



Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Nov 30, 2020
Via Zoom

Present: 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
 Alysha Hudson, Board Member
 Suzanne Aessie, Board Member

Absent with regret: Cynthia Sloychuk, Board Chair

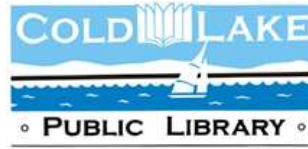
Agenda Item and Discussion	Action
1.0 Call to Order The meeting was called to order by Board Vice-Chair at 4:35pm.	N/A
2.0 Adoption of Agenda Alysha remembered that the nominations should be done for the 2021 Board Executive, as the next meeting is the AGM. MOTION 2020-71 Moved by Vicky that the agenda as presented with the addition for Item 8.4, 2021 Board Executive Nominations, be adopted. Ben seconded.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2020-72 Moved by Alysha that the minutes of the 26 Oct 2020 meeting as presented be adopted. Suzanne seconded.	Carried
4.0 Correspondence	N/A
4.1 Letters of re-appointment to the Board for Ben, Vicky, Alysha and Suzanne	N/A
4.2 Letter of thanks from the Minister of Municipal Affairs	
5.0 Reports	N/A
5.1 Board Chair Report No report this month. Cynthia has had surgery and continues her recovery and physio in Edmonton.	None
5.2 Library Director Report The Library Director Report for this Nov meeting is attached as Appendix	



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<p>1. Leslie announced that the TracPac App has a self checkout feature that has been validated by the Staff. The fire department assessed both branches for maximum capacity – South is 100 and North is 75. Current AHS/PLSB guidelines are for 20% capacity, so 20 max for the South and 15 max for the North, and that includes staff. The province is switching Supernet provider to Bell – North is done and South will be done in Jan. The Board needs to send Leslie and/or Marie their year-end Board hours. Alysha noticed the Board meeting minutes were not on the library website. Leslie will try to figure out why and replace them if needed.</p> <p>MOTION 2020-73</p> <p>The Library Director Report was approved by unanimous consent.</p>	<p>Leslie</p> <p>Carried</p>
<p>5.3 NLLS Rep Report</p> <p>NLLS just had a regular meeting. Vicky passed on that ALTA has updated the Trustee Handbook, and has lowered the library membership fee to \$800 for next year. NLLS hired a new Executive Director, James MacDonald, to start in Feb. NLLS approved their Plan of Service, and will be starting an organizational review shortly.</p> <p>https://www.nlls.ab.ca/about-us/board2</p> <p>https://www.librarytrustees.ab.ba/trustee-handbook</p>	<p>None</p>
<p>5.4 Personnel Committee Report</p> <p>No report this month. At this time, the committee would normally be completing the yearly Director evaluation. Leslie has returned to work, but now Cynthia is in the hospital. Alysha will contact Cynthia and see if she can conduct the evaluation via Zoom. Leslie has the blank performance review forms to be sent out to Board members and staff.</p>	<p>None</p>
<p>5.5 Policy Committee Report</p> <p>No report this month. The committee will review some draft policies once Cynthia returns from the hospital.</p>	<p>None</p>
<p>5.6 Financial Committee Report</p> <p>The Library Financial Committee report for Nov is attached as Appendix 2. As a result of closures and cancelled training, the library is looking at a projected surplus of almost \$49,000 for 2020. \$30,000 of that is now committed to 2021 budget funds, \$5000 for the North Branch circulation desk, and \$1760 for any remainder of the South Branch light replacement.</p> <p>MOTION 2020-74</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	<p>Carried</p>
<p>6.0 Priority Items</p>	<p>N/A</p>
<p>6.1 Mandatory Masking at Library</p>	



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<p>Due to increasing active COVID cases in Cold Lake and the MD, Cynthia and Darren recommended to Leslie last week that she update the hazard assessment tool and make masks mandatory in the library for patrons and staff. Ben reminded Leslie to tell staff to be considerate of patrons who indicate they have respiratory problems and have difficulty wearing a mask. Leslie provided advance warning to patrons that masks would be mandatory starting 25 Nov.</p> <p>MOTION 2020-75</p> <p>Alysha moved that the Board concurs with the updates to the library PPE guidelines and hazard assessment tool to make masks mandatory in the library for patrons and staff. Suzanne seconded. All members voted in favour.</p>	Carried
<p>7.0 Old Business</p>	N/A
<p>7.1 Surplus Budget Tracking</p> <p>Leslie has been in touch with Electric Services, and they have honoured the old quote and ordered supplies for the lighting work in the South Branch Children’s Area. They will work closely with the painter to plan the work.</p> <p>The North Branch circulation desk is nearing completion.</p> <p>Tanya and Leslie collected two vinyl plank flooring quotes for the small room at the North Branch across from the circulation desk. The flooring and trim can be installed for \$4000 including GST by Action Plus. As discussed in the Nov Financial Committee Report, the library is projecting \$10K of uncommitted surplus at the end of 2020. Item open.</p> <p>MOTION 2020-76</p> <p>Vicky moves that the Board approve up to \$4500 to replace the flooring in the North Branch small room across from the circulation desk. Suzanne seconded. All members voted in favour.</p>	Carried
<p>8.0 New Business</p>	N/A
<p>8.1 Library Closure over Christmas Holidays</p> <p>Leslie proposed the following Christmas schedule: closed 24-26 Dec, closed 28 Dec in lieu of Boxing Day on a Sunday, open 29-30 Dec, and closed 31 Dec and 1 Jan. Leslie reviewed closures with Staff and they were all in favour. Item closed.</p> <p>MOTION 2020-77</p> <p>Ben moves that over the Christmas Holidays, the library close for 24-28 Dec, open for 29-30 Dec, and then close for 31 Dec and 1 Jan. Suzanne seconded. All members voted in favour.</p>	Carried



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<p>8.2 Staff Christmas Bonus</p> <p>For the last few years, the Board has approved a \$50 gift card for each Staff member as a thank you at Christmas. With 15 staff, that amounts to \$750 total. Item closed.</p> <p>MOTION 2020-78</p> <p>Darren moves that the Board approve up to 15 \$50 gift cards (\$750 total) for the Staff this Christmas. Ben seconded. All members voted in favour.</p>	Carried
<p>8.3 Discussion on Preparedness for Possible Second COVID Closure</p> <p>In the event of a second library closure in the coming months due to COVID, Leslie wanted the Board to have considered the continuation of Staff pay and any expectations surrounding Staff hours. After some discussion, the Board concluded they would have an emergency Zoom meeting within 48 hours of a second closure to discuss the way ahead. For those initial 48 hours, Staff pay would be unaffected. The Board encouraged Leslie to have a plan in place to show how Staff hours would be maximized if forced to be at home of an extended amount of time. At this time, a second closure is not expected. Item closed.</p>	None
<p>8.4 2021 Board Executive Nominations</p> <p>As Cynthia is not present, Darren will send her an e-mail asking if she would let her name stand for Board Chair. Note: Darren confirmed by e-mail on 3 Dec that Cynthia will let her name stand for Board Chair. Marie will let her name stand for Board Vice-Chair. Darren let the Board know he will not be continuing as Board Secretary / Treasurer. Suzanne put her name forward for Secretary and Alysha put her name forward for Treasurer. Elections will be held at the AGM on 25 Jan 2021.</p> <p>There was also a short discussion on Board recruiting. Suzanne will update the posters that are in both branches. Leslie has posted the need for Board members on the library Facebook page and will do that again. Leslie suggested asking the City if they could advertise the need for Board members on the monthly utility bills. Item closed.</p>	None
<p>9.0 Next Meeting, Mon Jan 25, 2021 at 4:30 PM via Zoom.</p> <p>The 2021 AGM will be held first, followed by the regular Board meeting.</p>	N/A
<p>10.0 Meeting Adjourned at 6:10 pm</p>	N/A

29 Jan 2021

Board Chair or Delegate

Date