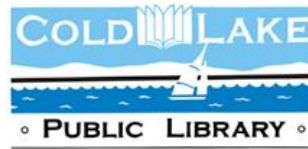


**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, Feb 24, 2020**  
**Program Room, South Branch**

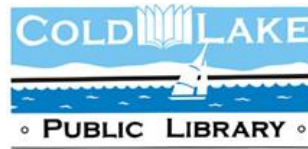
Present: Marie Manning, Acting Board Chair  
 Darren Robson, Board Secretary / Treasurer  
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)  
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)  
 Leslie Price, Library Director  
 Alysha Hudson, Board Member  
 Daryl Gilroy, Board Member

Absent with regret: Cynthia Sloychuk, Board Chair

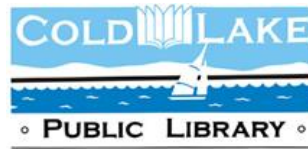
| <b>Agenda Item and Discussion</b>   | <b>Action</b> |
|---|---------------|
| <b>1.0 Call to Order</b><br>Meeting called to order by Board Chair at 4:31pm.   | N/A           |
| <b>2.0 Adoption of Agenda</b><br>Leslie asked for two New Business items to be added<br>8.4 Board Member Application<br>8.5 Board Letter – Safety Request to City<br><b>MOTION 2020-15</b><br>Moved by Ben that the agenda with two additions be adopted. Daryl seconded.   | Carried       |
| <b>3.0 Adoption of Minutes from previous meeting</b><br>Alysha noticed that the motion numbers still have 2019, instead of 2020. Darren will correct the typos before releasing the minutes.<br><b>MOTION 2020-16</b><br>Moved by Ben that the minutes of the Jan 2020 meeting with the motion numbers corrected to 2020 be adopted. Alysha seconded. | Carried       |
| <b>4.0 Correspondence</b>   | N/A           |
| <b>4.1</b> None.  | N/A           |
| <b>5.0 Reports</b>  | N/A           |
| <b>5.1 Board Chair Report</b><br>Marie has been acting for Cynthia. Nothing to report this month.   | 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 2020. CNRL donated \$7500 to assist with furniture upgrades to the YA area. Tanya talked to Lac La Biche about their Sound Booth and learned it cost \$5500. Leslie is working on a Co-op Grant application to cover the Sound Booth and carpet replacement in the South Branch Children’s Area. Leslie has completed the CFEP Grant application and gathered letters of support from the City and MD. Leslie applied for a LAA member grant for \$500 to help cover transportation costs to the Jasper library conference. Library Staff volunteered at the Coat Check for the Diamonds and Studs Gala last weekend and collected \$138. The Man Shed has asked the library to be at the Aging and Health Forum at the end of March. The old computers are going back to NLLS to be scrubbed, and then returned to the library. As the Maker Space plan fell through, Alysha wonder if an APEGA member might be interested in volunteering and will bring it up at the Lakeland Branch AGM this week. With the ILL delivery model changing later this year, Vicky said it will be part of the next NLLS meeting, and feels NLLS will need an extra staff member and van for the extra deliveries. Leslie has put together a Year-End Report for 2019, and is looking for a statement from the Board. Darren will write up a statement.</p> <p><b>MOTION 2020-17</b></p> <p>The Library Director Report was approved by unanimous consent.</p> | Carried |
| <p><b>5.3 NLLS Rep Report</b></p> <p>No report this month.</p> <p><a href="https://www.nlls.ab.ca/document/library/23/category/1837">https://www.nlls.ab.ca/document/library/23/category/1837</a></p>  | None    |
| <p><b>5.4 Personnel Committee Report</b></p> <p>No report this month. The committee met and completed the Director’s year-end review.</p>  | None    |
| <p><b>5.5 Policy Committee Report</b></p> <p>No report this month.</p>   | None    |
| <p><b>5.6 Financial Committee Report</b></p> <p>No report this month.</p>  | None    |
| <p><b>6.0 Priority Items</b></p>   | N/A     |
| <p><b>6.1 None</b></p>   | None    |
| <p><b>7.0 Old Business</b></p>   | N/A     |



| Agenda Item and Discussion  | Action                      |
|---|-----------------------------|
| <p><b>7.1 Surplus Budget Tracking</b></p> <p>The South Branch painting is half complete, with the Children’s Area painted this month. The Adult side will happen shortly. After the painting is complete, the library will have around \$17K left in Surplus funds. Leslie has drafted the CFEP grant for the new lighting on the Children’s Area side. Electric Services is still honoring the old quote for \$13,600, of which the library would have to fund half. It was pointed out that the ceiling would still have to be painted as part of the lighting work. Leslie will update the CFEP Grant to include the ceiling painting as well, which should be about \$2000. The library portion of the grant work should be no more than \$8000, which would leave \$11K left of the Surplus funds. The Board will look at approving this funding next meeting. Darren will draft a letter to the City, similar to previous years, that outlines the library plan to spend Surplus funds this year. Item Open.</p>  | <p>Leslie</p> <p>Darren</p> |
| <p><b>8.0 New Business</b></p>  | <p>N/A</p>                  |
| <p><b>8.1 Inclusion and Diversity Statement</b></p> <p>After the library conference last year, one of the points added to the Plan of Service was to create an Inclusion and Diversity Statement for the library. The statement would be added with the Mission and Vision statements. Leslie had provided the Board some examples from the Canadian Library Association and various libraries. After reviewing them, the Board preferred the statement from the Vancouver Public Library.</p> <p>“It is the responsibility of Canadian public institutions, including libraries, to support a society that respects diversity and fosters social inclusion. Vancouver Public Library is responsible for working with its communities to create services that diverse communities identify as respectful, inclusive, and accessible.</p> <p>The library strives to deliver inclusive service, affirming the dignity of those they serve, regardless of heritage, education, beliefs, ethnicity, religion, gender, age, sexual orientation, gender identity, physical or mental health, physical or cognitive capabilities, or socio-economic status. Library staff acts to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs. (Adapted from the Canadian Library Association Statement on Diversity.)”</p> <p><b>MOTION 2020-18</b></p> <p>Vicky moves to adopt the Vancouver Public Library Inclusion and Diversity statement for the City of Cold Lake Library. Daryl seconded. All members voted in favour.</p> <p>The statement will be added to the Plan of Service next time it is revised. Item closed.</p> | <p>Carried</p>              |



| Agenda Item and Discussion  | Action  |
|---|---------|
| <p><b>8.2 South Branch Closure for Painting</b></p> <p>The South Branch has been able to stay open during painting thus far. However, there is some brick that must be sprayed and that will be more disruptive. Leslie would like to be able to close the Branch for one day while the spraying is done. Item closed.</p> <p><b>MOTION 2020-19</b></p> <p>Vicky moves to give the Library Director authority to close the South Branch for one day once the painters have selected a date for spraying. Daryl seconded. All members voted in favour.</p> | Carried |
| <p><b>8.3 Library Closure for Easter Monday</b></p> <p>Leslie is looking to close the library on Easter Monday. It is an unpaid closure for the Staff. She has kept track of stats at Christmas and Easter, and even though families are together over holidays, there are definitely less patrons at the library at those times. Item closed.</p> <p><b>MOTION 2020-20</b></p> <p>Daryl moves to close the North and South Branches on Easter Monday (13 April). Darren seconded. All members voted in favour.</p>                                       | Carried |
| <p><b>8.4 New Board Member Application</b></p> <p>Leslie had just received a Board Member application from the City for Suzanne Aessie. She is a teacher in Cold Lake, and has been involved with Battle of the Books. Item closed.</p> <p><b>MOTION 2020-21</b></p> <p>Alysha moves to accept Suzanne Aessie as a new member of the City of Cold Lake Library Board. Darren seconded. All members voted in favour.</p>   | Carried |
| <p><b>8.5 Board Letter – Safety Request to City</b></p> <p>Leslie provided the Board with a draft letter to the City outlining safety tripping concerns with the high-use mats at the library entrance, which is also the City staff back entrance. She voiced her concerns to City Safety staff a while ago, but it was not actioned at a higher level. Leslie would like the Board to approve the letter. The Board is in agreement that a letter is required. Darren will review the draft and finalize it in the next week. Item open.</p>            | Darren  |
| <p><b>9.0 Next Meeting, Mon Mar 30, 2019 at 4:30 PM at the South Branch</b></p>   | None    |
| <p><b>10.0 Meeting Adjourned at 5:45 pm</b></p>   | N/A     |

Board Chair or Delegate

Date

## Appendix 1 to CCLL Board Feb 2020 Meeting Minutes

### Director's Report

February 24<sup>th</sup>, 2020

#### Board Meeting

#### Programs

1. The Library did a soft launch of our Snowshoe lending in January, the response was overwhelmingly positive. The Library has received \$2500.00 from Enbridge to complete the purchases and implement entire program. There will be snowshoes for entire families to borrow.  
We are modeling this project after Cochrane's successful program.
2. Tanya will be visiting Lac La Biche this month to get more information and advice about Sound Booths.
3. Makerspace partnership fell through, the gentleman planning on doing has decided to move back to Europe.
4. We have started our Literacy Community Outreach by placing appropriate children's books in waiting rooms of local dentists, doctor's offices etc. This program is part of our Marketing plan.

#### Misc.

1. Painting has started in the Children's side of the South Branch. We were able to use staff to do the moving of furniture and books for this side.
2. Updated Hour Signage has been ordered for both Branches.
3. Trim on Carpet in Adult Side of South Branch is being replaces as it has become a tripping hazard.
4. We have been able to obtain Phenol free receipt paper for our staff and patrons.
5. Brackets have been obtained from pharmacy to hang needle receptacles in public washrooms

#### Staff

1. February Staff meeting was a PD session on Library Governance and Plan of Service review.

#### Administration

1. The new ILL Relais is a work in progress.... PLSB has given NLLS one password for all the Libraries in System and therefore this service has to be administered from headquarters. NLLS is hoping to get us back to the place where we can administer ourselves.

2. Co-op Grant will be applied for. We are applying for funds for the Sound Booth, and updated furniture in YA adult area as well as flooring.
3. Letter of Support - Cold Lake Public Library - 2020 Community Facility Enhancement Program (CFEP) Grant has been requested from Cold Lake Council and MD council. The funding is for the upgraded lighting in Children's Side in the South.
4. Most of the new computers ( 11) are purchased and operating. We will get the rest on the next bulk buy at NLLS.
5. Our Circulation System has been upgraded to Polaris 6.4.

**2020 City of Cold Lake Library Program Numbers and Stats**

| PofS  | Programs               | January | February | March | April | May | June | July | August | September | October | November | December | Totals |
|-------|------------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------|
| ABCDE | Baby Rhyme Time        | 56      |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCD  | Toddler Arts/ Craft    | 11      |          |       |       |     |      |      |        |           |         |          |          |        |
| AC    | Adult Book Club        | 6       |          |       |       |     |      |      |        |           |         |          |          |        |
| AC    | Ladies Night Out       | 8       |          |       |       |     |      |      |        |           |         |          |          |        |
| AC    | Cook Book Club         | 6       |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCDE | Early Reader Book Club | 2       |          |       |       |     |      |      |        |           |         |          |          |        |
| ABC   | Manga/Anime            | 0 *     |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCDE | School Visits          | 0       |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCDE | Life Skill Class       | 25      |          |       |       |     |      |      |        |           |         |          |          |        |
| C     | Puzzles                | 12      |          |       |       |     |      |      |        |           |         |          |          |        |
| ADE   | C. Oaths               | 5       |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCDE | Festival of Words      | 292     |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCDE | all ages storytime     | 34      |          |       |       |     |      |      |        |           |         |          |          |        |
| ACE   | Stitch and Chat        | 21      |          |       |       |     |      |      |        |           |         |          |          |        |
| ACDE  | Toastmasters           | 26      |          |       |       |     |      |      |        |           |         |          |          |        |
| ACED  | Seniors                | 39      |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCDE | Popup                  | 59      |          |       |       |     |      |      |        |           |         |          |          |        |
| ABC   | Parades                | 0       |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCDE | Battle of the Books    | 0       |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCDE | Comm. Reg. Day         | 0       |          |       |       |     |      |      |        |           |         |          |          |        |
| ABCDE | Guides/Clubs           | 25      |          |       |       |     |      |      |        |           |         |          |          |        |
| ACDE  | Yoga Pass              | 2       |          |       |       |     |      |      |        |           |         |          |          |        |
| ABC   | Winter Reading Program | 40      |          |       |       |     |      |      |        |           |         |          |          |        |
| CDE   | Evening Knitting North | 16      |          |       |       |     |      |      |        |           |         |          |          |        |

**Plan of Service (PofS):** Diversity A, Young Readers B, Imagination C, Informed Decisions D, Use/Find Info E

\* Library Closed

