

Strathcona County Library Board  
Meeting  
April 24, 2017  
Meeting Room 5, Community Centre

MINUTES

**BOARD MEMBERS PRESENT**

Anna Pandos (Chair)  
Anne Nothof  
Lynn Walker  
Colleen Burton Ochocki  
Denise Charbonneau  
Tamara Epple  
Leah Lewis  
Katharine Weinmann  
Ken Glover

**Regrets**

Councillor Fiona Beland-Quest  
Councillor Linton Delaine

**Library Staff**

Sharon Siga (Chief Executive Officer)  
B. Schmidt (Minutes)

**1.0 Call To Order**

The meeting was called to order at 7 pm.

**2.0 Approval of Agenda**

Addition 9.3.1 – LGBTQ Collections and Programs

**MOTION 41/2017**

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

Moved by Denise Charbonneau.

CARRIED

**3.0 Minutes of the March 20, 2017 Board Meeting**

**MOTION 42/2017**

That the Strathcona County Library Board approve the minutes of the March 20, 2017 Library Board Meeting as amended.

Moved by Lynn Walker.

CARRIED

#### **4.0 Business Arising from the Minutes**

Anne Nothof requested to attend the Student Skills Portfolio along with Anna Pandos and Glenda Sheard. Brenda Schmidt is arranging attendance.

#### **5.0 Items for Information**

5.1 Action Items. Fultonvale is the location of the May 16<sup>th</sup> Library Board Meeting. Supper will be available at 6:00 pm and the meeting will commence at 6:30 pm. The Bookmobile stop is from 7:30 to 8:30 pm. so Board Members can meet with the public. Board members were reminded to advise Sally Gaumont of their meal selection.

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

#### **MOTION 43/2017**

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

Moved by Anne Nothof.

CARRIED

#### **6.0 Written Reports**

6.1 Department Reports. Comments of note included:

- Sharon Siga congratulated Michele Feser on her new position of Library Director and we look forward to continuing to work with her at the Fort Saskatchewan Public Library.
- Anna Pandos requested consideration be given to increase the amount the Library charges for exam proctoring. Ken Glover agreed that consideration to the fee take into account cost recovery. Anne Nothof noted that services of the library are already being paid via public taxes and additional costs can be a challenge for students. Sharon Siga will take the recommendations to the Managers Group.
- Anna Pandos noted her excitement with the great partnerships reported by the Youth Services Department. Ken Glover noted he is in favor of the School Card Initiative.

#### **MOTION 44/2017**

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

Moved by Denise Charbonneau.

CARRIED

## **7.0 Verbal Reports**

7.1 County Councillor Fiona Beland-Quest – not in attendance.

7.2 Chair Report – no additional comments.

### **MOTION 45/2017**

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

Moved by Lynn Walker.

**CARRIED**

## **8.0 New Business**

8.1 Draft Minutes of the Executive Committee/Audit Committee. The minutes of the March 28, 2017 were reviewed with a minor edit being noted.

8.2 Draft Strathcona County Library 2016 Financial Statements.

### **8.2.1 Management Notes for the Draft Financial Statement.**

- One of the questions asked related to robbery protocol. Sharon noted that the Library has the necessary processes/documentation in place. Floats on the public floor are minimal and in total there are over 5 locations where floats are kept in locked drawers or safes.
- The amount of the accrued vacation time was questioned. Sharon indicated that Managers receive a monthly report for their staff, so they are aware of any overages in banked or vacation time, and they make every effort to have staff schedule time away.
- The reporting of GST is not included in the Library's financial statements as the 100 per cent GST rebate is dealt with by the County. When entering payments, the Library does in fact pay GST. As for expenditures, they appear in the statement less the GST.
- Shell grants are now only for a single year of funding. Sharon noted that Shell remains invested in the Bookmobile and relations remain very positive with a shared area of interest being digital literacy, including supporting youth interest in science, technology, engineering, and mathematics (STEM).
- Leah Lewis noted that the optimum balance for the Equipment Replacement Reserve is \$450,000, but the current balance was higher. Sharon explained that a major software and hardware upgrade will not be happening. It was agreed that the reserve balances should be reviewed.

8.2.2 Draft Strathcona County Library Financial Statement for the Year Ended December 31, 2016.

- Sharon Siga pointed out that this was a clean audit. The external auditors were very pleased with the financial records and processes.
- There is a great deal of excitement felt with the signing of the Facility Collaboration Agreement with Strathcona County.
- Anna Pandos expressed her appreciation on behalf of the Board for the excellent financial reporting to Candace Tomlinson and her colleagues.

**MOTION 46/2017**

That the Strathcona County Library Board approve the 2016 Financial Statements.

Moved by Lynn Walker.

CARRIED

8.3 2017 First Quarter Financial Statement.

8.3.1 2017 First Quarter (Q1) Financial Results.

In reviewing the documents, minor edits were noted. There was a question about the investment income. Sharon Siga will provide clarification at the next Board meeting regarding the Employee Benefits variance.

8.3.2 Library Board Cost Centre Details.

There was a question about the amount of funds paid to the auditor. The annual fee is pro-rated throughout the year. The fee paid for WCB Library Board Member coverage is higher because the Library chose to go to maximum coverage.

**MOTION 47/2017**

That the Strathcona County Library Board approve the First Quarter 2017 Financial Statement for information.

Moved by Colleen Burton-Ochocki.

CARRIED

8.4 Report from the Ad Hoc Volunteer Awards Committee.

Sally Neal provided a library history of each of the nominees and this was very much appreciated. Lynn Walker, as the Chair of this committee, indicated that due to receiving three nominations, this was the first year the committee had to use the selection model. The committee will undertake a review of the selection process and criteria in the fall.

The award will be presented at the upcoming Volunteer Luncheon and the two recipients will have their names added to the plaque within the Library as well as

receiving an original glass piece created by Manola Borrajo-Giner, the same artist that created the Library's glass wall art.

**MOTION 48/2017**

That the Strathcona County Library Board ratify the recommendation of Ad Hoc Muriel Abdurahman Volunteer Award Committee.

Moved by Katharine Weinmann.

CARRIED

- 8.5 Draft 2016 Annual Report. Sharon Siga presented the draft report noting that financial items were intentionally excluded. The financial information will be reported in a newspaper ad. It was suggested that the Library's Vision and Mission be included. Board members were asked to review the Annual Report and report any suggestions/revisions to Larissa Gilchrist at [lgilchrist@sclibrary.ca](mailto:lgilchrist@sclibrary.ca) by next Wednesday morning.

**MOTION 49/2017**

That the Strathcona County Library Board accept/approve the 2016 Annual Report as amended.

Moved by Colleen Burton Ochocki

CARRIED

- 8.6 Plan for May 16, 2017 Board Meeting. This was previously discussed in 5.1 and all Board members are aware of the location and itinerary for this meeting.
- 8.7 Minutes of Public Advocacy Committee Meeting. The Minutes were reviewed.
- 8.7.1 Draft 2017 Public Advocacy Committee Work Plan. The Work Plan was reviewed noting that the upcoming election remains a priority item.

**MOTION 50/2017**

That the Strathcona County Library Board approve the 2017 Public Advocacy Committee Work Plan.

Moved by Denise Charbonneau.

CARRIED

**9. Board Member Business/Comments**

- 9.1 Board Member Round Robin  
In discussing the event at the Legislature, all in attendance are very grateful to MLA Estafania Cortes-Vargas for her heartfelt tribute the Library and Bookmobile in the Member Statement.

9.2 Upcoming Events

9.3 LGBTQ Collections and Programs

Anna Pandos requested that Library administration prepare a brief report identifying collections and programs being offered.

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

**11. Public Presentations.** No other presentations.

**12. Adjournment.** The meeting was adjourned at 8:45 pm.

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Chair

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Secretary/Treasurer