

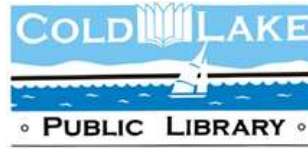


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Sep 28, 2020
Via Zoom

Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Vice 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
 Tanya Boudreau, Assistant Library Director
 Alysha Hudson, Board Member
 Suzanne Aessie, Board Member

Absent with regret: None

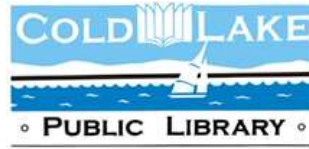
Agenda Item and Discussion	Action
1.0 Call to Order The meeting was called to order by Board Chair at 4:32pm.	N/A
2.0 Adoption of Agenda Cynthia wanted to add the NLLS Plan of Service questionnaire under Item 5.3 for group discussion. MOTION 2020-55 Moved by Marie that the agenda as presented with the one addition be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2020-56 Moved by Suzanne that the minutes of the 24 Aug 2020 meeting as presented be adopted.	Carried
4.0 Correspondence	N/A
4.1 Letter from the City declining the library's request to waive the fee for one transit bench advert. Darren reported that the library will take advantage of the yearly discount provided by City for next year.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month. Cynthia is kept up with Board activities over the last month while continuing to recover from heart surgery.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report</p> <p>The Library Director Report for this Sept meeting is attached as Appendix 1. Leslie passed on that Fire Dept provided a lock box for keys in case of an emergency/ The City will install one at the South Branch. The library has contacted the Seniors to have one installed at the North Branch.</p> <p>MOTION 2020-57</p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>NLLS is looking for a new Executive Director, and also have a request of service out as NLLS is looking for an organizational review. NLLS will be meeting with the new Minister in the next week. NLLS is looking to complete their Plan of Service update. Cynthia reviewed the PoS questionnaire with the Board as the deadline is 30 Sep.</p> <ul style="list-style-type: none"> • Doing well: maintaining courier service, book allotment, and good COVID response • Improve: more visibility at library events, updated service agreement, creation of MOU between NLLS and member libraries • Trustee training: better board orientation, although it looks like ALTA may be trying to improve as well due to fee increase • SWOT: Cynthia asked Board to consider after meeting and send ideas back to NLLS before Wed • COVID: improve communications with closed locations that have little remote access, more online training, good help with masks 	None
<p>5.4 Personnel Committee Report</p> <p>No report this month. Will be meeting in Nov for yearly staff review</p>	None
<p>5.5 Policy Committee Report</p> <p>No report this month.</p>	None
<p>5.6 Financial Committee Report</p> <p>The Library Financial Committee report for Sep is attached as Appendix 2. The library received its audited statement from the City. The committee met twice and will provide the Board with a 2021 expenses recommendation. As a result of closures and cancelled training, the library is looking at a surplus of almost \$50,000 for 2020.</p> <p>MOTION 2020-58</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	N/A



Agenda Item and Discussion	Action
<p>6.1 2019 Audited Financial Statement</p> <p>The agenda has a typo – this statement is for 2019, not 2020. Darren had sent out the audited statement of the library 2019 finances before the meeting, and it is attached as Appendix 3 to the meeting minutes. There are no surprises in the statement, and it matches the end of year financial reports from the City staff. Item closed.</p> <p>MOTION 2020-59</p> <p>Darren moved to accept the City of Cold Lake Library 2019 Audited Financial Statement as presented. Alysha seconded. All members voted in favour.</p>	Carried
<p>6.2 2021 Library Budget</p> <p>Darren provided a summary of the proposed 2021 expenses, which amount to a 1.2% increase from 2020. While the Financial Committee had not completed the proposed 2021 revenue review yet, both Vicky and Ben questioned a possible request for increased local government funding when the library will have such a large surplus at the end of 2020. Note: Suzanne had to leave the meeting at this point. Cynthia questions the large increase in ALTA fees for 2020, and feels any training benefits are duplicated through ALS and NLLS. ALTA is saying there will be more training with the fee increase. Alysha has felt that ALTA training has been worthwhile.</p> <p>MOTION 2020-60</p> <p>Darren moved to not renew the library ALTA membership for 2021. Marie seconds. Four members voted in favour (Cynthia, Marie, Darren, Vicky), and two against (Alysa, Ben).</p> <p>MOTION 2020-61</p> <p>Darren moved to approve a 1.2% increase in City of Cold Lake Library expenses for 2021. Ben seconded. All members voted in favour.</p> <p>The Board recommends that the Financial Committee looks at applying the 2020 surplus as revenue for the 2021 budget. Leslie had a concern about grants that she will pass on to the committee as well. Item open.</p>	Carried Carried Financial
<p>7.0 Old Business</p>	N/A
<p>7.1 Surplus Budget Tracking</p> <p>During budget deliberations, Leslie requested funding for a new Circulation Desk at the North Branch. Darren suggested using current surplus from 2020 to fund the new desk. Leslie had two quotes: one from a local carpenter for \$5000 and one from a library equipment provider for close to \$9000. Alysha wondered how firm the quote was, as it looks to be lacking detail. Leslie said the quote is only two weeks old, and there is</p>	



Agenda Item and Discussion	Action
<p>a complete design that was not attached to quote. Item open.</p> <p>MOTION 2020-62</p> <p>Darren moved that 2020 surplus funds be committed to fund the North Branch Circulation Desk purchase for \$5000. Alysha seconded. All members voted in favour.</p>	Carried
<p>8.0 New Business</p>	N/A
<p>8.1 NLLS MOU for 2021</p> <p>NLLS had provided new Indigenous Services MOUs to complete 2020 (Oct to Dec) and for 2021, which are attached to the meeting minutes as Appendix 4. The wording is very similar to the current MOU and NLLS is increasing library funding for 2021 to \$22,000. Item closed.</p> <p>MOTION 2020-63</p> <p>Vicky moved to accept the 2021 MOU for Indigenous Services between NLLS and the City of Cold Lake Library. Ben seconded. All members voted in favour.</p> <p>MOTION 2020-64</p> <p>Ben moves to accept the Oct-Dec 2020 MOU for Indigenous Services between NLLS and the City of Cold Lake Library. Ben seconded. All members voted in favour.</p>	<p>Carried</p> <p>Carried</p>
<p>8.2 COVID Rapid Response Plan</p> <p>Leslie had provided the Board with a COVID Rapid Response Plan to review before the meeting, as it is attached to the minutes as Appendix 5. It is quite detailed and covers scenarios for a Symptomatic Person at Work and a Staff Member Testing Positive. This is not a policy, so the Board is just providing recommendations to Leslie. There was no scenario for when a staff member has a member of their household home with symptoms. There was some surprise that the library would have to close for 14 days if one Staff member tested positive. It is not mandatory for the library staff to wear masks, so this is one reason for the long closure. As the meeting was already going past 6PM, Cynthia tabled discussion on this plan for next meeting. Item open.</p>	None
<p>9.0 Next Meeting, Mon Oct 26, 2020 at 4:30 PM via Zoom.</p>	N/A
<p>10.0 Meeting Adjourned at 6:08 pm</p>	N/A

D. M. [Signature]

28 Oct 2020

Board Chair or Delegate

Date