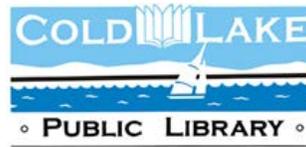


**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, Feb 25, 2019**  
**Program Room, South Branch**

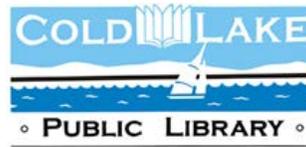
Present: Cynthia Sloychuk, Board Chair  
 Darren Robson, Board Secretary / Treasurer  
 Leslie Price, Library Director  
 Jeannette Hatta, Board Member  
 Daryl Gilroy, Board Member  
 Emily Heyne, Board Member

Absent with regret: Marie Manning, Board Vice-Chair  
 Councillor Vicky Lefebvre, City of Cold Lake Representative  
 Calvin Rideout, Board Member

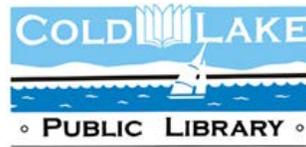
<b>Agenda Item and Discussion</b>	<b>Action</b>
<b>1.0 Call to Order</b> Meeting called to order by Board Chair at 4:32pm.	N/A
<b>2.0 Adoption of Agenda</b> <b>MOTION 2019-012</b> Moved by Jeanette that the agenda be accepted.	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> The copy printed for the meeting did not have the first sentence of Item 7.4 updated as per Vicky's correction. It should read: The Policy Committee still needs to get together with Jeanette and update the Fundraising Policy (3070). <b>MOTION 2019-013</b> Moved by Daryl that the minutes of the Jan 2019 meeting be adopted with the one correction.	Carried
<b>4.0 Correspondence</b>	N/A
<b>4.1</b> Letter of Resignation for Jamie sent from the City	N/A
<b>4.2</b> International Public Library Fundraising Conference will be held 28-30 July 2019 at the Central Library in Calgary. Cynthia would like a Board member to try and attend.	N/A
<b>5.0 Reports</b>	N/A
<b>5.1 Board Chair Report</b> No report this month. Cynthia presented Emily with a baby gift from the Board and Staff.	None



Agenda Item and Discussion	Action
<p><b>5.2 Library Director Report</b></p> <p>The Library Director Report for Feb is attached as Appendix 1, and includes the statistics for Jan. The library received funding from NLLS to host author Richard Van Camp and the CL Community Learning Council has also provided funding. Service Canada will now provide information sessions at the library on its common services. Leslie attend the PLSB Symposium in Edmonton last week and will provide a conference summary for the next meeting.</p> <p><b>MOTION 2019-014</b></p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p><b>5.3 NLLS Rep Report</b></p> <p>The NLLS Board and Executive are revising many of their policies.  <a href="http://www.nlls.ab.ca/Board-Exec-Minutes">http://www.nlls.ab.ca/Board-Exec-Minutes</a></p>	None
<p><b>5.4 Friends of the Library Report</b></p> <p>With Marie absent, there is no report this month.</p>	None
<p><b>5.5 Personnel Committee Report</b></p> <p>The Personnel Committee did not meet last month.</p>	None
<p><b>5.6 Policy Committee Report</b></p> <p>The Policy Committee did not meet last month. However, Leslie had updated the Statutory Holidays and Entitlements Policy (5110) to reflect recent changes to employment standards. The Board reviewed the short policy and found one typo in Para 4 – the word should be defined not defines. Cynthia noted the approval/amendment dates in the header will need to be updated as well. The policy is attached as Appendix 2 to the minutes</p> <p><b>MOTION 2019-015</b></p> <p>Daryl moved that Policy 5110, Statutory Holidays and Entitlements, as presented, with the one spelling correction and approval/amendment dates updated, be accepted by the Board. Emily seconded. All members voted in favour.</p>	Carried
<p><b>5.7 Financial Committee Report</b></p> <p>No report this month.</p>	None
<p><b>6.0 Priority Items</b></p>	
<p><b>6.1 Plan of Service – Draft Review</b></p> <p>Darren had provided some feedback to Leslie and Cynthia last week. Cynthia summarized the suggestions for the Board – shorten the section that summarizes the previous Plan of Service, include a message from the</p>	



Agenda Item and Discussion	Action
<p>Board and it explain why the five Service Responses were chose, provide a short introductory statement to each Service Response, and ensure timeline/measurable statements are added to all objectives. Jeanette asked what “passive programs” meant, and Leslie noted these are programs that do not involve staff hours like leaving out a puzzle. Cynthia laid out a plan of action to have the Plan of Service approved at the next Board meeting. Cynthia will write up a message from the Board, and Leslie will shorten the historical account of the last Plan of Service. She encouraged the Board to review the tasks/objectives again and send any further comments to Leslie as soon as possible. Item open.</p>	<p>Cynthia Leslie Board</p>
<p><b>7.0 Old Business</b></p>	<p>N/A</p>
<p><b>7.1 Library Fines</b> The bylaw has all information on fines listed in Schedule C. and includes information on fine amounts, maximum fines, and revoking borrower’s cards. The Policy Committee will review Schedule C next month and updated for Board approval. Item open.</p>	<p>Policy</p>
<p><b>7.2 Surplus Budget Tracking</b> The City provided Leslie an initial estimate of library Surplus to start 2019 (about \$37,000). Although slightly less than Darren was expecting, it is still more than enough to proceed with the purchase of the used digital display from Jesters for \$2500, which is only available till the end of Feb. <b>MOTION 2019-016</b> Darren moved to purchase the used digital display from Jesters. Emily seconded. All members voted in favour. Leslie collected a quote for painting the South Branch walls (about \$9800) and kid’s area ceiling (\$2500). Leslie noted that the CFEP Grant can be applied for every year, which would cover half the expenses. The Board agreed that while expensive, having the walls and ceiling painted is a good use for the Surplus funds. Leslie will apply for the grant. Item open. <b>MOTION 2019-017</b> Emily moved to commit library surplus funds for half the current quote (about \$6200), providing the library receives the CFEP grant, to repaint the South Branch walls and kid’s area ceiling. Daryl seconded. All members voted in favour.</p>	<p>Carried  Leslie  Carried</p>
<p><b>7.3 Fundraising Committee</b> Nothing to report this month. The Policy Committee will meet next month when Vicky is back. Item open.</p>	<p>None</p>



Agenda Item and Discussion	Action
<p><b>7.4 Board MD Representative</b> Nothing to report this month. Cynthia would still like to approach the MD Council about providing a rep again, but would like to wait until after the MD decides on 2019 library funding. Item open.</p>	None
<p><b>8.0 New Business</b></p>	N/A
<p><b>8.1 Fundraising - Honey</b> As reported previously, no one provider has both creamed and liquid honey. As stock was low, Leslie has bought some creamed honey and it is selling well. Leslie is wondering if she should just continue purchasing and selling herself, or if honey fundraising needs more oversight. Darren would at least like a project code to keep track of sales. Depending on revenue amounts, Darren cautioned the Charity licence comes with some limits with respect to sales and GST. The Financial Committee will discuss and provide Leslie some direction. Item open.</p>	Financial
<p><b>8.2 Alberta Library Conference 2019</b> The conference is from 25-28 April in Jasper. Cynthia is unable to attend this year, and would really like another Board member to attend with Leslie. Daryl and Emily already know they cannot. Darren and Jeanette are uncertain. Leslie has a room reserved, but needs to let the conference know who is coming as soon as possible. Item closed.</p>	None
<p><b>8.3 Fundraising Proposal</b> Leslie and Jeanette had discussed the idea of a Jane Austin themed fundraising dinner. Leslie said the library hosted an African themed dinner years ago, and while it was well attended, the library did not charge enough for tickets. Leslie figures the library can keep expenses reasonable while keeping the event classy and still generate a good profit. Cynthia mentioned High River recently had a Beer and Board games fundraiser that worked out well. The Board encouraged Leslie and Jeanette to work out more details. Item closed.</p>	Leslie
<p><b>9.0 Next Meeting</b> <b>Monday Mar 25, 2019 at 4:30 PM at the South Branch</b></p>	None
<p><b>10.0 Meeting Adjourned at 5:54 pm</b></p>	N/A

Directors Report

Feb. 25, 2019

**Miscellaneous**

1. Exhibit coming to Library-Booked for April and May

Refugees and Citizenship Canada's Canada Day 1 Exhibit.

**Canada: Day 1 Exhibit**

At approximately 400 square feet, the exhibit explores the multifaceted experiences of newcomers, from their first day of arrival in Canada, to how Canada became their home, spanning from Confederation in 1867 to the present day.

The exhibit is divided into four sections:

- 1) Day 1: accounts of immigrants' first day in Canada;
- 2) Arrival: snapshots of immigrants arriving in Canada;
- 3) Encounters: highlights the experiences of meeting new people, encountering different authorities and strange landscapes;
- 4) Finding Your Way: the challenges that new immigrants and refugees face as they attempt to navigate their way in Canada.

Produced in collaboration with the Canadian Museum of Immigration at Pier 21, this travelling exhibition is bringing newcomers' experiences to even more places across Canada and abroad since 2016.

2. Year End Reports –

Brochures have been printed and mailed to City, NLLS, and some taken to Chamber of Commerce, as well as on our circulation desk at both Branches.

3. Both Branches will be getting updated Wireless on February 27<sup>th</sup>.

4. Rise License has been renewed and we are doing a test this week to make sure all our connections for Video Conference Programming are up to date and working

## Staffing

1. Our Commuality Librarian attended 2 days of workshops in Lac La Biche earlier this month. Funding for hotel, mileage and training provided by the province, separate from our grant monies we receive. Cold Lake was one of the 8 Libraries invited to attend.

Indigenous Digital Storytelling Training at the Stuart MacPherson Public Library on Monday, February 11<sup>th</sup> and Tuesday, February 12<sup>th</sup>.

2. All Circulation Staff will be doing Shifts at both Branches now. This is part of Work Culture training I have implemented. Staff was so receptive...what a great Team.
3. Tanya and I are attending Librarians Council meeting in NLLS on Feb. 27<sup>th</sup>.
4. I have registered for Jasper Conference.

January 2019

Program	Number of Times	Number of People
Baby (Baby Rhyme Time)	4	89
Children (Toddler Time North and South, Makerspace)	12	142
Manga (ages 12-up)	2	8
Adults (South Book Club, North Book Club, Toastmasters, Nonfiction bookclub, Crochet Group, Cookbook Club, Stitch and Chat, John Dunn)	15	134
Seniors (Books on Wheels, Senior Program)	3	31
Pop-Up Library	9	78
Awareness/Outreach/Partnerships/Life Skills Class/ School Visits, Cold Lake Learn Book Club, Festival of words)	2	169

Circulation Check-Outs and Check-Ins: North: 5490 items; South: 8088 items

Active Memberships: North: 1813; South: 2425

Visits to the Library (not including programs): North: 1482 people; South: 1399 people

Virtual Visits: Webpage: 605; Google My Business North: 5430; Google My Business South: 2370

Interlibrary Loans: North holds placed and satisfied: 1335; South holds placed and satisfied: 2073

Computer Sessions on Public Computers: North: 194 people; South 308 people

Social Media: Facebook: 640 followers; Twitter 537 followers

TRACpac logins: North: 595; South: 1139

## Appendix 2 to CLPL Board Feb 2019 Meeting Minutes

Cold Lake Public Library  
Policy Manual  
Policy Number: 5110  
Policy Title: Statutory Holidays and Entitlements

Date Passed: October 20, 1998  
Date Amended: February 25, 2019  
Review Date: February 2022

### **STATUTORY HOLIDAYS AND ENTITLEMENTS**

1. The Cold Lake Public Library Board recognizes the following nine legislated paid holidays:

New Year's Day	Victoria Day	Remembrance Day
Family Day	Canada Day	Christmas Day
Good Friday	Labour Day	Thanksgiving Day

The Board also recognizes August Holiday and Boxing Day as paid holidays.

Should government legislation change, the above will reflect the change.

2. When one of the above Statutory Holidays falls on a regular day of operation, the library will be closed.
3. Should the Library Board declare the Library closed at staff request there shall be no remuneration.
4. **Entitlement** to Holiday Pay is given to all employees as defined in *The Employment Standards, Fair and Family Workplaces Act. Bill 17.*