*

- 8.3 Disposition of Surplus or Deficit, p. 54

*Recommendation: 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).

- 8.4 Economic Adjustment to Grid for 2017, p. 55

*Recommendation: To approve an economic adjustment to the Library Salary Grid for 2017 of x per cent excluding the Pages classification level.*

*Recommendation: To approve, effective January 1, 2017, changes to the Pages classification level to position the Library to be able to pay a \$15 minimum wage in 2018.*

- 8.5 Board Self-Evaluation Questionnaire Results, p. 56-63

8.6 Discuss Library Board Retreat, p. 64

8.7 Appoint Ad Hoc Nominating Committee for Election of Officers, p. 65

*Recommendation: To appoint \_\_\_\_\_ and \_\_\_\_\_ to the Ad Hoc Nominating Committee.*

8.8 Discuss Library Board Participation in January 14 Board Member Orientation Regarding Governance, p. 66

8.9 In Camera: Personnel Matters, p. 67  
Vote on recommendations coming from the Executive Committee regarding the CEO's performance review.

**9. Board Member Business/Comments**

9.1 Board Member Round Robin

9.2 Board Records and FOIP

9.3 Parking Passes for 2017, p. 68

9.4 Draft List of 2017 Board Member Contact Information **please point out changes needed at the December 14 meeting**, p. 69

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

9.5.3 Set date for the first Ad Hoc Retreat Planning Committee meeting

**Parking Lot Items: Round Table Discussion and Decision**

**10. Public Presentations**

**11. Adjournment**

**Upcoming Standard Agenda Items:**

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

March

- Act on any immediate items from the Board/Staff Retreat