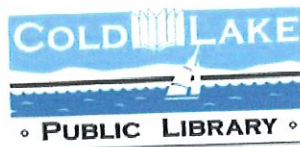


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Oct 28, 2019
Program Room, South Branch

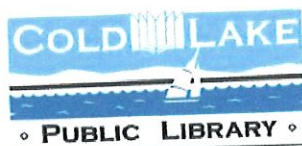
Present: Marie Manning, Acting Board Chair
Darren Robson, Board Secretary / Treasurer
Cynthia Sloychuk, Board Member
Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
Leslie Price, Library Director
Jeannette Hatta, Board Member
Alysha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

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

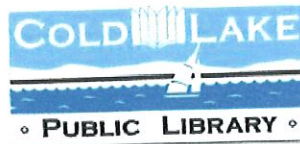
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:30pm.	N/A
2.0 Adoption of Agenda Cynthia wished to add Item 8.4, Board Member – Possible Conflict of Interest. MOTION 2019-064 Moved by Ben that the agenda be adopted with one addition.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2019-065 Moved by Jeanette that the minutes of the Sep 2019 meeting be adopted.	Carried
4.0 Correspondence	N/A
4.1 Leslie received letters from the City to re-appoint Cynthia, Darren and Vicky to new terms on the Board. The City also appointed Councillor Bob Buckle as a second to Vicky.	N/A
4.2 On behalf of the Board, Leslie submitted a letter to MD Council requesting funding to replace all of the old computers.	N/A
5.0 Reports	N/A
5.1 Board Chair Report No report this month.	None



Agenda Item and Discussion	Action
<p>5.2 Library Director Report The Library Director Report for Oct is attached as Appendix 1, and includes the statistics for Sep.</p> <p>MOTION 2019-066 The Library Director Report was approved by unanimous consent. The library has put in a request to run the coat check at the City Duelling Pianos even on 14 Dec. The library did this last year and raised about \$300. Leslie received a message from PLSB that the remainder of the 2019 provincial funding will be released shortly.</p>	Carried
<p>5.3 NLLS Rep Report The NLLS executive had a meeting on 21 Oct. NLLS is looking at providing funding to some small libraries if provincial funding is delayed. NLLS will be completing a best practice guide for indigenous services. NLLS will use Zoom video conferencing. The executive will review the roles of its trustees and its code of conduct. Vicky attended a Sixties Scoop session and found it very informative. She would like to bring the session to an upcoming conference.</p> <p>https://www.nlls.ab.ca/document/library/23/category/1837</p>	None
<p>5.4 Friends of the Library Report No report this month. The library is still waiting for paperwork to return from the province. Cynthia recommend this report be removed from the agenda.</p>	None
<p>5.5 Personnel Committee Report No report this month. Only Cynthia and Marie are left on the committee now with Emily gone, and they are looking for a new member. The committee will still complete the Director's year-end review.</p>	None
<p>5.6 Policy Committee Report No report this month. Only Cynthia and Vicky are left on the committee now, and they are looking for a new member.</p>	None
<p>5.7 Financial Committee Report The Library Financial Report for Oct is attached as Appendix 2. Leslie did contact Rednecks with a Cause to enquire about raising funds for children with special needs, but has not heard back yet.</p> <p>MOTION 2019-067 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 2020 Library Budget – Discussion and Approval</p> <p>Darren had provided the proposed budget as part of the Financial Committee Report last week, and the budget is attached to the meeting minutes as Appendix 3. The Expenses are slightly less than discussed at last Board meeting, and are a 2.7% increase over 2019. The requested funding from the MD of Bonnyville and the City of Cold Lake remains the same as discussed at the last Board meeting. Donations are increased to \$11,000 and Fundraising is increased slightly to \$6500. The library will continue to watch for possible grant opportunities. Vicky and Leslie just learned that the provincial STEP program, used to assist with hiring summer students, has been cancelled. However, there is still a similar federal program and the grant offered by the Metis Association of Alberta. The proposed total Revenue for the 2020 Budget is \$679,573, which results in a small planned Surplus of \$234.</p> <p>MOTION 2019-068</p> <p>Cynthia moved to accept the 2020 City of Cold Lake Library Budget as presented. Jeanette seconded. All members voted in favour.</p> <p>The library will present the budget to City Council on 12 Nov, and Leslie will need to pass the completed presentation to City staff a week in advance. Item closed.</p>	Carried
7.0 Old Business	N/A
<p>7.1 Surplus Budget Tracking</p> <p>No updates this month. Item open.</p>	None
<p>7.2 Provincial Funding – Letter</p> <p>Leslie did put together a letter and sent it to the province. The Board passes on their thanks. Item closed.</p>	None
8.0 New Business	N/A
<p>8.1 North Branch Closure – 7 Dec</p> <p>In order to allow full staff participation at the Library Christmas Party at the South Branch on 7 Dec, Leslie is looking to close the North Branch for the day. Item closed.</p> <p>MOTION 2019-069</p> <p>Cynthia moved to close the North Branch on 7 Dec. Ben seconded. All members voted in favour.</p>	Carried
<p>8.2 Library Christmas Hours</p> <p>Leslie discussed Christmas hours with the staff and they would like to close early at 2PM on 24 Dec, close on 25-26 Dec, open for 27-31 Dec</p>	



Agenda Item and Discussion	Action
<p>with regular hours and close on 1 Jan. The only day with non-regular hours and not a stat holiday is 24 Dec. Item closed.</p> <p>MOTION 2019-070</p> <p>Cynthia moved to close both Branches at 2PM on 24 Dec, and the remainder of the Christmas break will have regular hours. Jeanette seconded. All members voted in favour.</p>	Carried
<p>8.3 Staff Christmas Bonus</p> <p>In the past few years, the Board has passed a motion to provide the Staff with \$50 gift cards from local businesses as a Christmas Bonus. There are currently 15 staff, so that would come to a total of \$750. It was suggested the amount could be increased to \$75 each. After some discussion, the Board decided to keep the amount at \$50 each. Item closed.</p> <p>MOTION 2019-071</p> <p>Vicky moved to purchase 15 \$50 gift cards for the library staff for a total of \$750. Cynthia seconded. All members voted in favour.</p>	Carried
<p>8.4 Board Member – Possible Conflict of Interest</p> <p>Leah Woodford recently became the new Bonnyville Library Director, and she had approached the Board Chair about remaining on the City of Cold Lake Library Board. During Board discussions, some concerns arose about Leah remaining an employer of the City of Cold Lake Library Director, as she is now a peer. It was also pointed out that competing for local funds could lead to uncomfortable positions for both directors.</p> <p>MOTION 2019-072</p> <p>Ben moved that due to the complexities and potential conflicts that may arise with one Library Director being the employer of another Library Director within the Lakeland, Leah Woodford be asked to resign from her position on the City of Cold Lake Library Board. Cynthia seconded. All members voted in favour.</p> <p>Cynthia will communicate the Board's decision to Leah, and ask her to submit a Board resignation letter to the City. Item open.</p>	<p>Carried</p> <p>Cynthia</p>
<p>9.0 Next Meeting</p> <p>Monday Nov 25, 2019 at 4:30 PM at the South Branch</p>	None
<p>10.0 Meeting Adjourned at 6:00 pm</p>	N/A

Board Chair or Delegate

Date

Appendix 1 to CCLL Board Oct Meeting Minutes

Director Report

Board Meeting

Oct. 28/19

Staff

Training for Sept/Oct:

Cecilia Wingerter- Dealing with difficult people
Katelynn Plane- Conflict in the workplace
Stepanie Schienbein- The Art of effective leadership
Joanne Price- The art of effective leadership

Will be hiring a Page in the new Year to replace Heather H.... moving Page into her position.

Administration

Final Report for Arts and Culture Grant Sent in.

All Computers that were able to have the Windows 10 upgrade are now done.

Librarian Council Updates:

New Public Service rep for Cold Lake

Cold Lake has agreed to help with annual NLLS conference

NLLS will be providing a new virus protection in the new year

Library Insurance papers all filled in for 2020