



Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Oct 26, 2020
Via Zoom

Present: Cynthia Sloychuk, Board Chair
 Darren Robson, Board Secretary / Treasurer
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
 Tanya Boudreau, Assistant Library Director
 Alysha Hudson, Board Member
 Suzanne Aessie, Board Member

Absent with regret: Marie Manning, Vice Board Chair
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
 Leslie Price, Library Director

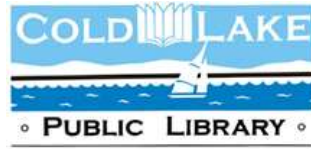
Agenda Item and Discussion	Action
1.0 Call to Order The meeting was called to order by Board Chair at 4:33pm.	N/A
2.0 Adoption of Agenda MOTION 2020-65 Moved by Alysha that the agenda as presented be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2020-66 Moved by Suzanne that the minutes of the 28 Sep 2020 meeting as presented be adopted.	Carried
4.0 Correspondence	N/A
4.1 None.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month. Cynthia purchased a gift basket for Leslie. Board members can contribute about \$10 towards the gift. Leslie is on short-term disability until the end of Nov.	None
5.2 Library Director Report The Library Director Report for this Oct meeting is attached as Appendix 1. Tanya is continuing to fill in for Leslie. The library is waiting to hear back from Points West on when Books on Wheels can resume. The name of Tanya's podcast is TracPac Road Trip.	



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<p>MOTION 2020-67 The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report NLLS just had executive meeting. They have a list of applicants for Executive Director, and are starting to conduct interviews. Also, NLLS is reviewing two final applicants for the Public Services position. NLLS is continuing work on the Plan of Service in preparation for review and approval at the Nov meeting. Updating service agreements will be part of the Plan. NLLS received lots of good feedback from the survey.</p>	None
<p>5.4 Personnel Committee Report No report this month. At this time, the committee would normally start preparing to evaluate the Director. Cynthia is planning to delay that review for at least a month to allow Leslie time to return to work.</p>	None
<p>5.5 Policy Committee Report No report this month. The committee will be looking at the Bereavement leave policy. It currently says staff are entitled to 5 days after the loss of any family member. Cynthia is suggesting a two tier approach. After the loss of a spouse or child, staff would be entitled to 10 days off. For any other family member, the policy would stay the same at 5 days off.</p>	None
<p>5.6 Financial Committee Report The Library Financial Committee report for Oct is attached as Appendix 2. The committee has proposed a 2021 budget for the Board to review that includes carrying over \$30,000 in 2020 surplus funds. As a result of closures and cancelled training, the library is looking at a surplus of almost \$45,000 for 2020.</p> <p>MOTION 2020-68 The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	N/A
<p>6.1 2021 Library Budget Darren provided a copy of the proposed 2021 City of Cold Lake Library budget, which is attached to the meeting minutes as Appendix 3. Expenses remain the same as discussed last meeting for a total of \$672,171, which is a 1.2% increase from 2020. On the Revenue side, the committee added \$30,000 of 2020 surplus, which means no increase in funding from the City or MD is required to balance the budget in 2021.</p> <p>MOTION 2020-69 Darren moved to accept the City of Cold Lake Library 2021 budget as presented. Alysha seconded. All members voted in favour.</p>	Carried



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Darren will work with Tanya to complete a budget presentation for City council in mid Nov. Item closed.	Financial
7.0 Old Business	N/A
<p>7.1 Surplus Budget Tracking</p> <p>The library received an e-mail from the province saying the CFEP Grant had been approved. The Board committed \$8800 in library surplus funds to cover half the cost. Tanya can get in touch with Electric Services and tell them the project to replace lighting in the Children`s Area of the South Branch can now proceed. This finally uses up the City surplus funds that the library had for years, and uses about \$2500 of 2020 Surplus as well (Motion 2020-044 from May Board meeting).</p> <p>Leslie has been hoping to replace the flooring in the small room across from the North Branch circulation desk. As there looks to be further 2020 Surplus funds, Darren suggested that Tanya start looking into flooring options and collect quotes for consideration at the next Board meeting.</p> <p>Item open.</p>	None
8.0 New Business	N/A
<p>8.1 Mask Procedure Discussion</p> <p>During the last meeting, discussions on the proposed COVID Rapid Response Plan were started, but clarification on mask use at the library was required. Tanya contacted libraries in the NLLS region, and asked for current mask procedures. The Board was provided with a summary of her findings before the meeting. Cynthia felt that the response from Vermillion Public Library, including a Hazard Assessment tool, was the best approach for the library to consider. The Board felt a policy was not required: just a clear procedure and assessment tool checklist for the Staff to follow. The Board also discussed whether further guidelines were required for patrons in the library. The Board felt that further signage for patrons was best, which would continue to encourage use of masks in the library.</p> <p>MOTION 2020-70</p> <p>Alysha moved to recommend the Library Director adopt PPE guidelines and a hazard assessment tool similar to the Vermillion Public Library with an addition to the assessment tool stating that Staff maintain 6 feet of separation form patrons if the patron is not wearing a mask. Suzanne seconded. All members voted in favour.</p> <p>Tanya will create a hazard assessment tool for library staff. Item closed.</p>	<p>Carried</p> <p>Tanya</p>



Agenda Item and Discussion	Action
9.0 Next Meeting, Mon Nov 30, 2020 at 4:30 PM via Zoom. Board members are encouraged to think of Board recruitment ideas for the next meeting.	N/A
10.0 Meeting Adjourned at 5:28 pm	N/A

Board Chair or Delegate

Date