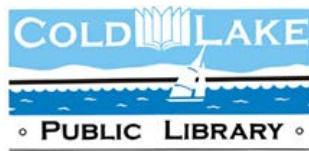


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Mar 25, 2019
Program Room, South Branch

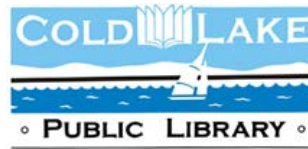
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Board Vice-Chair
 Darren Robson, Board Secretary / Treasurer
 Councillor Vicky Lefebvre, City of Cold Lake Representative
 Leslie Price, Library Director
 Jeannette Hatta, Board Member
 Daryl Gilroy, Board Member
 Emily Heyne, Board Member

Absent: Calvin Rideout, Board Member

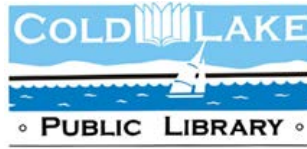
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:25pm.	N/A
2.0 Adoption of Agenda MOTION 2019-018 Moved by Jeanette that the agenda be adopted. Emily seconded.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2019-019 Moved by Daryl that the minutes of the Feb 2019 meeting be adopted. Marie seconded.	Carried
4.0 Correspondence	N/A
4.1 Letter from MD of Bonnyville confirming 2019 funding amount of \$72,756. The letter is attached to the minutes as Appendix 1.	N/A
4.2 Leslie is looking for a letter from the Board to address replacement light covers in the South Branch. She was placed multiple work orders with the City and received no response. Some covers have fallen to the ground during the night. Emily volunteered to write the letter, but first Vicky will bring up at the next City council meeting.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report</p> <p>The Library Director Report for Mar is attached as Appendix 2, and includes the statistics for Feb. In 2020, NLLS says all PCs must have Windows 10. The library currently has 25 PCs with Windows 7m but Leslie does not think all need to be switched. The library will have to fund the transition. Any new PCs purchased in the last couple years have come with Windows 10. Leslie has finished the grant application for the Mosaic event. It needs to be submitted this week, so Board members can review if they wish. The Canada Day 1 display will be delayed slightly until mid-April.</p> <p>With no STEP funding available this year, Vicky remembered that Alberta Metis Association offers funding for a summer student. Leslie did try last year, and even though applicants were passed on, none of them responded when contacted. Leslie will consider looking into the program again this year.</p> <p>MOTION 2019-020</p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>The NLLS Board and Executive continue to revise many of their policies.</p> <p>http://www.nlls.ab.ca/Board-Exec-Minutes</p>	None
<p>5.4 Friends of the Library Report</p> <p>Marie is having difficulty obtaining the second signatures for two key documents needed before closing the Friends. Marilyn had been very ill, but since returning home, Marie has been unable to get in touch with her. She will try again, and if unsuccessful, Vicky will also try to get in touch with her.</p>	None
<p>5.5 Personnel Committee Report</p> <p>The Personnel Committee did not meet last month.</p>	None
<p>5.6 Policy Committee Report</p> <p>The Policy Committee did not meet last month.</p>	None
<p>5.7 Financial Committee Report</p> <p>No report this month.</p>	None
<p>6.0 Priority Items</p>	
<p>6.1 Plan of Service – Final Review</p> <p>Cynthia wrote a short Board message, and Leslie and Darren refined the Plan of Service 2019-2021, which is attached to the minutes as Appendix 3. The Board was provided with the final copy to review before the</p>	



Agenda Item and Discussion	Action
<p>meeting today. Cynthia would like to approve the plan today and asked the Board if they had any final suggestions or corrections. Emily provided two corrections. On Page 2, in the last line of the second paragraph, the line should read “goal” instead of “need” to be consistent. On Page 7, the second sentence should be reworded: “Using public meetings, as well as digital and paper surveys, the Board ...” There were no further changes noted by the Board.</p> <p>MOTION 2019-021</p> <p>Emily moved to approve The City of Cold Lake Library Plan of Service 2019-2021 with the two corrections noted. Jeanette seconded. All members voted in favour.</p> <p>After Darren makes the two changes, Leslie will send the Plan of Service to the PLSB. Item closed.</p>	Carried
7.0 Old Business	N/A
<p>7.1 Library Fines</p> <p>The Policy Committee will review Schedule C next month and update for Board approval. Item open.</p>	Policy
<p>7.2 Surplus Budget Tracking</p> <p>Leslie purchased the digital display from Jesters and it looks great. Leslie is working on the CFEP grant for South Branch painting. The next deadline is May, and decisions on funding will be made by Nov. As for wiring the outdoor stage, Leslie will write a letter to the City to let them know the proposed plan and that we will be seeking quotes. Item open.</p>	Leslie
<p>7.3 Fundraising Committee</p> <p>The Policy Committee will meet next month to update the fundraising policy. Unfortunately, the Public Library Fundraising Conference is full, but Jeanette is on the waiting list. For the literary themed dinner night fundraising proposal, Jeanette looked into obtaining a liquor license and discovered it is not complicated or expensive, but will look into liability issues more. For a raffle/lottery fundraiser, the application is straightforward as well. Leslie passed on a suggestion she learned from the Lacombe library. They just partner with a group who already has a raffle/lottery license, like the Lions Club, who usually has no issues with the library having all of the proceeds. Item open.</p>	Policy
<p>7.4 Board MD Representative</p> <p>Now that the MD has approved the library funding for 2019, Cynthia will write up a letter with Leslie, asking if the MD will provide a library representative. Item open.</p>	Cynthia



Agenda Item and Discussion	Action
7.5 Fundraising – Honey Leslie obtained a project code from the City that will make it easy to track honey purchases and sales. Leslie will continue to purchase honey as required. She will continue advertising honey sales in the newsletter, on the website, and on Facebook. Emily and Jeanette wondered about increased advertising. Darren figured we could wait for now and revisit in a few months once we get a better handle on sales volume. Item closed.	None
8.0 New Business	N/A
8.1 Easter Weekend – Library Closure With Good Friday (19 Apr) a stat holiday, the library is looking to close on the Saturday (20 Apr) and Monday (22 Apr). The staff has requested the closure and knows they will not be paid. Item closed. MOTION 2019-022 Marie moved to close the library on April 20 and 22 for Easter weekend. Daryl seconded. All members voted in favour.	Carried
9.0 Next Meeting Monday Apr 29, 2019 at 4:30 PM at the South Branch	None
10.0 Meeting Adjourned at 5:15 pm	N/A

Appendix 1 to CLPL Board
Mar 2019 Meeting Minutes



February 26, 2019

Leslie Price
Library Director
Cold Lake Public Library
5513B – 48 Avenue
Cold Lake, AB T9M 1X9

Dear Ms. Price:

RE: 2019 Library Funding Confirmation

The Municipal District of Bonnyville (MD) is a growing and diverse community that values barrier-free public access to information and knowledge as well as the promotion of literacy. The MD recognizes that our local public libraries play a leading role in the provision and promotion of these values.

In a continuing effort to foster and strengthen these services provided by the Cold Lake Public Libraries, MD Council has approved the requested 2019 annual funding in the amount of \$72,756. Payments will be provided on a quarterly basis.

Please pass on our gratitude to the Cold Lake Library Board for your appreciated library services. If you have any questions, please feel free to contact me at 780.826.3171 ext 9203.

Yours truly,

A handwritten signature in cursive script, reading "Esther Quiambao".

Esther Quiambao
Administrative Officer

cc. Luc Mercier, Chief Administrative Officer

Appendix 2 to CLPL Board Mar 2019 Meeting Minutes

Director Report

March 2019

Board Meeting

Board Information

Board Basics

Our next Board Basics workshops are scheduled for June. Registration for these workshops will be opened closer to the dates:

- June 1 2019 - Grimshaw
- June 8 2019 - Viking
- June 15 2019 - Coaldale

If you are unable to attend these workshops and would still like training for your board, consider scheduling a Board Orientation. Contact Ken (ken.allan@gov.ab.ca), Jordan (jordan.desousa@gov.ab.ca), or Miranda (miranda.maguire@gov.ab.ca) for more information.

If you would like more information about Board Basics workshops, visit <https://www.alberta.ca/library-board-basics-workshops.aspx>. The full 2019-20 Board Basics schedule will be posted there shortly. If you have any questions about the workshops, please contact Ken Allan at ken.allan@gov.ab.ca.

Miscellaneous/Programs

The Library has met with the Lakeland Multicultural Association and we are planning a Multi-Cultural Mosaic event at the Library for Alberta Culture Days as partners. The Library has applied for the Alberta Culture Days 2019 2-day grant to fund this project. (applied for a Feature Site)

Our annual partnership with schools for the Battle of the Books has 87 students taking part this year, our highest to- date. The Seniors have agreed to let us use the hall at the North Branch. We have had excellent response from the authors of the books the students are reading. (some videos, some letters etc. for the students at event)

New program was formed with local hairdresser. We will provide books for children to read aloud while they are getting their hair cut. If they do the reading, they will get a discount on their haircut.

Administration

The Library was declined funding from the STEP program this year. The given reason was too many applicants and not enough for all applicants. The Library has used the funding to hire someone to maintain the Reading Garden/fill in circulation. By increasing our Page's hours slightly and shifting her responsibilities we are able to still maintain the garden within budget.

The MD budget request was approved for 2019.

The next grant application for the painting cannot be submitted until May with November being the reply to request month. (CFEP)

The yearly upgrade of 2 computers a year complete for 2019. Once new computers are in place old ones will be sent to NLLS to be cleaned off and made suitable for our research computers in each branch. As per our proposed plan of service.

Performance Evaluations are done for 2019.

The transition of honey suppliers has gone well, and sells are about the same thus far.

Training

The assistant director and I will be attending the conference in Jasper this year.

First Aid course will run for the staff that need this year in April. Expiry of certificates are staggered so we always have staff that are certified.

One Staff member will be taking a sign language course locally.

Staff Committee

The Staff Culture committee was formed to help fulfill all aspects of the Cultural aspect of the Plan of Service. First meeting was a great success with a general, guiding statement being created. As well programming and services until the end of 2019 are in place.

“The Cold Lake Public Library creates an atmosphere that is supportive and inclusive of our diverse community.”



This Library Giving Day, help keep your Library a vibrant place for our community to learn, grow, and thrive!

Expand our collection of books and ebooks

Provide free children's programs across all branches

Support free author events all year round



On April 10, a monetary donation can be made at either branch of the Cold Lake Public Library.

Marketing/Fund Raiser

February 2019 (extremely cold month)

Program	Number of Times	Number of People
Baby (Baby Rhyme Time)	4	37
Children (Toddler Time North and South, Makerspace, Early Reader Book Club)	11	106
Manga (ages 12-up)	1	3
Adults (South Book Club, North Book Club, Toastmasters, Self-Development bookclub, Cookbook Club, Stitch and Chat, Linux)	20	85
Seniors (Books on Wheels, Senior Program)	3	17
Pop-Up Library	7	79
Awareness/Outreach/Partnerships/Life Skills Class/ Cold Lake Learn Book Club)	6	44

Circulation Check-Outs and Check-Ins: North: 5429 items; South: 7228 items

Active Membeships: North: 1824; South: 2446

Visits to the Library (not including programs): North: 1570 people; South: 1141 people

Virtual Visits: Webpage: 566; Google My Business North: 6170; Google My Business South: 3150

Interlibrary Loans: North holds placed and satisfied: 1106; South holds placed and satisfied: 1593

Computer Sessions on Public Computers: North: 138 people; South 274 people

Social Media: Facebook: 639 followers; Twitter 540 followers

TRACpac logins: North: 520; South: 977

The City of Cold Lake Library Plan of Service 2019-2021



Cold Lake Public Library

Phone: (780) 594-5101 Fax: (780) 594-7787

5513B - 48 Ave. Cold Lake, Alberta T9M 1X9

Plan of Service Review for 2016-2018

Our Plan of Service for 2016-2018 is now complete. Before we move forward with our 2019-2021 Plan of Service, we will look at the ways that the 2016-2018 Plan of Service was successfully realized. The Plan of Service identified five main Goals, which were put into practice using both General Strategies and specific Tasks laid out in the plan.

[Our first Goal was to create an accessible, inviting environment for the whole community.](#) One of the General Strategies used to employ that Goal was to maintain and improve interior spaces. Many enhancements have been made to both branches over this period, giving the library a more up to date and welcoming atmosphere. Tasks in this category included the creation of a new Interlibrary Loans (ILL) room at the South Branch, upgrading metal shelving by adding wooden shelf-ends at both branches and replacing the carpets at both branches. At the North Branch, this goal was met by adding accessible doors that open with a push-button at the entrance to the building.

[As a second Goal, the City of Cold Lake Library committed to meeting the needs of a continually changing community.](#) Cold Lake is a diverse community, and two of the General Strategies of this plan identified ways that the library could celebrate this. We committed to reflecting the diversity of the region through our collection, which now includes new materials in many local and world languages including Dene, Cree, Tagalog and more. In addition to language materials, our Collection Development team identified diversity as an important factor in all our acquisitions choices. The library has established community partnerships with Cold Lake First Nations, Elizabeth Métis Settlement, Lakeland Multicultural Association, the Cold Lake Native Friendship Centre and others in order to work together on relevant, local programs and services. We also created a New Canadian Information Centre at the South Branch, with language and employment information that would be of interest to new Canadians

Encouraging the active expression of creativity and imagination was the third main Goal that the library took on during this period. Developing and maintaining an exciting, relevant and up to date collection is ongoing, but in addition Strategies and Tasks were selected that focused on new and current programming to support this Goal. The Reading Garden at the South Branch has been utilised since its establishment as a focus for warm and cold weather programming, including live performances, seasonal events and classes.

The library's fourth Goal was to promote learning as a lifelong journey with diverse paths. An ongoing program that has continued to support this Goal is Books on Wheels which serves patrons at the Cold Lake Senior's Lodge, Long Term Care at the Health Centre and Points West Living. This program, paired with the monthly Seniors Activity in the library, serves to connect and engage older patrons.

The fifth and final main Goal in this Plan of Service was the recognition that early literacy is an essential component to life development. This core value has always been part of the library's purpose and has led to many previous successes that we continue to build on. Our programs for our youngest patrons, including Baby Rhyme Time, Storytime, and our school and daycare tours are among our most popular.

In all of these main Goals, the library works to reflect our core values and beliefs. Kindness, respect and equality are foundational principles, and we strive to always provide excellent, barrier-free service to our community. Our successes have been recognized in part through nominations to the Alberta Business Awards of Distinction in the category of Arts and Culture, and to the Minister's Award for Excellence in Public Library Service. Looking forward to our new plan of service, these values will continue to inform our new goals and priorities.



Mission Statement

The City of Cold Lake Library builds community through a variety of programs and services. Friendly knowledgeable staff strives to provide barrier-free access to informational, educational, and recreational resources using all media in a welcoming environment



Vision Statement

The City of Cold Lake
Library is a progressive,
trusted Centre reflecting
our diverse community!

Values and Beliefs

Cold Lake Public Library bases its services on a set of core values and beliefs that are essential to provide excellence in its work and quality in the experience of patrons.

We believe that kindness and respect create a welcoming environment for both patrons and staff.

We believe that all people are to be treated equally and with acceptance in this facility.

We believe in breaking down barriers to allow all patrons access to the world's intellectual property.

We believe in providing an environment that is cooperative, secure, and orderly for patrons and staff.

We believe in striving for quality and excellence in our provision of service and work.

We believe that being accountable to patrons and staff is essential.

We believe that learning, sharing, and teaching are fundamental to human happiness.

We believe that intellectual freedom is a core value that furthers the opportunity for patrons to explore ideas and perspectives not traditionally shared in a society.

Message from the Library Board

After consulting with The Community of Cold Lake and Library Staff, the City of Cold Lake Library Board is proud to present our 2019-2021 Plan of Service. Using public meetings, as well as digital and paper surveys, the Board was able to reach more of the community and thus create a Plan of Service that reflects the input provided by our citizens. Our focus for the next three years will be to Celebrate Diversity, Create Young Readers, Stimulate Imagination and Creativity, Make Informed Decisions, and Understand How to Find, Evaluate and Use Information. By listening to community needs and wishes daily, and evaluating the effectiveness of programs offered over the last three years, the Library Staff were able to create objectives and measures for each of the five goals. Our community is a rapidly changing environment with a diverse population. The Board has complete confidence that this Plan of Service will allow the Library to adapt to the changing needs of the community and address the desires of the citizens of Cold Lake.

Library Board Members

Cynthia Sloychuk, Board Chair	Daryl Gilroy
Marie Manning, Vice Chair	Jeannette Hatta
Darren Robson, Secretary Treasurer	Emily Heyne
Vicky Lefebvre	Calvin Rideout



2019-2021 Goals



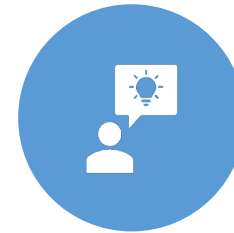
CELEBRATE DIVERSITY:
CULTURAL AWARENESS



CREATE YOUNG READERS-
EARLY LITERACY



STIMULATE IMAGINATION
AND CREATIVITY



MAKE INFORMED DECISIONS:-
HEALTH, WEALTH AND OTHER
LIFE CHOICES



UNDERSTAND HOW TO FIND,
EVALUATE AND USE
INFORMATION: INFORMATION
FLUENCY

Expected Results for 2021

As a result of implementing the Plan of Service for 2019-2021, the Library expects to see the following overall results.

- The Library is open, accessible, convenient and free of barriers.
- The Library is meeting community demand for Library programs, services and collections.
- Community members have increased awareness and knowledge of The City of Cold Lake Library.
- Community members value the Library and the contribution it makes to the quality of life of community members.

Objectives By Goal



CELEBRATE DIVERSITY: CULTURAL AWARENESS



As Canadians, we pride ourselves in being a culturally diverse and inclusive country. In Cold Lake however, with an ever increasing immigrant population and large indigenous population next door, the Library can see that cultural awareness and inclusivity can still use some improvement. The Library feels it is in a good position to improve local cultural awareness and inclusivity by readily providing information about all cultures and increasing culturally diverse resources and programming.

By mid-2020, a successful Cultural Team will be formed by the Library Staff, with the purpose of refining goal objectives and create programming specifics.

By mid-2019, the Library will have a Cultural Statement to guide the direction of programs and services.

The Library will develop an Inclusive Statement by the end of 2020.

The Library will continue to offer Pop Up services to the Local Indigenous Population.

Each year, the Library Staff will actively search out Diverse Community Groups and form Partnerships to enhance Library Programs.

Each year, the library will increase and improve the Signage, Space Collections and Displays in Library to reflect an ever diversifying group of local cultures.

By the end of 2020, the library will create a designated area for materials in foreign languages offered in multiple formats.

Objectives By Goal



CREATE YOUNG READERS-EARLY LITERACY

Children from birth to age five will have the programs, services, collections and spaces they need to develop, nurture and maintain a culture of literacy and a love of learning. While this goal has been a main focus of the Library for many years, the Board and Staff still feel there is always room for improvement.

By the end of 2020, the Library will increase the number of early literacy programs to meet known demand, while still continuing to offer our existing Baby Rhyme Time/Storytimes.

In 2019, the Library will increase the circulation of early literacy materials by 10%, focusing on immigrant / indigenous language materials.

Early Literacy (birth to 5) patrons will be surveyed once a year to determine if our programs/materials and space have benefited their children in the following categories:

- *Emergent skills (language, listening, rhyming etc.)*
- *Imaginative and critical thinking skills*
- *Positive attitudes towards learning and reading.*
- *Social skills related to individual and group experience.*

Objectives By Goal



STIMULATE IMAGINATION AND CREATIVITY

Creativity is defined as the generation of ideas or products that are both original and valuable. **Creativity** relies on **imagination**, the conscious representation of what is not immediately present to the senses.

The Library is committed to offering space and opportunities through a variety of mediums to stimulate imagination and creativity in all of our age demographics.

3D Printing programs will increase by 50% by end of 2020.

By the end of 2019, the Library will have recreated the Stay and Play Area at the South Branch.

By the end of 2020, the Library will have redesigned the Teen area of the South Branch to reflect an updated service model. This will include a Sound Booth.

The Library will continue to offer Senior programs that both exercise the mind and body. The Library will do a program/ service survey focused on Seniors once a year.

By the end of 2021, the Library will implement a variety of Passive programs throughout both branches.

Objectives By Goal



MAKE INFORMED DECISIONS: HEALTH, WEALTH AND OTHER LIFE CHOICES

While everyone knows that maintaining good Health and creating stable Wealth are important life choices, it can be difficult to set aside time to wade through all the information and then and make the correct choice. The Library feels it can provide up to date and relevant resources on the subjects, as well as organizing and hosting information sessions.

By the end of 2019, and for the next 3 years, the Library will have at least one periodical at each branch offering up to date consumer information.

The Library will continue to offer the community bulletin board for the public to access informational topics from local expert organizations.

Each year, the Collections Team will keep the Financial Informational collection up to date and relevant.

By the end of 2019, the Library will host information sessions on a variety of Health Topics, both Traditional and Holistic.

By the end of 2019, the Library will offer a variety of Life Skills Programs for all ages.

Objectives By Goal



UNDERSTAND HOW TO FIND, EVALUATE AND USE INFORMATION: INFORMATION FLUENCY

In this era of Fake News and the use of Social Media for news and references instead of traditional media and print sources, the Library is the perfect place to ensure patrons can still find correct, relevant and up-to-date news and information.

By the end of 2019, both Branches will have a stand alone reference computer designated for quick research searches exclusively.

All Library staff will be competent in the use of online data programs offered through NLLS.

Print Collections will reflect up-to-date relevant information, and an annual audit on Financial as well as all Medical resources will be performed.

By mid-2020, programs on Evaluating Digital Sources will be offered.

The Library will utilize all Social Media to promote reliable information sources throughout 2019-2021.