

Strathcona County Library Board

Meeting

April 20, 2009 - 7:00 pm

Committee Room

Minutes

BOARD MEMBERS PRESENT

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

Regrets - Roxy Shulha-McKay

Library Staff

Sharon Siga (Director)
Sally Gaumont (Minutes)

The meeting was called to order at 7:00 pm.

1.0 AGENDA

1.1 Additions to Discussion/Decision Agenda

3.5 Lease Negotiations – Scott Blair

MOTION 38/2009

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

Moved by Colin Vann.

CARRIED UNANIMOUSLY

1.2 Approval of Consent Agenda

Please pass on congratulations to staff on the newly updated website and Aquabrowser, well done.

MOTION 39/2009

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

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

2.0 MINUTES

MOTION 40/2009

That the Strathcona County Library Board approve the minutes of the March 16, 2009 meeting.

Moved by Colin Vann.

CARRIED UNANIMOUSLY

3.0 REPORTS

3.1 Board Chair

Muriel Abdurahman's report included the following highlights:

- Muriel and Ernie Jurkat audited the financial statements of the Friends of Strathcona County Library.
- Muriel and Doug Fulford took Mayor Cathy Olesen out for lunch and updated her on the capital campaign. Mayor Olesen had a few helpful suggestions to share.
- Great news with the Government of Alberta increasing the library funding for 2009. This means close to \$118,000 for our library. There is no indication that this will be an ongoing increase.
- It was suggested to use the forum of 'Question Period' at the Legislature to show appreciation for the funding. An appropriate date will be selected and as many Board Members as possible will attend.
- The Trade Fair was a positive venue for the library. People are very interested in the new library. There were of course questions about parking.
- There was discussion about the thank you letters to Minister Danyluk, Punch Jackson (Judy), Minister Evans and MLA Dave Quest regarding the increase in funds for 2009. Ernie Jurkat noted that a letter from the Chair of Alberta Press Council had appeared in the Edmonton Journal on Saturday, thanking Muriel for her service on the Press Council.

3.2 County Councillor

Councillor Jason Gariepy commented on the second level going up at the Community Centre, on Silver Birch Lodge received a \$7 million dollar grant, speed on green cameras are being activated, and on the dissolution of the Festival Place Board.

3.3 Director

Sharon Siga distributed copies of the MLA Committee on the Future of Public Library Service in Alberta entitled “Framework for the Future”. The MLAs did take into account what they heard from the library community in the fall.

Sharon did try to confirm that the recently announced increase in funds for libraries for 2009 would be ongoing because that effects how to spend the money.

3.4 Capital Campaign

The Board is on-board with the restructuring of the Capital Campaign timeline. The \$1,500,000 goal has been split into 15 chapters of \$100,000 and not all chapters are active at the same time. Paul Nahirney’s contract has been extended as well, without an increase in fees.

MOTION 41/2009

That the Strathcona County Library Board ratify the change to the structure of the Capital Campaign Cabinet to 15 Committees or “Chapters” and the extension of the capital campaign timelines to finish in 2011.

Moved by Councillor Jason Gariepy.

CARRIED UNANIMOUSLY

3.5 Lease Negotiations.

Scott Blair reported that we finally received the report from T & T Properties appraisal of rental rate for library space. The T & T Properties appraisal which is substantially higher than our appraisal. There is a meeting scheduled with the T & T Properties for May 22nd and if nothing can be resolved at that meeting it will then go to arbitration.

4.0 FINANCIAL REPORTS

4.1 March, 2009/First Quarter Financial Statement. Scott Blair asked Sharon to review the first quarter financial statement. It is possible we will not have a debenture draw in 2009.

MOTION 42/2009

That the Strathcona County Library Board accept the financial statement for March 2009 and the first quarter of the financial year as information.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

4.2 Strathcona County Library 2008 Audited Financial Statement

4.2.1 Notes for the Audited Financial Statement.

4.2.2 Strathcona County Library Financial Statement for the Year Ended December 31, 2008

MOTION 43/2009

That the Strathcona County Library Board accept the 2008 Audited Financial Statements as information.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

4.2.3 Schedule of Liability Trusts. Colin Vann asked why the balance of the Vacation Liability Trust went down. Sharon explained that a number of employees retired in 2008 and either used up or were paid out their vacation leave.

4.2.4 Strathcona County Library Reserves. Scott Blair explained that Strathcona County has been contributing to the New Library Accommodation Reserve over a number of tax years so that the one-time cost of furnishings and equipment does not impact one single tax year.

4.2.5 Management Representation Letter

MOTION 44/2009

That the Strathcona County Library Board accept the Management Representation Letter as information.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

5.0 BUSINESS ARISING FROM THE MINUTES

5.1 Plan of Service Discussion. Board Representation.

5.1.1 **MOTION 45/2009**

That the Strathcona County Library Board appoint Teddy Moline and Ernie Jurkat as Library Board representatives on the Community Planning Committee.

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

5.1.2 The list of potential community representatives was reviewed. A few more names and organizations were suggested.

MOTION 46/2009

That the Strathcona County Library Board approve the initial Community Representatives List so that library staff can begin to confirm availability for the Community Planning meetings, with the understanding that this list will remain flexible.

Moved by Judy Schultz.

CARRIED UNANIMOUSLY

- 5.1.3 A Plan of Service meeting is now scheduled for Monday, October 26th from 7:00-9:00 pm for Board feedback on the Draft Plan of Service Priorities. Thanks everyone, we know that this is another commitment of time.

6.0 NEW BUSINESS

- 6.1 Draft 2008 Annual Report. This second draft of the 2008 annual report was review and a few comments were noted.

MOTION 47/2009

That the Strathcona County Library Board approve the draft 2008 Annual Report with the understanding change suggestions can still be submitted.

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

- 6.2 Draft Action Plans for 2010 to Supplement the 2007-2010 Plan of Service Document. A workshop on change management for staff was suggested. Thanks to Sue Colp and Sharon Siga for their work on this plan.

MOTION 48/2009

That the Strathcona County Library Board approve the Action Plans for 2010 as part of the 2007-2010 Plan of Service document.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

- 6.3 Public Advocacy Committee. A report from the Policy Committee is deferred to the next Board Meeting. The term “recording secretary” should be used in the Terms of Reference for the Public Advocacy Committee.

MOTION 49/2009

That the Strathcona County Library Board approve the revised Public Advocacy Committee Terms of Reference Policy (GV 06) as amended.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

7.0 ACTION ITEM REVIEW/SET DATES FOR TOPICS

Learning Cities to be brought forward in May or June.

8.0 BOARD MEMBERS BUSINESS/COMMENTS

8.1 Alberta Library Conference Carpooling was finalized.

8.2 Review Questions in Board Survey Portion of Director’s Evaluation.

MOTION 50/2009

That the Strathcona County Library Board refer the Evaluation Document to the Policy Committee for review then brought back to the Board.

Moved by Valerie Mitchell.

CARRIED UNANIMOUSLY

8.3 Ad Hoc Staff Appreciation Lunch Committee. The Board would like to put on a luncheon for staff. The date will be Monday, June 8th from 12:00 – 2:00 pm. Muriel, Judy, Ernie and Jason will plan the event and hopefully most Board Members will be able to attend. (Councillor Jason Gariepy is unable to attend.)

8.4 The best dates for a Board tour of the Community Centre Construction site are May 11th (best), 5th, 19th or 25th. Sharon will advise.

Comments:

The Trustee Orientation Workshop, attended by Teddy Moline and Judy Schultz, held in Fort Saskatchewan, was excellent.

9.0 PUBLIC PRESENTATIONS – none.

10.0 ADJOURNMENT – The meeting was adjourned at 9:15 pm.

Chair

Secretary/Treasurer