

Strathcona County Library Board  
Meeting  
April 19, 2010  
Committee Room

MINUTES

**BOARD MEMBERS PRESENT**

Muriel Abdurahman (Chair)  
Scott Blair  
Councillor Jason Gariepy  
Ernie Jurkat  
Joan MacDonald  
Valerie Mitchell  
Teddy Moline  
Judy Schultz  
Rob Butler

Regrets

Roxy Shulha-McKay

Library Staff

Sharon Siga (Director)  
Sally Gaumont (Minutes)

Guests

George Huybregts  
Daniel Morris  
Brian Wilson

The meeting was called to order at 6:00 pm

**1. AGENDA**

1.1 Discussion/Decision Agenda. There were no additions to the Agenda

**MOTION 50/2010**

That the Strathcona County Library Board accept the Discussion/Decision Agenda.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

1.2 Consent Agenda

- Technical Services Staff are to be commended for their great work with the volume of new materials they have processed.
- The new Bookmobile is stocked and on the road tonight for their maiden voyage, very exciting.

**MOTION 51/2010**

That the Strathcona County Library Board accept the items on the Consent Agenda for information.

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

**2.0 MINUTES OF THE MARCH 22, 2010 MEETING**

**MOTION 52/2010**

That the Strathcona County Library Board accept the minutes of the March 22, 2010 meeting.

Moved by Teddy Moline.

CARRIED UNANIMOUSLY

**3.0 REPORTS**

3.1 Executive Committee Meeting

3.1.1 Draft Minutes of the March 29, 2010 Meeting

**MOTION 53/2010**

That the Strathcona County Library Board attach the letter from the Manager of the County Human Resources Department dated March 9, 2010 to the Director's contract in her personnel file with the recommendation that the Library Board move away from three-year management contracts for the Director when her current management contract concludes with the current status of the Director as an employee continuing on past the term of the contract, and at the same time, to make the change in position title from Director to Chief Executive Officer.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

3.1.2 Parking Principles Feedback. This document was prepared by Strathcona County Library to clarify the library's view on the parking issue following the statements made by County Administration at the March 23, 2010 Council meeting.

- 3.1.3 Parking Comparison Chart. This chart outlines the differences between Strathcona County Library's proposal and the County proposed Parking Management Plan.
- 3.1.4 Meeting with the Mayor, Chief Commissioner and Councillor Jason Gariepy. The Chair and the Director met with the Mayor, the Chief Commissioner and Councillor Jason Gariepy on April 7<sup>th</sup>. Documents from agenda item 3.1.2 and 3.1.3 were provided by the Library. It was a positive meeting that clarified where the Library's proposal matches the proposed Parking Management Plan and where it doesn't.

## 5.0 REPORTS

- 5.1 Board Chairman. Muriel Abdurahman reported on the following:
- That was a good photo opportunity of the new Bookmobile on April 7<sup>th</sup>. Congratulations to Diana Balbar and her staff.
  - The retirement luncheon for Joan Urschel on April 9<sup>th</sup> was very well attended and the food was delicious. Joan was recognized for her 32 years with the Library.
  - Muriel, Teddy, Sharon, and Glenda attended the grand opening of the RBC on Wye Road on Saturday morning. The library was the recipient of \$20,000 for English as a Second Language programs from the RBC Foundation.
  - The Trade Fair was successful. There were comments about the parking, but also excitement about the new library.
  - Muriel, Sharon, Glenda and Flossie Bodell attended the Rotary Club of Sherwood Park meeting on April 14<sup>th</sup>. Al Peterson has taken over as President of this morning club.
  - Muriel and Ernie enjoyed doing the audit on the Friends of Strathcona County Library Society's financial statements for 2009. Compliments to Louise and staff for bringing that accounting to a professional standard.
  - Muriel, Abdul and Glenda attended the Archbishop Jordan High School 40<sup>th</sup> Anniversary. They had a great Auctioneer raising money.
- 5.2 County Councillor. Jason reported on the following:
- Business is starting to slow down, looking towards the campaign coming this fall.
  - A consultant has been hired to review the service levels throughout the County to identify ways of saving monies and where to spend.
- 5.3 Director. Sharon Siga reported on the following:
- There will be no NetSpeed Conference this October. Instead The Alberta Library (TAL) will host a "Futures" Conference that should help TAL and Alberta libraries plan for the future. They are expecting high caliber speakers and the ability to video conference.
  - The Metro Federation has decided not to pursue formalization of the federation with the new Minister at this time. The new representatives from Fort Saskatchewan and St. Albert Public Library would like to look at more partnerships between Metro libraries.

- Karen Lynch is the new President Elect for Alberta Library Trustees Association (ALTA). They are looking for volunteers at the Alberta Library Conference in Jasper at the end of April for the ALTA AGM.

5.4 Capital Campaign. Judy Schultz reported on behalf of the Capital Campaign.

5.4.1 Draft Minutes of the March 30, 2010 Capital Campaign Cabinet Meeting. For information.

5.4.2 Approval of Naming Opportunity

#### **MOTION 54/2010**

That the Strathcona County Library Board approve the naming opportunity chosen by Investors Group: The Business Centre.

Moved by Judy Schultz.

CARRIED UNANIMOUSLY

#### **MOTION 55/2010**

That the Strathcona County Library Board approve the RBC Foundation support of English as a Second Language program.

Moved by Judy Schultz.

CARRIED UNANIMOUSLY

5.4.3 Fall Fest 2010 Update. The Committee is meeting regularly and plans are proceeding. They need everyone's support to purchase tickets and promote the event to others. Planning for the September 18<sup>th</sup> Fall Fest 2010 is underway and support will be needed in ticket sales and volunteering for committees. Valerie Mitchell has volunteered to be the Chair of the Event Committee

### **PRESENTATIONS**

Daniel Morris, George Huybregts and Brian Wilson arrived at 7:00 pm. Daniel Morris is new to the County and will be the Community Centre Facility Supervisor. Brian Wilson spoke first about the Proposed Parking Management Plan. There was also some discussion about equipping meeting rooms for the hearing impaired and security provisions. Brian Wilson also described the library's position within the Community Centre complex as being a condo owner. There will be condo fees to be determined prorated by square footage. There was also discussion about creating a reserve for larger building maintenance costs.

### **4.0 FINANCIAL REPORTS**

4.1 Strathcona County Library 2009 Audited Financial Statement. George Huybregts reviewed the 2009 Audited Financial Statements and explained the new format.

The Board found his presentation very helpful and informative. The library's share of the debt for the new building will be approximately \$25,000,000 and it will take 25 years to pay this off. The building appears on the library's financial position as an asset.

4.1.1 Notes for the Audited Financial Statement - For Information

4.1.2 Strathcona County Library Financial Statement for the Year Ended December 31, 2009

### **MOTION 56/2010**

That the Strathcona County Library Board accept the 2009 Audited financial Statements as information.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

4.1.3 Schedule of Liability Trusts - For Information

4.1.4 Library Reserves - For Information

4.1.5 Management Representation Letter (from Auditor). Tabled to the next meeting as this letter has not yet arrived from the auditor.

## **6.0 NEW BUSINESS**

6.1 Draft 2009 Annual Report. The Board was very impressed with the look of the annual report. George Huybregts was asked to review the presentation of the financial statement and advise on a presentation similar to the County's to ensure the new financial statement format is clear to the public. The annual report will be brought back to the next meeting for approval. George Huybregts left the meeting at 8:20 pm.

6.2 Draft Action Plans for 2011. Because the County needs projections of operating costs for 2011 through 2015 by April 22<sup>nd</sup>, the library budgeting timelines need has been accelerated. Thanks to our staff who put in lots of extra time on this project. Sharon reviewed two scenarios, Plan A and Plan B. Plan A is a barebones staffing plan with staff being on public desks more, so that other service levels could not be maintained in the larger space with increased demand. Although Sharon requested Plan A to be developed, she does not think library service is sustainable for 2011 under this model. Plan B allows the capacity to deal with increased demand anticipated and to move forward in a limited way with priorities for 2011 identified at the Board/Staff Retreat. The Board is comfortable with Sharon providing a projection to the County that includes temporary hours for the public desks and on the public floor to allow the Library to cope with anticipated increase in library traffic at the start of 2011 and begin to address 2011 priorities, with the understanding that draft action plans for 2011 will be developed for the May Board meeting and a draft budget for the June meeting.

6.3 Public Advocacy Committee.

6.3.1 Draft Minutes of the March 29, 2010 Meeting – For Information.

6.3.2 Revised 2007-2010 Advocacy Plan.

**MOTION 57/2010**

That the Strathcona County Library Board approve the revised 2007-2010 Advocacy Plan.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

6.4 Results of Board Discussion of Key Issues, March 15, 2010.

**MOTION 58/2010**

That the Strathcona County Library Board accept the “Results of Board Discussion of Key Issues” and that the policy change be implemented.

Moved by Rob Butler.

CARRIED UNANIMOUSLY

**7.0 Action Item Review/Set Topic Dates**

- New Date for Library Grand Opening – March 14, 2011 (Monday)
- Staff Appreciation Luncheon – October 27, 2010
- Fort Saskatchewan Public Library Open House and 30<sup>th</sup> Anniversary – May 14, 2010

**8.0 BOARD MEMBERS BUSINESS/COMMENTS – Round Robin**

The Board will acknowledge receipt of the letter from artist Paddy Lamb regarding the selection process for public art going into new library space.

**9.0 PUBLIC PRESENTATION – None**

**10.0 ADJOURNMENT** – The meeting was adjourned at 9:20 pm.