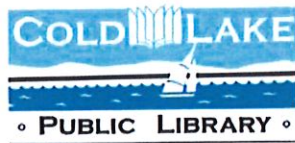


**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, Sep 30, 2019**  
**Program Room, South Branch**

Present: Cynthia Sloychuk, Board Chair  
Marie Manning, Board Vice-Chair  
Darren Robson, Board Secretary / Treasurer  
Councillor Vicky Lefebvre, City of Cold Lake Representative  
Ben Fadeyi, MD of Bonnyville Representative  
Leslie Price, Library Director  
Jeannette Hatta, Board Member

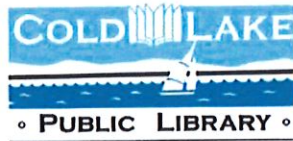
Absent with regret: Leah Woodford, Board Member  
Daryl Gilroy, Board Member

Agenda Item and Discussion	Action
<b>1.0 Call to Order</b> Meeting called to order by Board Chair at 4:31pm.	N/A
<b>2.0 Adoption of Agenda</b> Cynthia wished to add Item 8.3, New Board Member. <b>MOTION 2019-058</b> Moved by Ben that the agenda be adopted with one addition.	Carried
<b>3.0 Adoption of Minutes from previous meeting</b> <b>MOTION 2019-059</b> Moved by Ben that the minutes of the Aug 2019 meeting be adopted.	Carried
<b>4.0 Correspondence</b>	N/A
<b>4.1 None</b>	N/A
<b>5.0 Reports</b>	N/A
<b>5.1 Board Chair Report</b> Cynthia will need to step down as Board Chair for the rest of the year for medical reasons. Marie, as Board Vice-Chair, will take over Chair duties.	None
<b>5.2 Library Director Report</b> The Library Director Report for Sep is attached as Appendix 1, and includes the statistics for Aug. <b>MOTION 2019-060</b> The Library Director Report was approved by unanimous consent.	Carried

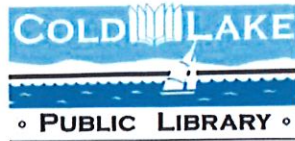


Agenda Item and Discussion	Action
<p>Leslie reported the Mosaic of Cultures was well attended on the weekend and she has received lots of positive feedback. The Lakeland Multicultural Association has already asked the library to help run the event again next year. The Indigenous Services representative from PLSB attended the event and said the feeling in their department is that government funding should be good this year, but could still be cut next year or the year after.</p>	
<p><b>5.3 NLLS Rep Report</b>            With the Yellowhead Regional system, the NLLS executive met with MLA, Mr Glenn van Dijken, to discuss how the rural Alberta population uses libraries. Vicky shows the Board the statistics pictorial that was presented at the meeting. Mr van Dijken wanted to know how libraries save them government money, and how red tape can be reduced.  <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 Friends of the Library Report</b>            Marie was able to collect the required signatures from Marilyn. The paperwork to dissolve the Friends has been sent to Alberta Registries and should all be taken care of by the end of the year.</p>	None
<p><b>5.5 Personnel Committee Report</b>            No report this month.</p>	None
<p><b>5.6 Policy Committee Report</b>            No report this month.</p>	None
<p><b>5.7 Financial Committee Report</b>            The Library Financial Report for Sep is attached as Appendix 2.  <b>MOTION 2019-061</b>            The Financial Committee Report was approved by unanimous consent. Darren and Cynthia provided a summary for the proposed 3% increase in expenses for the 2020 budget. The committee is looking to increase opening hours, provide staff with a 3.4% increase in salaries, and increase the starting salary of the Clerks to \$16 (from \$15). The Clerks have duties that justify compensation higher than minimum wage, and this brings their salary more in line with other surveyed libraries. The Plan of Service identified some expenses for next year that are also included in the expense increase. Darren also outlined how NLLS requires all computers to migrate to Windows 10 next year, and many of the library's computers are too old and must be upgraded. Ben asked if the library had ever looked into leasing, but Leslie says the only way to have the required</p>	Carried





Agenda Item and Discussion	Action
software installed (eg. Polaris) is to but the computers through NLLS. More discussion followed, but will be summarized under Item 8.1.	
<b>6.0 Priority Items</b>	N/A
<b>6.1 None</b>	N/A
<b>7.0 Old Business</b>	N/A
<b>7.1 Surplus Budget Tracking</b> The library CFEP grant funding has not arrived yet, but Leslie expects it to arrive by November. Work on the South Branch will commence once the grant arrives. Item open.	None
<b>7.2 Fundraising Priorities</b> All the Benevity projects are now written up expect the Sound Booth for the Teen Area. Vicky was wondering about approaching an organization in Bonnyville who specializes in raising funds for children with special needs. Ben thinks they are called Rednecks with a Cause. Item closed. <a href="http://redneckswithacause.com/about/">http://redneckswithacause.com/about/</a>	None
<b>7.3 Provincial Funding – Letter</b> Cynthia and Leah will continue to work on a letter to the local MLA. Leslie says that patrons have been leaving their own positive stories to be included. Item open.	Board Chair
<b>8.0 New Business</b>	N/A
<b>8.1 2020 Budget Discussions</b> The budget discussions carried on from the previous discussion under the Financial Committee Report. Although the Financial Committee has not finished going through possible 2020 funding increases for next year, the MD has already asked for an update on expected MD funding for 2020 by the end of the week. Darren had looked at some funding increases through e-mails with the committee. The library is expecting a \$2000 decrease in funding from the province due to reported population decrease in the MD. Darren is looking at a \$5000 increase for the MD (to \$21.05 per capita), a \$9900 increase for the City (to \$28.18 per capita), and a \$5000 increase in donations/fundraising. The increase for the City did not included the additional \$5000 to fund memberships. Cynthia and Darren wondered about the MD funding a portion of the membership funding, \$2000 for the MD and \$3000 for the City. Including the membership funding, that would be a total of \$79,758.70 for the MD for 2020, and a total of \$446,440.48 for the City. Ben seem optimistic that the MD council would be able to fund that increase. Vicky said she was happy to bringing the	



Agenda Item and Discussion	Action
<p>increased funding request to council, knowing that the increase in expenses is due to a Clerk salary increase and longer opening hours.</p> <p><b>MOTION 2019-062</b></p> <p>Darren moved that the Board approve an increase in library expenses of 3% for the 2020 budget. Ben seconded. All members voted in favour.</p> <p>Darren will send an e-mail to Cynthia and Leslie outlining the requested increase in MD library funding for the 2020 budget that she will then pass on the MD. The Financial Committee will meet again to formalize the 2020 budget for next meeting. Item open.</p>	<p>Carried</p> <p>Treasurer Fin Comm</p>
<p><b>8.2 Plan of Service – Progress Review</b></p> <p>The Board reviewed the five goals of the library over the next three years, and Leslie provided an update on almost all of them. Darren will write up a separate tracking summary, and ask Leslie to fill in any missing details. The tracking summary will make it easier to review the same goals next year. Item closed.</p>	<p>Secretary Director</p>
<p><b>8.3 New Board Member</b></p> <p>The City just forwarded an application for the Library Board from Alysha Hudson. Cynthia read through the application for the Board.</p> <p><b>MOTION 2019-063</b></p> <p>Marie moved to accept Alysha Hudson as a new member of the City of Cold Lake Library Board. Vicky seconded. All members voted in favour. Item closed.</p>	<p>Carried</p>
<p><b>9.0 Next Meeting</b></p> <p><b>Monday Oct 28, 2019 at 4:30 PM at the South Branch</b></p>	<p>None</p>
<p><b>10.0 Meeting Adjourned at 6:04 pm</b></p>	<p>N/A</p>

Board Chair or Delegate

Date