

Strathcona County Library Board
Meeting
December 14, 2009
Committee Room

MINUTES

BOARD MEMBERS PRESENT

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

Regrets

Roxy Shulha-McKay
Judy Schultz

Library Staff

Sharon Siga (Director)
Sally Gaumont (Minutes)

The meeting was called to order at 5:00 pm

1. AGENDA
- 1.1 Discussion/Decision Agenda.

MOTION 134/2009

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

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

- 1.2 Consent Agenda

MOTION 135/2009

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

Moved by Valerie Mitchell.

CARRIED UNANIMOUSLY

2.0 MINUTES TO THE NOVEMBER 16, 2009 MEETING

Changes were made to the minutes with personal reference to individuals.

MOTION 136/2009

That the Strathcona County Library Board accept the minutes to the November 16, 2009 meeting as amended.

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

3.0 REPORTS

3.1 Board Chairman

Muriel Abdurahman reported on the following:

- Doug Fulford, Urban Chair of the Capital Campaign Cabinet, will be away travelling for a lot of 2010.
- Muriel and Sharon went to Punch Jackson's retirement party. He was a true advocate for libraries.
- Sharon Siga and Scott Blair did a wonderful job with the presentation of the library budget.
- It is unfortunate the library was misquoted with regards to the age of our shelving and regarding lease negotiations. The library's shelving dates back to 1977 when they opened in County Hall. Sharon is preparing a memo to send to County Council and County Administration with the correct information.
- Muriel went to MLA Dave Quest's open house but was unable to attend Iris Evans' due to road conditions.
- Muriel, Ernie and Scott are all pleased to be reappointed to the library board for another three years. Colin Vann did not reapply and he will be missed. Rob Butler is our new trustee.

3.2 County Councillor – Not available.

3.3 Library Director

Sharon Siga reviewed the current revenue and expenses for the Capital Campaign. We have broken the \$800,000 mark at \$820,038.13. A lot of people have mentioned they heard about our campaign through the local media. They are really helping us get the message out. Derek Pine from the newspaper and former editor Teri Kemball will be helping with the 2010 gala. It may be tough raising the last 45%. The final gala and recognition of donors will happen in early 2011 so we will have until that time to raise funds.

The library budgeted to receive \$326,000 from the Capital Campaign in cash in 2009. It has received \$270,756 in cash plus the Friends used \$31,342.18 in casino and 50/50 revenue to buy books for the new library.

3.4 Lease Negotiations – Scott Blair.

MOTION 137/2009

That the Strathcona County Library Board move *in camera* at 5:40 pm.

Motion by Scott Blair.

CARRIED UNANIMOUSLY

MOTION 138/2009

That the Strathcona County Library Board move out of *in camera* at 5:45 pm

Motion by Scott Blair.

CARRIED UNANIMOUSLY

MOTION 139/2009

That the Strathcona County Library Board approve \$77,788 be transferred to the Library New Accommodation Reserve 1.4512, which is the amount the difference between the library's 2009 rent and the amount budgeted for 2009 rent, less the 2009 cost of settling the lease rate.

Motion by Scott Blair.

CARRIED UNANIMOUSLY

MOTION 140/2009

That the Strathcona County Library Board recognize with appreciation the work of the Lease Negotiation Committee, Roxy Shulha-McKay, Scott Blair and Ernie Jurkat, as well as the Director, Sharon Siga.

Motion by Teddy Moline.

CARRIED UNANIMOUSLY

4.0 **FINANCIAL REPORTS**

4.1.1 Transfers to/from Reserves and Deferred Revenue.

MOTION 141/2009

That the Strathcona County Library Board approve the following transfer of funds:

- To authorize the closing of Work in Progress Account 8785 for Phase 2 of the Library Inventory and Security System, the radio frequency identification project started in 2007.
- To approve in principle the transfer of the New Library Accommodation Reserve 1.4512 the net amount of donations received in 2009 that were earmarked for the new library after covering expenses.
- To revoke motion 24/2009 “That the Strathcona County Library Board approve the transfer of \$33,610 from the Library’s Operating Reserve (1.3755.6807) to account 6830.6911 for the purchase and processing of additional DVDs and fiction books for Adult Services”.
- To approve not transferring funds from reserves, according to the 2009 Operating budget, as follows: \$47,618 from the Library’s Materials Reserve (1.3755.6805) and \$76,396 from the Library’s New Accommodation Reserve (1.4512) due to unbudgeted grant funding and donations that covered the cost of purchasing materials for the new library.

Motion by Scott Blair.

CARRIED UNANIMOUSLY

MOTION 142/2009

That the Strathcona County Library Board approve in principle that the following revenue and expenditures be deferred from 2009 to 2010 as follows:

- Proceeds from the library’s gift wrapping fundraiser that takes place in late December, 2009.
- All unexpended funds donated to the library for a specific purpose of purchasing library materials that could not be spent before the end of 2009. Examples would be unexpended proceeds from the Water Garden Tour fundraiser in the summer and recent donations by the Lions Club.
- Grants received in 2009 for projects not completed in 2009. An example would be the \$18,300 grant from the Alberta Public Library Electronic Network (APLEN) to investigate using a software project to improve Internet access in rural Strathcona. The library must spend these funds on those items set out in the grant application, but some of the work has been delayed, so remaining funds need to be deferred to 2009. Another example would be a \$28,795.43 APLEN grant to be used for network capacity for both 2008 and 2009. Part of this grant will be spent in 2009, but the remaining funds need to be deferred to 2010.
- It will be necessary to accrue grant revenue related to a Federal Government Community Access Program (CAP) grant from 2009 to 2010 because the expenses were incurred in 2009, but the funding will not arrive until the Federal Government’s year-end in early 2010.

- To ratify the transfer of funds from the Bookmobile Replacement Reserve (1.4510) to Work in Progress Account 9987 to fund the remaining cost to retrofit the bus chassis that forms the basis of the new bookmobile;

Motion by Ernie Jurkat.

CARRIED UNANIMOUSLY

4.1.2 Disposition of Surplus/Deficit.

MOTION 143/2009

That the Strathcona County Library Board approve the disposition of operating dollars from the 2009 fiscal year as follows:

1. That the 2009 surplus or deficit flow through the Library's Operating Reserve 1.3755.6807; and
2. That sufficient funds from the Library's Operating Reserve 1.3755.6807 be used to cover the additional costs of the liability trusts for staff vacation time and for the interest owing in 2009 on the outstanding principle of the library's debenture, and other annual year-end transactions.

Motion by Scott Blair.

CARRIED UNANIMOUSLY

4.2 2010

4.2.1 Economic Adjustment to Grid for 2010.

MOTION 144/2009

That the Strathcona County Library Board approve an economic adjustment to the Library Salary Grid for 2010 equivalent to the adjustment set by Strathcona County on December 15, 2009, effective January 1, 2010 as allowed for by the Board in the 2010 budget.

Motion by Scott Blair.

CARRIED UNANIMOUSLY

5.0 BUSINESS ARISING FROM THE MINUTES

- 5.1 Discussion of the article: *Transforming our Image Through Words that Work: Perception is Everything*. It was agreed that staff should use their judgment with regards to library terms and that the Director would bring forward changes to the board for approval.

MOTION 145/2009

That the Strathcona County Library Board receive the article "Transforming our Image Through Words that Work: Perception is Everything" as information.

Motion by Ernie Jurkat.

CARRIED UNANIMOUSLY

- 5.2 Letter to the Alberta Library Trustees Association (ALTA).

A few changes were made to this letter and it will be copied only to members of ALTA.

MOTION 146/2009

That the Strathcona County Library Board letter be sent to ALTA as amended.

Motion by Joan MacDonald.

CARRIED UNANIMOUSLY

6.0 NEW BUSINESS

6.1 Appoint Ad Hoc Nominating Committee Election of Officers.

MOTION 147/2009

That the Strathcona County Library Board appoint Valerie Mitchell and Scott Blair to the Ad Hoc Nominating Committee.

Motion by Colin Vann.

CARRIED UNANIMOUSLY

6.2 Discuss Board Self-Evaluation Compilation.

It was agreed a special Board meeting will be held and facilitated by Anne Smith to address issues in this document about policy development. It was also agreed that point 9 in section B was not relevant and should be removed from the evaluation form.

MOTION 148/2009

That the Strathcona County Library Board agree with the removal of Point 9 in Section B of the Board Self-Evaluation Questionnaire.

Motion by Joan MacDonald.

CARRIED UNANIMOUSLY

6.3 Board Retreat. The Board/Senior Staff retreat is scheduled for Saturday, March 6, 2010.

6.4 Director's Evaluation for February, 2010. Please return your evaluation form to Sally Gaumont by January 8, 2010.

MOTION 149/2009

That the Strathcona County Library Board move *in camera* at 6:20 pm.

Motion by Valerie Mitchell.

CARRIED UNANIMOUSLY

MOTION 150/2009

That the Strathcona County Library Board move out of *in camera* at 6:24 pm.

Motion by Valerie Mitchell.

CARRIED UNANIMOUSLY

7.0 ACTION ITEMS/TOPIC DATES

March 15, 2010 will be the date for the special meeting to discuss the Board Self-Evaluation results. A light supper will be served.

8.0 RECOGNITION OF RETIRING BOARD MEMBER

The Director thanked Colin Vann for his time and presented him with a Certificate of Appreciation from Strathcona County and a book that will be added to the library collection with a name plate acknowledging his time on the board.

9.0 BOARD MEMBER COMMENTS. Have a very Merry Christmas everyone.

10.0 PRESENTATION – Anne Smith

Anne Smith facilitated a discussion of the proposed five service responses that would receive priority focus in the 2011-2014 Plan of Service.

There was excitement and interest for the service response: *Participate and Connect: Be Engaged in the Community*. In the discussion that followed, it was recognized that implementation would happen over a four-year time period and that resources would be directed to the priority areas as resources arose.

The Board agreed that efforts be made to inform and engage the members of the Library Planning Committee as the Plan of Service is developed and implemented. The Advocacy Committee will review the Library’s Mission and Vision in light of the vision and community needs identified by the Community Committee. A presentation to Council should happen in June, 2010. There should be a community event to launch the new Plan of Service in the fall of 2010.

Councillor Garipey joined the meeting at 7:10 p.m.

MOTION 151/2009

That the Strathcona County Library Board accept that the following five Service Responses receive priority focus in the Strathcona County Library’s 2011-2014 Plan of Service:

- Satisfy Curiosity: Lifelong Learning,
- Create Young Readers: Early Literacy,
- Stimulate Imagination: Reading, Viewing, and Listening for Pleasure,
- Understand How to Find, Evaluate, and Use Information: Information Fluency,
- Participate and Connect: Be Engaged in the Community.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

Councillor Report:

- Because the limited number of Council meetings in the fall due to the Municipal Election, June would be a good time to make a presentation to Council on the new Plan of Service.
- The proposal for the municipal budget is a 0 per cent increase. There is an increase slated for Utilities. An audit has been proposed to identify any possible efficiencies and economies.

11.0 ADJOURNMENT

The meeting was adjourned at 7:50 pm

Chair

Secretary/Treasurer