

Strathcona County Library Board
Meeting
February 27, 2017
Meeting Room 5, Community Centre

MINUTES

BOARD MEMBERS PRESENT

Anna Pandos (Chair)
Anne Nothof
Colleen Burton Ochocki
Katharine Weinmann
Leah Lewis
Ken Glover
Councillor Linton Delaine

Regrets

Lynn Walker
Tamara Epple
Councillor Fiona Beland-Quest
Denise Charbonneau

Library Staff

Sharon Siga (Chief Executive Officer)
S. Gaumont (Minutes)

Guest

James Gueffroy (Public)

1.0 Call To Order

The meeting was called to order at 7:02 pm., and there was a round of introductions.

2.0 Approval of Agenda

8.8 – Visit to Legislature was added to the agenda.

MOTION 19/2017

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

Moved by Colleen Burton Ochocki.

CARRIED

3.0 Minutes of the January 30, 2017 Library Board Meeting

MOTION 20/2017

That the Strathcona County Library Board approve the minutes of the January 30, 2017 Library Board Meeting.

Moved by Katharine Weinmann.

CARRIED

4.0 Business Arising from the Minutes. Nothing for this meeting.

5.0 Items for Information

5.1 Action Items. Reviewed; no additions.

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

5.3 Library Board Member Responsibilities

MOTION 21/2017

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 reports were reviewed and discussed. It was agreed these reports are wonderful to get, easy to read and easy to understand.

MOTION 22/2017

That the Strathcona County Library Board accept the Department Reports as information.

Moved by Anne Nothof.

CARRIED

7.0 Verbal Reports

7.1 County Councillor report – not available.

7.2 Chair Report. Sharon Siga and her staff prepared a wonderful 40th Anniversary Celebration for the Library on February 11th. Everything went very smoothly.

MOTION 23/2017

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

Moved by Ken Glover.

CARRIED

8.0 New Business

8.1 Board/Staff Planning Retreat, March 11, 2017

8.1.1 Minutes of the January 23, 2017 Meeting of the Ad Hoc Retreat Planning Committee.

8.1.2 Minutes of the February 16, 2017 Meeting of the Ad Hoc Retreat Planning Committee.

MOTION 24/2017

That the Strathcona County Library Board accept the minutes of the January 23, 2017 and the February 16, 2017 Ad Hoc Retreat Planning Committee meetings for information.

Moved by Leah Lewis.

CARRIED

8.1.3 Draft Agenda for the March 11, 2017 Board/Staff Planning Retreat. The retreat is scheduled for Saturday, March 11th from 9:00 am until 3:00 pm. Receiving the package early is greatly appreciated. One change requested was that the half-hour lunch break not be a working lunch.

MOTION 25/2017

That the Strathcona County Library Board approve the agenda for the March 11, 2017 Board/Staff Planning Retreat as amended.

Moved by Anne Nothof.

CARRIED

8.1.4 Dissolution of the Ad Hoc Retreat Planning Committee

MOTION 26/2017

That the Strathcona County Library Board dissolve the Ad Hoc Retreat Planning Committee with thanks from the Board.

Moved by Katharine Weinmann.

CARRIED

8.2 Performance Measures for 2016

8.2.1 Background Document – reviewed.

8.2.2 Statistics Spreadsheet – good to see statistics increase, due in part to free library cards.

MOTION 27/2017

That the Strathcona County Library Board accept the 2016 Performance Measures as information.

Moved by Ken Glover.

CARRIED

8.3 Draft 2017 Annual Survey and 2016 Annual Report of Public Libraries in Alberta

MOTION 28/2017

That the Strathcona County Library Board approve the 2017 Survey and 2016 Annual Report of Public Libraries in Alberta to be submitted to Alberta Municipal Affairs.

Moved by Colleen Burton Ochocki.

CARRIED

8.4 Progress Report on 2016 Action Plans (part of the 2016-2020 Plan of Service). Sharon Siga led the Board through this document, fielding questions along the way. The content in this document will be referred to at the March 11 Retreat.

MOTION 29/2017

That the Strathcona County Library Board accept as information the Progress Report on 2016 Action Plans.

Moved by Leah Lewis..

CARRIED

8.5 Digital Literacy Strategy 2017-2020. It is very positive to see the Library has identified and reaches out to patrons who need help with digital technology.

MOTION 30/2017

That the Strathcona County Library Board accept the Digital Literacy Strategy as information.

Moved by Katharine Weinmann.

CARRIED

- 8.6 Review of the 2017 Budget for the Library Board. Sharon Siga provided the Library's Board's section of the budget. The Board will have a chance to review proposed costs for the operation of the Library Board before approving the 2018 budget. There was a question about WCB coverage options. A discussion of the risks to the Library and the individual would be tabled for the March meeting. It was also agreed the Library would no longer provide refreshments for Board Meetings. Sharon will investigate the use of complementary beverage cards.
- 8.7 Review Board Member Conference Attendance
- 8.7.1 2017 Training Plan – reviewed as part of the budget discussion.
- 8.7.2 Conference Attendance Guidelines – The Board agreed that there was no need for a policy, but they would like information about each conference captured in a guideline document. Sharon will bring back a draft document at the next meeting.
- 8.8 Visit to Legislature. During her member statement on April 6, MLA Estefania Cortes-Vargas will be mentioning Strathcona County Library celebrating their 40th anniversary and the Bookmobile celebrating their 35th anniversary and the value of both to herself personally and the community. She has invited the Library and some staff to attend and be introduced from the gallery on April 6th approximately 1:00 – 3:30 pm. The Library has to provide the names of all attending to security prior to the event. Please let Sharon know if you are able to attend.

9.0 Board Member Business/Comments

- 9.1 Board Member Round Robin
- 9.2 Upcoming Events:
- March 15: State of the County Address in the Agora 11:30 to 1:30 pm.
 - Information and Volunteer Centre National Volunteer Week Kick-off Breakfast, April 24 7:30 to 9 am.
 - Books, Bites, and Bubbly and fashion show, May 1 at Spark Centre
 - Friends meetings March 13, April 10, and Friends AGM May 6 11 am., CC MR#5
 - Volunteer Appreciation Luncheon, May 6 noon to 1:30 pm., CC Meeting Rooms 1, 2, 3, 4
 - 2017 Student Skills Portfolio Breakfast, May 25
- 9.3 Alberta Library Conference Registration Forms due March 7, 2017
- 9.4 Alberta Library Conference: Carpooling, Free Discovery Passes, and Finalizing Accommodations

- 9.5 Appoint two Board Members to review the Friends of the Strathcona County Library financial statement.

MOTION 31/2017

That the Strathcona County Library Board appoint Leah Lewis and Anna Pandos to review the Friends of the Strathcona County Library financial statements.

Moved by Anne Nothof.

CARRIED

10. Parking Lot Items: Round Table Discussion and Decision – None.
11. Public Presentations. Guest, James Gueffroy, was thanked for attending the Library Board Meeting. He commented the Library appears to be in good hands.
12. Adjournment. The meeting was adjourned at 8:35 pm

Chair

Secretary/Treasurer