

Strathcona County Library
Board Meeting
January 30, 2017 – 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.

Please bring your calendars to the meeting – meeting dates will be set.

1. **Call to Order and Round Table of Introductions, including details about background and interests – CEO**
2. **Ad Hoc Nominating Committee Report and Election of Officers – Nomination Committee Chair**
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
3. **Committee and Community Group Appointments, – Library Board Chair, p. 5-7**
 - 3.1 Policy Standing Committee
 - 3.2 Public Advocacy Standing Committee
 - 3.3 Ad Hoc Volunteer Award Committee
 - 3.4 Arts and Culture Council of Strathcona County
 - 3.5 Friends of Strathcona County Library
 - 3.6 Metro Edmonton Federation of Libraries

Recommendation: That the Strathcona County Library Board approve all the appointments to committees and community groups.

4. **Approval of the Agenda, p. 1-4**

Recommendation: To approve the agenda.
5. **Minutes of the December 12, 2016 Board Meeting, p. 8-14**

Recommendation: To approve the minutes of the December 12, 2016 Library Board meeting.

6. **Business Arising from the Minutes**

4.1

7. **Items for Information**

7.1 Action Items, p. 15

7.2 List of correspondence: Incoming, Outgoing and Media, p. 16

7.3 Policy Committee 2016 Annual Report, p. 17

7.4 Public Advocacy Committee 2016 Annual Report, p. 18

7.5 Calendar of Board Typical Annual Activities, p. 19-20

Reports for Discussion

8. **Written Reports**

8.1. Department Reports, p. 21-27

Recommendation: To accept the Written Reports for information.

9. **Verbal Reports**

9.1 County Councillor Report

9.2 Chair Report

9.3 Ad Hoc Retreat Planning Committee

Recommendation: To accept the Verbal Reports for information.

10. **New Business**

Secretary-Treasurer to facilitate discussion of financial agenda items:

10.1 Ratification of Capital Budget overspending, p. 28

Recommendation: 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 Reserve (1.4525).

10.2 Unaudited Financial Report for December, 2016

10.2.1 Financial Statement, p. 29-33

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

10.2.2 Reserves Report, p. 34-37

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

10.3 Ratify Transfers, p. 38

Recommendation: 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.

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

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

10.4 Disposition of Surplus, p. 39

Recommendation: 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).

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

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

10.5 Discuss attendance at Alberta Library Conference and accommodations, p. 40

10.6 Update on February 11 40th Anniversary Event, p. 41-42

9. **Board Member Business/Comments**

9.1 Board Member Round Robin

9.2 Set Meeting Dates for First Standing Committee Meetings and Executive Committee

Parking Lot Items: Round Table Discussion and Decision

10. Public Presentations

11. Adjournment

Upcoming Standard Agenda Items:

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

April

- Accept the first quarter financial statement information (January to March)
- Accept the audited financial statements for information for previous year
- Approve the recipient of the Muriel Abdurahman Volunteer Award
- Confirm annual priorities in order to develop budget for the following year.

