

Strathcona County Library Board
Meeting
October 19, 2009
Committee Room

MINUTES

BOARD MEMBERS PRESENT

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

Library Staff

Sharon Siga
Sally Gaumont (Minutes)

Guests

Tara Forman
Brad Albrecht

The meeting was called to order at 6:59 pm. Tara Forman and Brad Albrecht (Master of Library and Information Studies students) were welcomed and introductions were made.

1. AGENDA

1.1 Discussion/Decision Agenda. Additions to the Agenda

- Item 8.1 – Ernie Jurkat suggested a change in content and will make a proposal at that time.

MOTION 104/2009

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

Moved by Judy Schultz.

CARRIED UNANIMOUSLY

1.2 Consent Agenda.

It was noted the information and detail in the Consent Agenda, specifically the Director and Department Reports was great.

MOTION 105/2009

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

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

2.0 MINUTES TO THE SEPTEMBER 21, 2009 MEETING

MOTION 106/2009

That the Strathcona County Library Board approve the minutes to the September 21, 2009 meeting.

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

3.0 REPORTS

3.1 Board Chair

Muriel reported on the following:

- The Capital Campaign launch on September 30th really increased the profile of the library and introduced the community to our fundraising thermometer which has now reached \$773,000.
- Later that week, photos were taken at Clark Builders with a presentation cheque for the total amount of their donation, \$100,000.
- A proposal has been made to Shell Canada.
- Arbitration – Scott Blair will report on this.
- The Servus Credit Union opening on October 15th was wonderful publicity for the library. They presented the library with a \$35,000 cheque.
- Thank you very much to staff, board members and partners for the incredible amount of work that went into the Fall Fest event on Friday, October 16th. It was a huge success. A special thank you to Judy Schultz for the live and silent auction items and Val Mitchell for all her phoning and keeping the program run smoothly.

3.3 Library Director

Sharon Siga reported on Friday nights Fall Fest. The success of the evening was due to the incredible team effort by staff and volunteers. The budgeted revenue goal for us was \$26,000 and we should come very close to that. Fund raising concerts as we have done in the past save on staff time but the revenue side has been approximately \$13,000 per event. Thank you again to staff, volunteers, board members and those who purchased tickets.

Councillor Jason Gariepy arrived at 7:20 pm.

3.2 County Councillor.

Councillor Jason Gariepy 's first comment was on the job well done by Sharon Siga and Jason Storey on October 14th at 6:45 am on Global TV talking about Fall Fest. The rest of Jason's report was regarding the Provincial Government undertaking steps to have a Municipal Auditor review municipal reserves.

3.4 Capital Campaign – Judy Schultz and Colin Vann

Colin reported there have been lots of meetings leading up to the Fall Fest event. Colin says that kudos should be passed around, especially to Judy Schultz, her contribution was significant.

3.4.1 Approve Draft Capital Campaign Plan 2009-2010

The Capital Campaign Cabinet held a planning retreat on September 12th. Because the campaign had raised over half the campaign goal, the Co-Chairs wanted to come together to figure out what it will take to get us to the finish line. Anne Smith facilitated and documented. This draft Capital Campaign Plan was developed from these notes and was endorsed by the Capital Campaign Cabinet at its September 22nd meeting and is now seeking approval of the Library Board.

MOTION 107/2009

That the Strathcona County Library Board approve the draft Capital Campaign Plan 2009-2010.

Moved by Teddy Moline.

CARRIED UNANIMOUSLY

3.4.2 Upcoming Special Functions Timeline. For information only.

The timeline was formatted by Sue Colp so the Cabinet and Board could see what special events are coming up. Anna Pandos is interested in the Campaign celebration in 2011. This end of the Capital Campaign might be a celebration with a final push for campaign donations. Consideration will then have to be given whether we are involved in a 2011 Fall Fest as well. It is recognized that staff can only be extended so far.

3.4.3 Naming Opportunities Approval

MOTION 108/2009

That the Strathcona County Library Board approve the naming of the “English as a Second Language” (ESL) Area in the new library by Ahlstrom Wright Oliver and Cooper.

Moved by Colin Vann.

CARRIED UNANIMOUSLY

MOTION 109/2009

That the Strathcona County Library Board approve the naming of the Fireplace in the new library by Wilson Law Group.

Moved by Joan MacDonald.

CARRIED UNANIMOUSLY

MOTION 110/2009

That the Strathcona County Library Board approve the naming of a study room in the new library by Sharon Siga for Helen and Steve Siga.

Moved by Judy Schultz.

CARRIED UNANIMOUSLY

3.4.4 Report on Fall Fest October 16, 2009.

Valerie Mitchell reported it was a great event, everyone seemed to have a lot of fun. The library and Rotary steering committee will meet for a debriefing next week. There will be discussion about roles, responsibility and accountability.

3.4.5 2008 Fundraising Summary

This report was prepared by the Director to document to the Board all the funds raised by the library in 2008 in all the different ways and the cost of raising these funds, including the cost of preparing for the start of the capital campaign.

3.5 Lease Negotiations.

Scott Blair reported on the arbitration hearing on October 5th and 6th. Our lawyer and arbitrator did an excellent job presenting our side of the issue. The decision on the lease rate the Library will pay for November 1, 2008 to October 31, 2010 should be forthcoming within the next few weeks.

4.0 FINANCIAL REPORTS

- 4.1 September, 2009 Financial Statement. Scott Blair presented the financial statement and questions were answered regarding the revenue property taxes and the book budget.

MOTION 111/2009

That the Strathcona County Library Board the Strathcona County Library Board receive the September, 2009 Financial Statement as information.

Moved by Scott Blair.

CARRIED UNANIMOUSLY

- 4.2 Ratify Transfer from Reserve

MOTION 112/2009

That the Strathcona County Library Board ratify the transfer of \$91 from the Library Equipment (New and Replacement) Reserve #1.4511 to cover the remaining cost of purchasing self-service check out kiosks for Work in Progress (WIP) #8785.

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

5.0 BUSINESS ARISING FROM THE MINUTES – none.

6.0 NEW BUSINESS

- 6.1 Draft Minutes of the Policy Committee Meeting of October 13, 2009 – for information.

- 6.1.1 Approve the Draft Library Programming Policy (OP06)

MOTION 113/2009

That the Strathcona County Library Board approve the Library Programming Policy (OP 06) developed at the request of the Policy Committee.

After much discussion by the Board regarding this policy it was decided to table this motion to the next board meeting. The Board requested that Heide Blackmore, Supervisor - Adult Services, make a 10-15 minute presentation of the library programming policy.

MOTION 114/2009

That the Strathcona County Library Board table Motion 113/2009 to the November 16, 2009 Board Meeting.

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

6.1.2 Revised the Computer Staff Use and Data Security Policy (OP05)

MOTION 115/2009

That the Strathcona County Library Board approve the revised Computer Staff Use and Data Security Policy (OP 05).

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

6.1.3 Director's Contract

MOTION 116/2009

That the Strathcona County Library Board direct the Executive Committee to meet in January to consider changing the Director's employment relationship from contract to permanent.

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

6.1.4 Revise the Policy on Policy Making (GV02)

MOTION 117/2009

That the Strathcona County Library Board approve the revised Policy on Policy Making (GV02).

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

6.1.5 Revise the Strathcona County Library Board Policy (GV03).

MOTION 118/2009

That the Strathcona County Library Board approve the revised the Strathcona County Library Board Policy (GV03).

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

- 6.1.6 Revise the Executive Committee Terms of Reference (GV08)

MOTION 119/2009

That the Strathcona County Library Board approve the revised Executive Committee Terms of Reference (GV08).

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

- 6.1.7 Revise the Collection Development Policy (CO01)

MOTION 120/2009

That the Strathcona County Library Board approve the revised Collection Development Policy (CO01).

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

- 6.1.8 Handling Complaints/Suggestions/Comments Policy (PR07)

MOTION 121/2009

That the Strathcona County Library Board approve the revised Handling Complaints/Suggestions/Comments Policy (PR07).

Moved by Roxy Shulha-McKay.

CARRIED UNANIMOUSLY

7.0 ACTION ITEM REVIEW/SET DATES FOR TOPICS

There was nothing new to be brought forward.

8.0 BOARD MEMBERS BUSINESS/COMMENTS

- 8.1 Searchable Documents. Ernie Jurkat explained his original interest in searchable documents, specifically the Policy Manual. After discussions with Sharon Nuttycombe, Supervisor – Technical Services and Systems, Ernie is suggesting that new board members be asked whether they prefer a copy of the policy manual in paper form or on a CD, or simply be able to access the master copy in library administration. Sharon N. explained that the library is currently exploring an open source content management system to enable the library to operate an intranet. With an intranet, library documentation, such as the policy manual, will be searchable online by library board members by a secure connection.

MOTION 122/2009

That the Strathcona County Library Board agree that new board members will be asked which format they would prefer of the library policy manual.

Moved by Ernie Jurkat.

CARRIED UNANIMOUSLY

Current board members were invited to return their policy manual to library administration at their convenience or if they wish to continue receiving updates, please advise Brenda Schmidt.

8.2 Making reservations for the 2010 Alberta Library Conference. If you are planning to attend this conference and stay at the Jasper Park Lodge you must reserve a room immediately as they book up fast. You have until March 2010 to cancel the reservation if required.

8.3 Possible Christmas Social with Capital Campaign Cabinet – December 15th 5-7 pm. The library board is in support of this social.

8.4 Volunteers for the 2010 Fall Fest Planning Committee. Judy Schultz volunteered to be on this planning committee with Sharon Siga until a larger steering committee is formed.

9.0 PUBLIC PRESENTATIONS – None

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

Chair

Secretary/Treasurer