

Strathcona County Library Board
Meeting
February 22, 2010
Committee Room

MINUTES

BOARD MEMBERS PRESENT

Muriel Abdurahman (Chair)
Scott Blair
Ernie Jurkat
Joan MacDonald
Valerie Mitchell
Teddy Moline
Roxy Shulha-McKay
Judy Schultz - Teleconference
Rob Butler

Regrets

Councillor Jason Gariepy (see attached report)

Library Staff

Sharon Siga (Director)
Sally Gaumont (Minutes)

The meeting was called to order at 7:00 pm

1. AGENDA

1.1 Discussion/Decision Agenda. Additions to the Agenda

- 3.1 Presentation by Brian Wilson. This presentation has been postponed to March 22nd.
- Move items 6.5.2.1/2 to the end of the meeting

MOTION 21/2010

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

Moved by Judy Schultz.

CARRIED UNANIMOUSLY

1.2 Consent Agenda

MOTION 22/2010

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

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

2.0 MINUTES TO THE JANUARY 25, 2010 MEETING

Remove “to” from Motion 13/2010

MOTION 23/2010

That the Strathcona County Library Board accept the minutes to the January 22nd 2010 meeting with editorial changes.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

Valerie Mitchell arrived at 7:10 pm.

3.0 REPORTS

3.2 Board Chair

Muriel Abdurahman has had a busy February:

- The Prayer Breakfast was very touching. The focus was on the armed forces and a family that recently lost their son was there.
- Muriel and Teddy Moline attended County Council and witnessed Councillor Lawrence and Councillor Fenske and Mayor Olesen giving some of their discretionary funds to the Bookmobile for solar panels.
- Muriel attended the meeting with Shell Canada. Shell is interested in committing funds to the Bookmobile, but is interested in a longer term than is set out in the Donations and Fund Development Policy (PR 08) listing of capital campaign naming opportunities. The library board does not have an issue with Shell looking into the possibility of naming the Bookmobile in perpetuity depending on the proposal. We would bring a proposal back to the board for approval.
- Notice the photo op in the Sherwood Park News with the Wye Community league donating \$1,000 to the new library.
- Sounds like the hospital is going ahead but more like the health centre in the north end. Emergency will be first to go ahead.

3.3 County Councillor – Councillor Jason Gariepy’s written report was distributed.

3.4 Director

- Information about staff parking at the Community Centre is due to be released to staff on Thursday, March 4th. Sharon will share details with board and staff as soon as she receives them. The report is scheduled to go to County Council on March 9th.
- Sharon and Sally met with the Supervisor, Facility Operations, Dave MacLachlan to discuss the facility services they will support and what our requirements might be.

3.5 Capital Campaign Update

Territorial Electric Ltd. donated \$15,000 to the new library.

MOTION 24/2010

That the Strathcona County Library Board approve the naming opportunity chosen by Territorial Electric Ltd.: the Picture Books Collection.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

3.6 Alberta Library Trustee Association Report

MOTION 25/2010

That the Strathcona County Library Board move in camera at 7:25 pm.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

MOTION 26/2010

That the Strathcona County Library Board move out of in camera at 7:35 pm.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

MOTION 27/2010

That the Strathcona County Library Board accept the letter about the Alberta Library Trustee Association election as information.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

4.0 FINANCIAL REPORTS – Scott Blair

4.1 Confirmation of the 2009 Surplus Amount

MOTION 28/2010

That the Strathcona County Library Board approve the 2009 surplus of \$167,726 be directed to the library's Operating Reserve 1.3755.6807.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

5.0 NEW BUSINESS

5.1 2008 and 2009 Amortization Detail.

This information was prepared at the request of Rob Butler and is for information purposes only.

6.0 NEW BUSINESS

6.1 Public Advocacy Committee Meeting

6.1.1 Draft Minutes of the February 8, 2010 meeting. Item 6 two places, "revisions were made to" needs to be added.

Ernie Jurkat reported on behalf of the Committee. When the Committee revised its terms of reference policy, they would like the policy to clearly set out the Committee as advisory to the Board and taking actions to the Board for approval. Suggested policy changes will be forwarded to the Policy Committee to work with and then given to the Board for approval. The Committee reviewed the 2007-2009 Advocacy Plan that was approved by the Board. The Committee added actions for 2010. The updated plan will come back to the Board.

6.1.2 Draft 2010 Work Plan. The Board received the Public Advocacy Committee's 2010 work plan as information.

6.2 Board Retreats

6.2.1 March 6 Retreat Draft Agenda. The agenda was reviewed. Roxy Shulha-McKay will not be able to attend.

6.2.2 March 15 Retreat Draft Agenda. The agenda was reviewed and Sharon noted a few adjustments. The board felt there was a lot to cover in a short period of time.

6.3 Draft Performance Measures

MOTION 29/2010

That the Strathcona County Library Board accept the 2010 Performance Measures as information.

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

6.4 Draft 2010 Annual Survey and 209 Annual Report of Public Libraries in Alberta

MOTION 30/2010

That the Strathcona County Library Board approve the 2010 Survey and 2009 Annual Report of Public Libraries in Alberta to be submitted to Alberta Municipal Affairs with editorial changes.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

6.5 Executive Committee Meeting. The following recommendations were brought forward from the February 2, 2010 meeting.

6.5.1.1 MOTION 31/2010

That the Strathcona County Library Board approve the funds in Operating Library Materials Reserve (1.3755.6805), a total of \$47,612, be re-designated to the Capital New Library Accommodation Reserve (1.4512) now that library materials are deemed to be capital assets, and that Reserve 1.3755.6805 be closed once the funds are re-designated.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

6.5.1.2 MOTION 32/2010

That the Strathcona County Library Board approve a new reserve account be created so that the funds currently in Operating Reserve 1.3755.6807 can be moved from the Municipal grouping of reserves resulting in these funds being grouped exclusively with Library reserves, and that once the funds have been re-designated that Reserve 1.3755.6807 be closed.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

6.5.1.3 MOTION 33/2010

That the Strathcona County Library Board approve the reserve description for the new Future Strathcona County Library Operating Reserve.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

6.5.1.4 Reserve Balances After Proposed Changes are Made. For information only.

6.5.2.3 Revision to HR01.

MOTION 34/2010

That the Strathcona County Library Board grant the Director one additional week of vacation in 2011 in recognition of her exceeding her job requirements in 2009.

Moved by Rob Butler.

CARRIED UNANIMOUSLY

MOTION 35/2010

That the Strathcona County Library Board approve the revisions to the Handbook of Policies and Benefits for Employees (HR01) effective February 22, 2010.

Moved by Valerie Mitchell.

CARRIED UNANIMOUSLY

7.0 ACTION ITEM REVIEW/SET DATES FOR FUTURE TOPICS – noting to report.

8.0 BOARD MEMBER BUSINESS/COMMENTS

8.1 Board Member Round Table Reports.

8.2 Alberta Library Conference Registration Forms – due March 2, 2010.

8.3 Are there any Board Members interested or able to attend the Canadian Library Association Conference in Edmonton, June 2-5, 2010 – please advise the Director.

8.4 Fundraising Events:

8.4.1 Green Hectares, March 20 at Moyer Centre in Josephburg. (Muriel)

8.4.2 Rotary Club/Capital Care Strathcona Maritime Lobsterfest May 1.

8.4.3 Ardrossan Lobster Dinner, May 20. (Joan)

If anyone else is interested in the above events please contact the Director.

9.0 PUBLIC PRESENTATIONS – None

6.5.2.1 Discussion of Director’s Evaluation and Supporting Documents.

6.5.2.2 Draft Goals for Director for 2010.

MOTION 36/2010

That the Strathcona County Library Board move in camera at 8.30 pm.

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

MOTION 37/2010

That the Strathcona County Library Board move out of in camera at 8:45 pm

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

MOTION 38/2010

That the Strathcona County Library Board approve the Director’s Goals for 2010 as agreed to at the February 9, 2010 performance evaluation interview.

Moved by Rob Butler.

CARRIED UNANIMOUSLY

MOTION 39/2010

That the Strathcona County Library Board approve the Director’s 2009 performance evaluation letter, with the last paragraph in the draft letter being changed to reflect Policy HR01, and that the letter be presented by the Chair to the Director with appropriate accolades.

Moved by Rob Butler.

CARRIED UNANIMOUSLY

10.0 ADJOURNMENT

The meeting was adjourned at 8:50 pm.