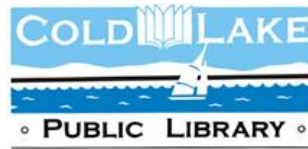


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Jan 25, 2021
Via Zoom

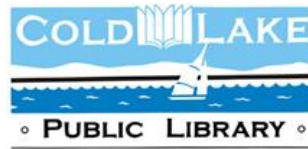
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Vice Board Chair
 Darren Robson, Board Secretary / Treasurer
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
 Leslie Price, Library Director
 Alysha Hudson, Board Member
 Suzanne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

Absent with regret: None

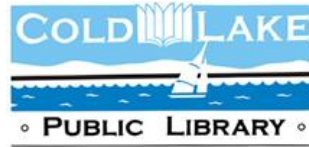
Agenda Item and Discussion	Action
1.0 Call to Order The meeting was called to order by Board Chair at 4:56pm.	N/A
2.0 Adoption of Agenda Alysha would like to add an item to the agenda. It will be Item 7.2, Minutes on the Library Webpage MOTION 2021-10 Moved by Vicky that the agenda as presented, with the addition for Item 7.2, Minutes on the Library Webpage, be adopted. Alysha seconded.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2021-11 Moved by Suzanne that the minutes of the 30 Nov 2020 meeting as presented be adopted. Ben seconded. MOTION 2021-12 Moved by Marie that the minutes of the 9 Dec 2020 meeting as presented be adopted. Alysha seconded.	Carried Carried
4.0 Correspondence	N/A
4.1 Letter of resignation from Darren at end of Feb 2021	N/A
4.2 Letter from City – Cannot add Board recruitment notice to monthly utility bills	N/A
4.3 Letter from MD – Approval of requested 2021 library funding	N/A
5.0 Reports	N/A



Agenda Item and Discussion	Action
<p>5.1 Board Chair Report No report this month.</p>	None
<p>5.2 Library Director Report The Library Director Report for this Jan meeting is attached as Appendix 1. Leslie went over the library NLLS book allotment numbers with the Board. Alysha asked if the Board recruitment ads were posted equally across all social media platforms. Leslie will double check. Leslie is working on a plan to add a teepee to the Reading Garden this year, and is looking for a letter of support from the Board. The total cost looks to be around \$6000. Leslie is planning to apply for the new City Culture grant for \$3000 and the remaining money would come from NLLS Indigenous Services funds.</p> <p>MOTION 2021-13 Vicky moved that the Library Board provide a letter of support for the Reading Garden teepee purchase. Suzanne seconded. All members voted in favour.</p> <p>MOTION 2021-14 The Library Director Report was approved by unanimous consent.</p>	Carried Carried
<p>5.3 NLLS Rep Report No report this month. https://www.nlls.ab.ca/about-us/board2</p>	None
<p>5.4 Personnel Committee Report The Library Personnel Committee report for Jan is attached as Appendix 2.</p> <p>MOTION 2021-015 The Personnel Committee Report was approved by unanimous consent.</p>	Carried
<p>5.5 Policy Committee Report No report this month. There are two polices for yearly review this meeting. The committee will ensure policies are reviewed on their approved cycle.</p>	None
<p>5.6 Financial Committee Report No report this month.</p>	None
<p>6.0 Priority Items</p>	N/A
<p>6.1 2021 AGM The AGM was held before the regular Jan Board meeting.</p>	None
<p>7.0 Old Business</p>	N/A



Agenda Item and Discussion	Action
<p>7.1 Surplus Budget Tracking As summarized during the 2021 AGM, the library begins 2021 with \$3195 of uncommitted surplus. This ends the need for surplus budget tracking. Item closed.</p>	None
<p>7.2 Minutes on the Library Webpage Alysha had asked at the Nov Board meeting for Leslie to ensure that all approved Board meeting minutes were listed on the library web page. Leslie made sure they were up to date. Item closed. http://www.coldlakepubliclibrary.ca/about/board-minutes</p>	None
<p>8.0 New Business</p>	N/A
<p>8.1 Ongoing Second COVID Closure Leslie passed on that the Staff are very busy with the curbside pickup and it has been very well used. It takes about 3 times as long to prepare the books as normal. All Staff are keeping some in-library hours now. Many new patrons are asking about free memberships. There is currently no indication from the government that libraries will be allowed to open any time soon. Item closed.</p>	None
<p>8.2 Policy 5050: Sick Leave The policy was due for review, and is attached as Appendix 3 to the meeting minutes. The Board discussed the wording of Paragraph 5, as Alysha was wondering about changing the phrase “is required” to “may be requested”. The committee reported that during the last update of the policy, the library reviewed all wording with the City to ensure it is consistent with the City sick leave policy, which must be in line with insurance benefits. Item closed. MOTION 2021-16 Vicky moved to renew Policy 5050: Sick Leave, as currently written and review it again in 3 years. Cynthia seconded. All members voted in favour.</p>	Carried
<p>8.3 Policy 1000: Mission Statement The policy was due for review, and is attached as Appendix 4 to the meeting minutes. The Board is still happy with the statement, but the Cold Lake Public Library needs to be updated to City of Cold Lake Library. Item closed. MOTION 2021-17 Marie moved to renew Policy 1000: Mission Statement, as currently written with the one correction for the library name, and review it again in 1 year. Ben seconded. All members voted in favour.</p>	Carried



Agenda Item and Discussion	Action
<p>8.4 Board Volunteer Application</p> <p>The Board reviewed the volunteer application from Ashley Robson (no relation to Darren), and had no issues with the applicant. Item closed.</p> <p>MOTION 2021-18</p> <p>Vicky moved to accept Ashley Robson as a new member of the City of Cold Lake Library Board. Darren seconded. All members voted in favour.</p>	Carried
<p>8.5 Canada Summer Jobs 2021 – Employer Application</p> <p>The federal program covers up to 20 hours/week for a person age 15-30. Leslie would like to apply to the program to fully fund a summer student from June to the end of August to work primarily in the Reading Garden. The application needs to be submitted by the end of the week. Item closed</p> <p>MOTION 2021-19</p> <p>Vicky moved to approve the application submission for the Canada Summer Jobs program. Suzanne seconded. All members voted in favour</p>	Carried
<p>8.6 Plan of Service Renewal</p> <p>The current library Plan of Service expires at the end of 2021, and it is a year-long process to update and write a new 3 year plan. Darren suggested a formal review of the current Plan at the next Board meeting. Leslie will check with PLSB to see if they are virtually facilitating any Plan of Service workshops. Item open.</p>	Board Leslie
<p>9.0 Next Meeting, Mon Feb 22, 2021 at 4:30 PM via Zoom.</p>	N/A
<p>10.0 Meeting Adjourned at 6:02 pm</p>	N/A

Board Chair or Delegate

Date