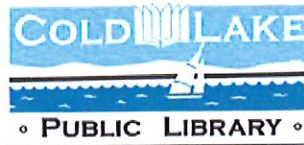


**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, August 28, 2023**  
**4:30 PM at the South Branch Library**

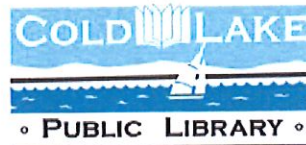
Present: Crystal Wolvengrey, Board Chair  
Suzanne Aessie, Board Secretary  
Leslie Price, Library Director  
Vicky Lefebvre, NLLS Representative  
Bill Parker

Absent with Regret:  
Ben Fadeyiw  
Ryan Bailey  
Gary Webb, Board Vice-Chair

Agenda Item and Discussion	Action
<b>1.0 Call to Order</b> Meeting called to order by Board Chair at 4:45 pm.	N/A
<b>2.0 Adoption of Agenda</b> Library Director would like to add one item to the agenda. It will be item 8.9: In-person presentation to the MD of Bonnyville. <b>MOTION 2023-39</b> Moved by Suzanne that the agenda as presented, with the addition for Item 8.9, In-person presentation to the MD of Bonnyville, be adopted. All members voted in favour.	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> <b>MOTION 2023-40</b> Moved by Suzanne that the minutes of the 26 June meeting be adopted. All members voted in favour.	Carried
<b>4.0 Correspondence</b>	N/A

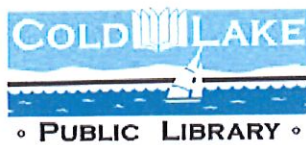


Agenda Item and Discussion	Action
<p><b>4.1</b> In-Person visit with James MacDonald – Executive Director NLLS –</p> <p>Highlights from our discussion:</p> <ul style="list-style-type: none"> <li>• The NLLS budget was approved with a 1.5% levy increase</li> <li>• The Executive approved the purchase of MS Office 2021 licenses for all public computers in the system.</li> <li>• NLLS is working on the new Strategic Plan of Service for 2024-26</li> <li>• Stronger Together Conference is on Nov. 3 online - \$10 fee; Nov 9 is ALTA Trustees Conference at the River Cree in Edmonton - \$85 fee; Nov. 10 Conference is a library focus and operations - \$85 fee</li> <li>• NLLS is working with Indigenous communities to develop a library board. There is more funding for the communities with a library board.</li> </ul>	None
<p><b>4.2</b> Letter regarding Public Library Operating Grant – Payment was received in the amount of \$92,782.00 for the 2023-24 Public Library Operating Grant.</p>	None
<p><b>4.3</b> Letter regarding appointment to the library board – The Council of the City of Cold Lake appointed Dawit Worku to the Cold Lake Library Board for a one year term.</p>	None
<p><b>4.4</b> Letter regarding Canada Revenue Agency – confirmation of annual information return filing</p>	None
<p><b>4.5</b> City of Cold Lake Annual Report 2022 – Cold Lake Public Library p. 46 – The board had positive comments about the graphics/statistics.</p>	None
<p><b>4.6</b> Letter from Northern Lights Library System – a cheque was received in the amount \$1,176.64 as the second disbursement – recalculated 2023 rural services grant. NLLS recalculated disbursements to distribute this top-up equitably and is based on the 2016 population and an allocation of \$5.83.</p>	None
<p><b>4.7</b> Letter from Communities in Bloom – The Cold Lake Library Reading Garden was selected in the <b>2023 Communities in Bloom/Miracle-Gro Best Garden Selection Award</b> program as one of the top gardens in the City of Cold Lake.</p>	None
<p><b>5.0 Reports</b></p>	N/A
<p><b>5.1 Board Chair Report</b></p> <p>Board Chair attended a webinar on Library Policies. There are three policies that all boards must have and seven service policies.</p> <p>PSP is not funding the library at Art Smith Aviation Academy anymore. There will be a transition for the library to move to a school library and not a community library. For now, the library will remain on Polaris until the school division transitions to their own library system.</p>	None

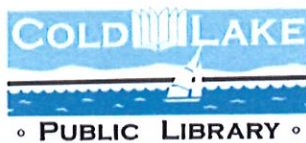


Agenda Item and Discussion	Action
<b>5.2 Library Director Report</b> The Library Director Report for August is attached as Appendix 1, and includes the statistics for July 2023. Board members really like the Fall & Winter Programs brochure which includes programming and events for all ages at the library. <b>MOTION 2023-41</b> The Library Director Report was approved by unanimous consent.	Carried
<b>5.3 NLLS Rep Report</b> Weekly updates sent out from Executive Director to Cold Lake Library Board. A reminder that there are webinars for library board trustees. NLLS will be doing Purdy's orders again this year.	None
<b>5.4 Personnel Committee Report</b> No report this month	None
<b>5.5 Policy Committee Report</b> No report this month.	None
<b>5.6 Financial Committee Report</b> The Library Financial Committee Report is attached as Appendix 2 and is attached to the meeting minutes. Everything is on track with the library budget. <b>MOTION 2023-42</b> The Financial Committee Report was approved by unanimous consent.	Carried
<b>6.0 Priority Items</b>	N/A
6.1 None	None
<b>7.0 Old Business</b>	N/A
7.1 None	None
<b>8.0 New Business</b>	N/A
<b>8.1 Pension Policy</b> Cold Lake Public Library – Pension Policy is attached as Appendix 3 to the meeting minutes. The board reviewed the policy and there were no concerns. Item closed. <b>MOTION 2023-43</b> Suzanne moved to accept Pension Policy, as currently written and review it again in three years. Crystal seconded. All members voted in favour.	Carried





Agenda Item and Discussion	Action
<b>8.2 Policy 5050: Sick Leave</b> The board reviewed the policy and suggested a few changes to clarify that permanent employee refers to full-time. Item open.	None
<b>8.3 Policy 5110: Statutory Holidays and Entitlements</b> Policy 5110: Statutory Holidays and Entitlements is attached as Appendix 4 to the meeting minutes. The board reviewed the policy and there were no concerns. Item closed. <b>MOTION 2023-44</b> Suzanne moved to accept Policy 5110: Statutory Holidays and Entitlements, as currently written and review it again in three years. Crystal seconded. All members voted in favour.	Carried
<b>8.4 Policy Sample: Provision of Service to Those Unable to Use Conventional Print</b> Provision of Service to Those Unable to Use Conventional Print Sample Policy is attached as Appendix 5 to the meeting minutes. The board reviewed the sample policy and there were no concerns. Item closed. <b>MOTION 2023-45</b> Suzanne moved to accept Provision of Service to Those Unable to Use Conventional Print, as currently written and review it again in three years. Crystal seconded. All members voted in favour.	Carried
<b>8.5 North Library closure December 9<sup>th</sup> for Family Christmas Celebration</b> The North Library will need to close on December 9 <sup>th</sup> so that staff can be at the Family Christmas Celebration. There were no concerns. Item Closed. <b>MOTION 2023-46</b> Suzanne moved to accept the closure of the North Library on December 9 <sup>th</sup> . Crystal seconded. All members voted in favour.	Carried
<b>8.6 Increase mileage from .50 to .55</b> The library would like to match the government mileage allowance and increase the rate from \$0.50 to \$0.55 per/km. There were no concerns. Item Closed. <b>MOTION 2023-47</b> Suzanne moved to accept the mileage increase to \$0.55 per/km. Crystal seconded. All members voted in favour.	Carried



Agenda Item and Discussion	Action
<b>8.7 Proposed Salaries 2024</b> The board reviewed the proposed salaries for 2024 and there were no concerns. Item closed. <b>MOTION 2023-48</b> Suzanne moved to accept the proposed salaries for 2024. Dawit seconded. All members voted in favour.	Carried
<b>8.8 Budget 2024 Proposal</b> The board reviewed the budget 2024 proposal and is attached as Appendix 6 to the meeting minutes. Suggestions were made to add a notes section to explain any deficits. For example, funding might come from other sources such as grants to balance the deficit. Item closed. <b>MOTION 2023-49</b> Suzanne moved to accept the budget 2024 proposal with the addition of a notes section to explain any deficit and how it is being covered. Dawit seconded. All members voted in favour.	Carried
<b>8.9 In-person presentation to the MD of Bonnyville</b> Library Director will send the PowerPoint Presentation to board members for feedback. Leslie and Crystal will present to the MD of Bonnyville council on October 10.	None
<b>9.0 Next Library Board Meeting - Monday, 26 Sept, 2023 @ 4:30 PM</b>	N/A
<b>10.0 Meeting Adjourned at 6:37 pm</b>	N/A

S. Aessie

Board Chair or Delegate

Sept. 25, 2023

Date