


Strathcona County Library
Board Meeting
June 19, 2017 – 7 pm.
Strathcona County Community Centre – Meeting Room #5
AGENDA

	<p>Vision The heart of a connected, informed, and inspired community.</p> <p>Mission Reaching out across urban and rural Strathcona County, the Library promotes engagement, sparks imagination, and provides the tools for building skills and knowledge.</p>
<p>Values</p>	<p>Equitable Access Responsiveness Intellectual Freedom Accountability Collaboration</p>
<p>Roles</p>	<p>Governance: Board: Direction, Leadership, Accountability. Management: CEO provides managerial oversight, ensures an effective management team is in place. Implementation: Staff.</p>

1. **Call to Order**
2. **Approval of the Agenda**, p. 1-3
Recommendation: To approve the agenda.
3. **Minutes of the May 16, 2017 Board Meeting**, p. 4-7
Recommendation: To approve the minutes of the May 16, 2017 Library Board meeting.
4. **Business Arising from the Minutes**
 - 4.1 Recommendation on Proctoring Fees, p. 8-12
Recommendation: That the Board increase the non-resident exam proctoring fee from \$75 per exam to \$90 per exam effective January 1, 2018.
 - Recommendation: That the Board increase the resident exam proctoring fee from \$50 per exam to \$65 per exam effective January 1, 2018.*
5. **Items for Information**
 - 5.1 Action Items, p. 13
 - 5.2 List of correspondence: Incoming, Outgoing and Media Releases, p. 14
 - 5.3 Minutes of the May 30, 2017 Public Advocacy Committee Meeting, p. 15-16
Recommendation: To accept the Items for Information for information.

Reports for Discussion

6. **Written Reports**
 - 6.1. Department Reports, p. 17-23
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 Draft Fees and Charges for 2018 (Input for Budget), p. 24-27

Recommendation: That the Board approve the changes to the Library's 2017 Fees and Charges Schedule.

8.2 Draft 2018-2022 Five-Year Capital Plan (Input for Budget), p. 28-29

Recommendation: That the Board receive the 2018-2022 Five-Year Capital Plan for information.

Recommendation: That the Strathcona County Library Board approve the 2018 Capital Plan.

8.3 Draft 2018 Action Plans and Verbal Update on 2018 Budget Development, p.30-44

Recommendation: To approve the draft Plan of Service 2018 Action Plans in principle subject to approval of the 2018 operating budget.

8.4 Draft Minutes of the June 6, 2017 Policy Committee Meeting (for information), p. 45-46

8.4.1 2017 Policy Committee Work Plan, p. 47

Recommendation: That the Strathcona County Library Board approve the 2017 Policy Committee Work Plan.

8.4.2 Revised Signing Authority Policy (FI 03), p. 48-50

Recommendation: That the Strathcona County Library Board approve the revised Signing Authority Policy (FI 03).

8.4.3 Approve the New Procurement Policy (FI 05), p 51-52

Recommendation: That the Strathcona County Library Board approve the new Procurement Policy (FI05)

8.5 Board Member Recruitment: Desirable Candidate Profile, p. 53-54

8.6 In Camera: Advice to Administration Regarding Economic Transaction

9. Board Member Business/Comments

9.1 Board Member Round Robin

9.2 Set Date for Risk Management Meeting

9.3 Upcoming Events:

- Bremner Area Concept Plan Open House, June 22, 6:30 to 8:30 pm. Community Centre Meeting Room #3.
- NetSpeed Conference October 3 and 4, 2017, Edmonton. Registration package on The Shelf:
https://theshelf.sclibrary.ca/system/files/intranet_documents/Netspeed%202017%20conference_full_program.pdf

10. Parking Lot Items: Round Table Discussion and Decision

11. Public Presentations

12. Adjournment

Upcoming Standard Agenda Items:

September

- Accept the second quarter financial statement information (April to June)
- Approve Canada Library Month Declaration and Read-In Week Proclamation.
- Accept Action Plan mid-year progress report
- Approve closed days and Board meeting dates for next year

October

- Approve draft operating budget

November

- Discuss questions in Board evaluation questionnaire.

[Board Members complete survey related to CEO's performance Appraisal early in November]

[Executive Committee presents to County Council services for the coming year and budget estimate.]

Upcoming Board Meeting Dates:

- September 18, 2017
- October 23, 2017
- November 20, 2017
- December 11, 2017