

Strathcona County Library Board  
Meeting  
January 30, 2017  
Meeting Room 5, Community Centre

MINUTES

**BOARD MEMBERS PRESENT**

Anna Pandos (Chair)  
Anne Nothof  
Lynn Walker  
Leah Lewis  
Tamara Epple  
Denise Charbonneau  
Ken Glover

**Regrets**

Katharine Weinmann  
Colleen Burton Ochocki  
Councillor Fiona Beland-Quest

**Library Staff**

Sharon Siga (Chief Executive Officer)  
S. Gaumont (Minutes)  
Candace Tomlinson (Accountant)

**Guest**

Councillor Linton Delaine

**1.0 Call To Order**

The meeting was called to order at 7 pm by the CEO, Sharon Siga. The two new Board Members, Denise Charbonneau and Ken Glover were welcomed and introductions were made. The meeting was then turned over to Tamara Epple, Chair of the Ad Hoc Nominating Committee.

**2.0 Ad Hoc Nominating Committee Report and Election of Officers** – Tamara Epple put forward the following slate of nominations:

Chair: Anna Pandos  
Vice Chair: Lynn Walker, Anne Nothof, Ken Glover  
Secretary/Treasurer: Lynn Walker

Tamara called three times for nominations from the floor for the position of Chair. There were no further nominations.

**MOTION 01/2017**

That nominations for the position of Chair cease.  
Moved by Leah Lewis.

CARRIED

Anna Pandos was declared Chair of the Strathcona County Library Board for 2017. Congratulations, Anna.

Tamara called three times for nominations from the floor for the position of Vice-Chair. Lynn Walker chose to remove her name from the ballot for Vice-Chair. There were no further nominations.

**MOTION 02/2017**

That nominations for the position of Vice-Chair cease.

Moved by Leah Lewis.

CARRIED

The two remaining candidates for Vice-Chair gave short speeches about themselves. A vote was then taken. Anne Nothof was voted in as Vice-Chair for 2017. Congratulations Anne.

Tamara called three times for nominations from the floor for the position of Secretary/Treasurer. There were no further nominations.

**MOTION 03/2017**

That nominations for the position of Secretary/Treasurer cease.

Moved by Anne Nothof.

CARRIED

Lynn Walker was declared Secretary/Treasurer of the Strathcona County Library Board for 2017. Congratulations, Lynn.

**MOTION 04/2017**

That the Strathcona County Library Board destroy the ballots for Vice-Chair.

Moved by Lynn Walker.

CARRIED

**MOTION 05/2017**

That the Strathcona County Library Board dissolve the Ad Hoc Nominating Committee, with thanks.

Moved by Lynn Walker.

CARRIED

**3.0 Committee and Community Group Assignments**

- 3.1 Policy Standing Committee – Anna Pandos, Colleen Burton Ochocki, Lynn Walker, Leah Lewis, Denise Charbonneau
- 3.2 Public Advocacy Standing Committee – Anna Pandos, Katharine Weinmann, Tamara Epple, Anne Nothof, Ken Glover,
- 3.2 Ad Hoc Volunteer Award Committee – Lynn Walker, Tamara Epple, Leah Lewis
- 3.3 Arts and Culture Council of Strathcona County – Anne Nothof, Denise Charbonneau
- 3.4 Friends of Strathcona County Library – Anna Pandos, Alternates Ken Glover and Lynn Walker
- 3.5 Metro Edmonton Federation of Libraries – Anna Pandos, Alternate Ken Glover

**MOTION 06/2017**

That the Strathcona County Library Board approve the Committee Assignments.

Moved by Lynn Walker.

CARRIED

**4.0 Approval of the Agenda**

Addition – 11.3 Trade Fair Shifts

**MOTION 07/2017**

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

Moved by Tamara Epple.

CARRIED

**5.0 Minutes of the December 12<sup>th</sup>, 2016 Board Meeting**

There was one small editorial adjustment to Motion 127/2016 to read:

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

**MOTION 08/2017**

That the Strathcona County Library Board approve the minutes of the December 12<sup>th</sup>, 2016 Library Board Meeting as amended.

Moved by Leah Lewis.

CARRIED

**6.0 Business Arising from the Minutes.** There was no business arising out of the last minutes.

**7.0 Items for Information.** The Items for Information were reviewed.

- 7.1 Action Items
- 7.2 List of correspondence: Incoming, Outgoing and Media
- 7.3 Policy Committee 2016 Annual Report
- 7.4 Public Advocacy Committee 2016 Annual Report
- 7.5 Calendar of Board Typical Annual Activities

**MOTION 09/2017**

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

Moved by Denise Charbonneau.

CARRIED

**Reports for Discussion**

**8.0 Written Reports**

8.1 Department Reports. Comments were made that the Board likes the new style of Department Report on a monthly basis, but if a Manager had a month with nothing to report, it was fine.

**MOTION 10/2017**

That the Strathcona County Library Board accept the written reports as information.

Moved by Tamara Epple.

CARRIED

**9.0 Verbal Reports**

9.1 County Councillor Report. Councillor Fiona Beland-Quest was away, and Councillor Linton Delainey provided a update.

- 9.2 Chair Report. Anna Pandos attended the Industrial Heartland Conference. Very interesting meeting a variety of stakeholders. Anna also attended the Chamber Luncheon and participated in reading in the window for the 15 minute reading challenge. Comments were made at the luncheon regarding free library cards and the fact a lot of people still don't know that. It was suggested the Library make a library card presentation at a future Chamber Luncheon.
- 9.3 Ad Hoc Retreat Planning Committee. The Committee met on January 23. They put together an outline for the day, March 11<sup>th</sup>. The Committee will meet again on February 16 to develop the detailed agenda. The draft agenda will be brought to the February Board Meeting. Ann Smith will again facilitate the workshop.

**MOTION 11/2017**

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

Moved by Anne Nothof.

CARRIED

**10.0 New Business.** The Treasurer, Lynn Walker, chaired for sections 10.1 to 10.4. Candace Tomlinson, Library Accountant, fielded questions on the financial business.

- 10.1 Ratification of Capital budget overspending

**MOTION 12/2017**

That the Strathcona County Library Board approve an increase of \$26,472 to the 2016 Collection budget, to be funded by a \$3,000 donation from the Edmonton Chinese Lions Club, and \$23,472 from the Future Projects Review (1.4525).

Moved by Leah Lewis.

CARRIED

- 10.2 Unaudited Financial Reports for December, 2016

- 10.2.1 Financial Statement

**MOTION 13/2017**

That the Strathcona County Library Board accept the unaudited December, 2016 Financial Statement and Variance Report for information.

Moved by Anne Nothof.

CARRIED

10.2.2 Reserves Report

**MOTION 14/2017**

That the Strathcona County Library Board accept the Reserves Report as information.

Moved by Denise Charbonneau.

CARRIED

10.3 Ratify Transfers

**MOTION 15/2017**

That the Strathcona County Library Board ratify the transfer of \$31,081 from the Shell Bookmobile Support Reserve (1.4517) to cover the 2016 operating expenditures.

Moved by Leah Lewis.

CARRIED

**MOTION 16/2017**

That the Strathcona County Library Board ratify the transfer of the following amounts from the Future Project Reserve (1.4525) to cover the 2016 expenditures:

- \$2,406 to the operating budget, and
- \$23,472 to the capital budget

Moved by Anna Pandos.

CARRIED

10.4 Disposition of Surplus

**MOTION 17/2017**

That the Strathcona County Library Board ratify the transfer of \$5,090 from the 2016 Direct Mail Campaign and \$6,583 from the 2016 Friends general donation to the Future Projects Reserve (1.4525).

Moved by Denise Charbonneau.

CARRIED

**MOTION 18/2017**

That the Strathcona County Library Board ratify the transfer of the remaining 2016 year end surplus to reserve as follows:

- \$10,150 to Deficit Contingency Reserve (1.4523)
- \$20,300 to the Emergency Continuity Reserve (1.4526), and
- \$157,713 to the Facility Lifecycle Reserve (1.4522).

Moved by Ken Glover.

CARRIED

10.5 Discuss attendance at the Alberta Library Conference and accommodations

There was discussion about who is going and who have reserved a room. Always put your name on the waiting list for a room, and in the end, everyone seems to secure accommodation at the Jasper Park Lodge.

There was also discussion about the Ontario Library Association Conference and NetSpeed being offered this year in Edmonton. Sharon Siga will bring the Library Training Plan, including the budget and guidelines for library conferences to the February Board Meeting.

10.6 Update on February 11<sup>th</sup>, 40<sup>th</sup> Anniversary Event

The event is coming up soon. There will be activities in the Library and Council Chambers. The Birch Room will be open 1:00-4:30 for a reception area for current and former Board Members and retired staff. Invitations have been mailed out and there will be an advertisement in the local newspaper.

**11.0 Board Member Business/Comments**

11.1 Board Member Round Robin

11.2 The CEO will send out survey polls and determine first meeting dates for the Standing Committee Meetings and the Executive Committee.

11.3 Trade Fair Shifts. The signup sheet for the April 7-8-9 Chamber of Commerce Trade Fair was circulated. Board Members are always be paired with a staff member.

**13.0 Public Presentations – None.**

**14.0 Adjournment.** The meeting was adjourned at 8:40 pm.

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Chair

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Secretary/Treasurer