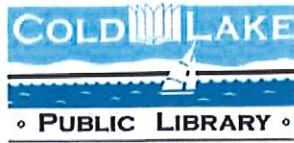


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, June 24, 2019
Program Room, South Branch

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
 Leah Woodford, Board Member

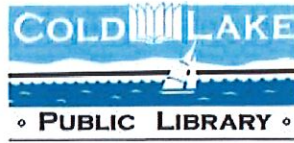
Absent with regret: Ben Fadeyiw, MD of Bonnyville Representative

Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:30pm.	N/A
2.0 Adoption of Agenda MOTION 2019-040 Moved by Emily that the agenda be adopted.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2019-041 Moved by Jeanette that the minutes of the May 2019 meeting be adopted.	Carried
4.0 Correspondence	N/A
4.1 E-mail from Darren to Cynthia on 3 June 2019. Cynthia had recommended to the Board that the volunteer application from Leah Woodford be accepted. The voting was done electronically, and the motion captured in the e-mail, dated 3 June. MOTION 2019-039 Cynthia moved to accept Leah Woodford as a new member for the CLPL Board. Darren seconded. All members electronically voted in favour.	Carried
4.2 Letter from MD confirming that Councillor Ben Fadeyiw was appointed by council to be on the City of Cold Lake Library Board.	N/A

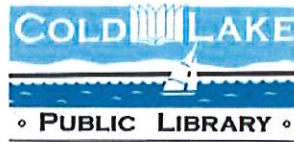


Agenda Item and Discussion	Action
4.3 Letter from City confirming the removal of Calvin Rideout from the Board. Cynthia received a response from Calvin saying he had not received notice of meeting times, but he was sent every agenda. She does plan to write him a short response back.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month. Cynthia reminded Board members that it is your responsibility to remember meetings without reminders (other than agenda).	N/A
5.2 Library Director Report The Library Director Report for June is attached as Appendix 1, and includes the statistics for May. MOTION 2019-042 The Library Director Report was approved by unanimous consent. Leslie passed on that the library janitor will be returning to school, so she will be advertising for the job vacancy. Cenovus selected the library as one of four charities at their booth during the Bonnyville Oil & Gas Show. Leslie received a donation from them for \$865.	Carried
5.3 NLLS Rep Report The NLLS Board and Executive meeting minutes can be found on the NLLS site. https://www.nlls.ab.ca/document/library/23/category/1837 NLLS is trying to organize a FOIP workshop. NLLS has hired four new staff with Masters of Library and Information (MLI) degrees. NLLS continues to work on advocacy with the province, as there are concerns Alberta may follow Ontario and pull back library funding. NLLS is trying to help small libraries with funding as provincial grants will be delayed until fall.	None
5.4 Friends of the Library Report The Friends has a balance of \$1037 in the chequing account. Marilyn is back home from the hospital so Marie will try to obtain her signature to close the bank account and dissolve the Friends.	None
5.5 Personnel Committee Report No report this month. The committee will continue to look for new Board Members. Cynthia would like 10 members. We are currently at 8 with Emily leaving, and Leah and Ben joining.	None

Agenda Item and Discussion	Action
<p>5.6 Policy Committee Report</p> <p>The committee has been working hard and has five policies and the bylaws for review later in the meeting.</p>	None
<p>5.7 Financial Committee Report</p> <p>The Library Financial Report for June is attached as Appendix 2.</p> <p>MOTION 2019-043</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
6.0 Priority Items	
<p>6.1 City of Cold Lake Library Board Bylaws</p> <p>Leslie sent in the changes to Schedule C after the last Board meeting, and promptly received a response from Ken Allen at PLSB saying many sections of our Bylaws do not belong. Sections 6 (Fiscal Year), 7 (Library Board), 8 (FOIP) and 9 (Amendments) were deleted and the Board name changed from Cold Lake Public Library Board to City of Cold Lake Library Board. The Board reviewed the updated bylaws and noted one name change missed in Schedule C, and the reading dates should be 2019 not 2018. The third date will be 26 Aug. Item open.</p> <p>MOTION 2019-044</p> <p>Vicky moved to pass the first reading of the City of Cold Lake Library Board Bylaws as presented with the two corrections as noted. Emily seconded. All members voted in favour.</p> <p>MOTION 2019-045</p> <p>Marie moved to pass the second reading of the City of Cold Lake Library Board Bylaws as presented with the two corrections as noted. Daryl seconded. All members voted in favour.</p>	<p>Carried</p> <p>Carried</p>
<p>6.2 Policies</p> <p>Leslie has created / updated policies pertaining to staff Health and Safety. There was a recent incident with a patron urinating in a chair, so she has made sure they have training and supplies to deal with such an incident, but now needs the policies approved. Vicky mentioned that one of the discussion at the recent library conference said that staff job descriptions should mention the staff will need to deal with difficult patrons.</p> <p>Policy 3070 – Health and Safety</p> <p>The library name needs to be changed to City of Cold Lake Library. Emily was wondering about linking any other Health and Safety related policy back to this one. Leslie pointed out that the all the 3000 series policies are related to Health and Safety and the policy binder index lists them all.</p>	



Agenda Item and Discussion	Action
<p>MOTION 2019-046</p> <p>Vicky moved that Policy 3070, Health and Safety, as presented with the library name changed, be accepted by the Board. Jeanette seconded. All members voted in favour.</p>	Carried
<p>Policy 3072 – Health and Safety Orientation</p> <p>The library name needs to be changed to City of Cold Lake Library.</p>	
<p>MOTION 2019-047</p> <p>Emily moved that Policy 3072, Health and Safety Orientation, as presented with the library name changed, be accepted by the Board. Daryl seconded. All members voted in favour.</p>	Carried
<p>Policy 3073 – Workplace Inspections</p> <p>The library name needs to be changed to City of Cold Lake Library. Vicky thought the Health and Safety Act reference should be hyperlinked to ensure the reader is taken to the most up to date version of the act. The last sentence should start with The City of Cold Lake Library, not just The Library.</p>	
<p>MOTION 2019-048</p> <p>Vicky moved that Policy 3073, Workplace Inspections, as presented with the above three changes, be accepted by the Board. Jeanette seconded. All members voted in favour.</p>	Carried
<p>Policy 3075 - Environmental and Bodily Fluid Response (Routine Practices)</p> <p>To start Para 4(d), the sentence should read “Used and unused needles ...” instead of just Unused.</p>	
<p>MOTION 2019-049</p> <p>Marie moved that Policy 3075 - Environmental and Bodily Fluid Response (Routine Practices), as presented with the one sentence change, be accepted by the Board. Emily seconded. All members voted in favour.</p>	Carried
<p>Policy 6080 – Emergency Planning and Disaster Recovery</p> <p>Upon reading, it was noticed that quite a few changes were required, so the Policy Committee will review before the next meeting.</p> <p>The approved policies are attached to the meeting minutes as Appendix 3. Item closed.</p>	Policy
<p>7.0 Old Business</p>	N/A
<p>7.1 Surplus Budget Tracking</p> <p>The project to provide power to the outdoor stage is complete. The library CFEP grant application is under review as Leslie has been contacted with</p>	None



Agenda Item and Discussion	Action
questions. Leslie is looking purchase an additional staff computer and monitor this year, which shouldn't be more than \$1000. The library currently has \$16,000 in Surplus that has not been committed. Item open.	
7.2 Fundraising Priorities As discussed during the Financial Committee report, the committee will work with Leslie to write up short project descriptions for the Benevity website for The Discovery Zone, the Sound Booth, and Life Skills Forums. Item open.	Financial
7.3 Board MD Representative The MD of Bonnyville has appointed Councillor Ben Fadeyiw to the City of Cold Lake Library Board. Item closed.	None
8.0 New Business	N/A
8.1 Extra Staff Computer As discussed under Surplus Budget Tracking, Leslie is looking to purchase an additional staff computer and monitor. MOTION 2019-050 Darren moved to approve up to \$1000 of surplus funding for purchase of an additional staff computer and monitor. Daryl seconded. All members voted in favour.	Carried
9.0 Next Meeting Monday August 26, 2019 at 4:30 PM at the South Branch	None
10.0 Meeting Adjourned at 5:40 pm	N/A

Board Chair or Delegate

Date