

Strathcona County Library Board

Meeting

January 26, 2009 - 7:00 pm

Committee Room

Minutes

BOARD MEMBERS PRESENT

Muriel Abdurahman (Chair)
Ernie Jurkat
Scott Blair
Joan MacDonald
Valerie Mitchell
Teddy Moline
Judy Schultz (Tele-Conference)
Roxy Shulha-McKay
Councillor Jason Gariepy

Regrets

Colin Vann

Library Staff

Sharon Siga (Director)
Sally Gaumont (Minutes)

1.0 CALL TO ORDER

The meeting was called to order at 7:00 pm. New board members Teddy Moline and Valerie Mitchell were welcomed and introductions were made. Judy Schultz joined the meeting from New Zealand via tele-conference.

2.0 AD HOC NOMINATING COMMITTEE REPORT AND ELECTION OF OFFICERS

Councillor Jason Gariepy spoke on behalf of the Ad Hoc Nominating Committee and thanked Roxy Shulha-McKay for all the work she did contacting all the board members seeking nominations. Everyone had a copy of the report. Councillor Jason Gariepy put forward the following nominations: Chair – Muriel Abdurahman, Vice-Chair – Ernie Jurkat and Secretary/Treasurer – Scott Blair.

The board was called upon three times for further nominations from the floor for the position of Chair. There being no further nominations from the floor, Councillor Jason Gariepy declared nominations closed. Congratulations to our Chair for 2009 Muriel Abdurahman.

The board was called upon three times for further nominations from the floor for the position of Vice-Chair. There being no further nominations from the floor, Councillor Jason Gariepy declared nominations closed. Congratulations to our Vice-Chair for 2009 Ernie Jurkat.

The board was called upon three times for further nominations from the floor for the position of Secretary/Treasurer. There being no further nominations from the floor, Councillor Jason Gariepy declared nominations closed. Congratulations to our Secretary/Treasurer for 2009 Scott Blair.

MOTION 01/2009

That Muriel Abdurahman be elected to the position of Chair.

Moved by Councillor Jason Gariepy.

CARRIED UNANIMOUSLY

MOTION 02/2009

That Ernie Jurkat be elected to the position of Vice-Chair.

Moved by Councillor Jason Gariepy.

CARRIED UNANIMOUSLY

MOTION 03/2009

That Scott Blair be elected to the position of Secretary/Treasurer.

Moved by Councillor Jason Gariepy.

CARRIED UNANIMOUSLY

Again, thanks to Councillor Jason Gariepy and Roxy Shulha-McKay for serving on the Ad Hoc Nominating Committee.

3.0 AGENDA

- 3.1 Additions to the Discussion/Decision Agenda. Item 6.4.3 Joint Special Event Update.

MOTION 04/2009

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

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

- 3.2 Approval of Consent Agenda

The content of the letter from Minister Danyluk (in Item 4.2 Correspondence) was discussed. The topic of library systems will be put on the February agenda for further discussion.

MOTION 05/2009

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

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

4.0 MINUTES OF THE DECEMBER 15, 2008 MEETING**MOTION 06/2009**

That the Strathcona County Library Board approve the minutes of the December 15, 2008 Board Meeting.

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

5.0 COMMITTEE AND COMMUNITY GROUP APPOINTMENTS

- 5.1 Policy Standing Committee: Muriel Abdurahman, Roxy Shulha-McKay, Scott Blair, Teddy Moline, Ernie Jurkat
- 5.2 Public Advocacy Standing Committee: Muriel Abdurahman, Judy Schultz, Valerie Mitchell, Joan MacDonald, Colin Vann
- 5.3 Ad Hoc Lease Negotiation Committee: Roxy Shulha-McKay, Scott Blair
- 5.4 Ad Hoc Liaisons with the Capital Campaign Committee Cabinet: Judy Schultz, Colin Vann
- 5.5 Friends of Strathcona County Library: Ernie Jurkat, Scott Blair
- 5.6 Metro Federation: Muriel Abdurahman, Joan MacDonald
- 5.7 Culture and Heritage Association of Strathcona County: Muriel Abdurahman, Teddy Moline
- 5.8 Arts and Culture Council of Strathcona County: Judy Schultz, Valerie Mitchell

MOTION 07/2009

That the Strathcona County Library Board approve the above committee appointments and the current appointments to the two Ad Hoc Committees continue to exist.

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

6.0 REPORTS

- 6.1 Board Chair. Muriel Abdurahman commented on the following highlights:
 - Chamber Luncheon with Minister Rhonda Ambrose. She mentioned libraries and talked about the federal government grant programs.
 - Long time staff member Mary O’Toole had a wonderful (surprise) farewell retirement tea with family and staff.
 - The unfortunate passing of library staff member Mary Brown.

- The meeting with the Rotary Club of Sherwood Park – Centennial. This club is really committed to the community. More discussion on this meeting in Item 6.4.3.
- Met with the Mayor as requested by the Capital Campaign Cabinet to discuss the County's view on naming opportunities.
- Attended County Council's update on Centre in the Park, very positive feedback.
- The orientation for the new board members was on January 17th. Sharon and the staff did a fantastic job with their tour and material.
- Gerry Gabinet, Manager of Economic Development and Tourism for Strathcona County made a presentation at last Wednesday's Chamber luncheon.
- Grahame Blundell and Ian McCormack have been in touch with Muriel regarding the 2009 Historical Tour.

6.2 County Councillor. Councillor Jason Gariepy commented on the following highlights:

- JG gave a summary of the budget presentation. The library was the only budget that passed unanimously. Credit goes to Sharon, Muriel, Scott and the board for the time that has been invested with the Councillors. The library is thought to be a well run, transparent organization.
- There is no need to panic about the Community Centre building schedule. It will always fluctuate a bit. It is looking like this project could come in a little under budget. The concrete quality test results are incredible. Clark Builders want to use this project in their port-folio.
- Jason shared his story about his concern with the volume on the children's computer headphones and how staff rectified the problem in a very timely manner.
- Jason also wanted to reflect in the minutes and to formally recognize and commend the library staff member for speaking out about the drug paraphernalia being sold in one of the mall stores.

6.3 Director. Sharon Siga commented on the following highlights:

- The priorities set at the March retreat will be used to create the 2010 budget. The Director will bring the first draft of the 2010 budget to the June board meeting.
- The MLA review of Public Library Services has not gone forward to the Minister of Municipal Affairs yet so means there won't likely be more resources in the budget.
- Strathcona County has applied for a \$30,000,000 provincial grant to help fund the art gallery and library space. If successful it would likely be under \$10,000,000.
- In discussions with Strathcona County Utilities regarding the recent flood, it was suggested the library bring in a mechanical contractor to play a lead role and come up with some options to help alleviate the problem in the future. Funding for this has not been determined.

6.3.1 Bookmobile Digital Tour. Diana Balbar, Bookmobile Coordinator, joined the board meeting and shared a digital video tour of the new bus and the proposed Bookmobile layout. The new Bookmobile should be retrofitted and rolling in the first half of 2009.

6.4 Capital Campaign Update. Paul Nahirney's report is attached to the agenda.

- 6.4.1 Glenda Sheard has negotiated a \$25,000 in-kind sponsorship for advertising. This is very exciting good news and means the library News and Magazine area in the new library may hold a sponsorship banner.
- 6.4.2 Naming Opportunities Discussion. There was a meeting with Mayor Olesen to discuss a couple major sponsorship naming opportunities. Policy PR 08 (Donations and Fund Development) currently sets out guidelines on naming opportunities but there was concern about companies coming forward. The existing Ad Hoc Committee Liaisons (Judy Schultz and Colin Vann) with the Capital Campaign Committee Cabinet will bring back to the library board potential naming opportunities to each board meeting.

MOTION 08/2009

That the Strathcona County Library Board approve in principle wrapping the new Bookmobile in a corporate logo given a sufficiently large donation with the Library setting the conditions for size and placement.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

- 6.4.3 The meeting with the Rotary Club of Sherwood Park – Centennial was very positive and energetic. The club is looking for an ongoing opportunity to work with the library in the long-term. A joint fund raising event was discussed for the fall 2009 but a venue has to be secured first. An organizing committee will be made up of four library representatives and four club representatives. The board was very comfortable with the library committee comprising of staff members (Glenda Sheard, Joan Urschel, Louise Ludwig and Sharon Siga).

Judy Schultz signed off from the board meeting due to bad reception at 8:25 pm.

- 6.5 Lease Negotiations. There is very little happening right now. T&T Properties are waiting for an updated market assessment.
- 6.6 ALTA (Alberta Library Trustees Association). Joan McDonald reported that Mike Babichuk from St. Albert Public Library has agreed to replace her on the ALTA Board. Joan's last ALTA meeting will be March 7th so she is unable to attend the retreat. There will be a New Trustee Orientation Workshop this fall in Fort Saskatchewan.
- 6.7 Friends of Strathcona County Library. It looks like Louise Ludwig has secured enough volunteers (65) for the Oilers 50/50 on February 24th.

7.0 FINANCIAL REPORTS

- 7.1 Unaudited, preliminary financial report for December 2008, draft 1 and 2008 Variance Report. The library ended up with a surplus which will can go into operating reserves.

MOTION 09/2009

That the Strathcona County Library Board accept the unaudited, preliminary financial report at December 2008 for information.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

MOTION 10/2009

That the Strathcona County Library Board accept the Variance Report as information.

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

7.2 Update on Liability Trusts

MOTION 11/2009

That the Strathcona County Library Board accept the Liability Trusts report as information.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

7.3 Update on Reserves. The County's investment of library reserves is very conservative.

MOTION 12/2009

That the Strathcona County Library Board accept the Update on Reserves report as information.

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

7.4 Disposition of Surplus/Deficit. The Director will bring a proposal regarding the disposition of surplus/deficit for consideration to the February board meeting.

MOTION 13/2009

That the Strathcona County Library Board approve the disposition of operating results from the 2008 fiscal year as follows:

1. That the 2008 surplus of \$92,047 be directed to 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 that the outstanding interest on the library's debenture be transferred into the Operating Reserve.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

7.5 Ratify Transfers

MOTION 14/2009

That the Strathcona County Library Board ratify the transfers as outlined below

1. To defer \$9,782 of a special grant from the Alberta Public Library Electronic Network (APLEN) for a project to explore how to bring high-speed Internet to rural bookmobile stops (\$18,300 grant with \$4,336 expended in 2007 and \$4,182 expended in 2008; cost centre 6830.6622).
2. To defer \$11,645 of a \$28,795 Network Capacity Grant from the Alberta Public Library Electronic Network (APLEN) to subscribe to the AquaBrowser Online Package in 2009 (cost centre 6830.6622).
3. To defer \$5,672 (account 6830.6840) from the Gift wrap fund raiser proceeds. The event is held at the end of December, so the library cannot expend these funds on library materials until 2009 (cost centre 6830.6840).

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

MOTION 15/2009

That the Strathcona County Library Board rescind Motion 127/2008 authorizing the transfer of \$65,165.97 Library Equipment (New and Replacement) Reserve (1.4511) to Work in Progress Account 8713 for the last costs associated with Phase 1 of the Library Inventory and Security System upgrade using radio frequency identification project started in 2007.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

MOTION 16/2009

That the Strathcona County Library Board ratify the transfer of \$65,613 from Unearned Grants to Work in Progress Account No. 8713, with any un-needed amount going to the Library Equipment (New and Replacement) Reserve (1.4511).

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

MOTION 17/2009

That the Strathcona County Library Board ratify the transfer of \$398 from the Bookmobile Replacement Reserve (1.4510) to Work in Progress Account 9987 to fund the remaining costs incurred in 2008 to design the new Bookmobile.

Moved by Roxy Shulha-McKay

CARRIED UNANIMOUSLY

MOTION 18/2009

That the Strathcona County Library Board ratify the transfer of \$27,602 from the Library Equipment (New and Replacement) Reserve (1.4511) to Work in Progress Account 8313 to fund the remaining costs incurred in 2008 for the radio frequency identification (RFID) system.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

MOTION 19/2009

That the Strathcona County Library Board ratify the transfer of \$37,110 from the operating funds (to be shown as an expenditure from account 6835.7930) to the New Library Accommodation Reserve (1.4512) which is the total of donations received in 2008 for the Capital Campaign.

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

8.0 BUSINESS ARISING FROM THE MINUTES – None

9.0 NEW BUSINESS

9.1 Revise the Strathcona County Library Board Policy (GV 03)

MOTION 20/2009

That the Strathcona County Library Board revise the Strathcona County Library Policy (GV 03).

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

This policy will be referred to the Policy Committee for further review.

9.2 Plan for March 7 Retreat. Suggestions for the retreat were:

- Governance
- Building relationships and partnerships in the community
- Minutes, what goes in and what doesn't
- Measurements of success (key performance indicators)

10.0 ACTION ITEM REVIEW/SET DATES FOR TOPICS

Each board member can register for the Alberta Library Conference on line. Indicate that a cheque will be sent to pay for your registration and forward a copy of your registration confirmation to Sally Gaumont in Administration so that a single cheque can be issued for all registrations.

11.0 BOARD MEMBER BUSINESS/COMMENTS

11.1 Match New Board Members to Board Buddies. RSM and MA both volunteered to be Board Buddies. New board members are invited to call either Muriel or Roxy for assistance or clarification.

11.2 Sharon Siga presented the board members with library card certificates in recognition of their valuable volunteer work on the board.

11.3 Set Meeting Dates for First standing committee meetings. Sharon Siga will use 'timebridge' software to assist the committees with scheduling their first meeting.

11.4 A meeting date will be set for next week with the Executive Committee to review the Director's Performance Appraisal.

- RSM Great meeting, welcome everyone. Great job on studying the Roberts Rules of Order.
EJ Thanks for the library card.
SB Thanks for the library card. Scott was at a forecasting meeting for Edmonton Financialists and the consensus is not positive.
JG Jason asked about liability for the flood.
TM Thanks Sharon for the outstanding financial report, a joy to read.
VM Very interesting meeting. The package was great with lots of really good information. Thanks for the library card.
JM Joan took the liberty to excuse Muriel when it was suggested she might serve as the parliamentarian again for the upcoming ALTA annual general meeting.

12.0 PUBLIC PRESENTATIONS – none.

13.0 ADJOURNMENT – Meeting adjourned at 9:30 pm

Chair

Secretary/Treasurer