



Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Mar 29, 2021
Via Zoom

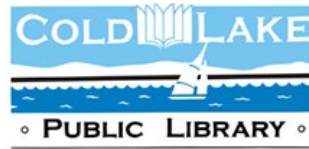
Present: Cynthia Sloychuk, Board Chair
 Suzanne Aessie, Board Secretary
 Alysha Hudson, Board Treasurer
 Leslie Price, Library Director
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
 Ashley Robson, Board Member
 Gary Webb, Board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

Absent with regret: Marie Manning, Board Vice-Chair

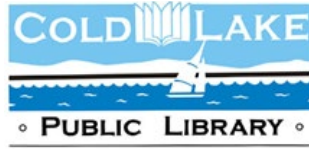
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:30 pm.	N/A
2.0 Adoption of Agenda MOTION 2021-26 Moved by Vicky that the agenda as presented be adopted. Suzanne seconded.	Carried
3.0 Adoption of Minutes from previous meeting MOTION 2021-27 Moved by Alysha that the minutes of the Feb 2021 meeting as presented be adopted. Ben seconded.	Carried
4.0 Correspondence	N/A
4.1 Letter from the Office of the Minister pertaining to the 2021 budget was reviewed.	None
4.2 Council Volunteer Application Board Members reviewed the new council volunteer application from Hannah Penn. MOTION 2021-28 Ben moved to accept Hannah Penn as a new member of the City of Cold Lake Library Board. Alysha seconded. All members voted in favour.	Carried
5.0 Reports	



Agenda Item and Discussion	Action
<p>5.1 Board Chair Report</p> <p>The Board Chair explained that when board members leave the Library Board they receive a gift in honour of their contributions. Cynthia will be presenting a gift certificate to Beantrees and an MD gift certificate to Darren Robson for his many contributions to the Library Board.</p>	None
<p>5.2 Library Director Report</p> <p>The Library Director Report for Mar is attached as Appendix 1, and includes the statistics for Feb 2021. Leslie shared that the Northern Lights Conference will be in May 2021. The photocopy lease has been \$13,000 per year. The library staff would like to keep the same photocopier so Leslie has been working on a new contract with a cheaper rate of \$132 a month per branch copier. The new rate would be a significant savings from the previous contract. Item closed.</p> <p>MOTION 2021-29</p> <p>The Library Director Report was approved by unanimous consent.</p> <p>MOTION 2021-30</p> <p>Vicky moved to accept the new photocopy lease. Gary seconded. All members voted in favour.</p>	<p>Carried</p> <p>Carried</p>
<p>5.3 NLLS Rep Report</p> <p>The next executive board meeting is on April 9, 2021 and the next general board meeting is on May 29, 2021. There is a hiring of two more people in the I.T. Department. There is some restructuring that is happening at the next meeting. Library Board Members expressed they appreciated the “Executive Director Weekly Board Updates.”</p> <p>https://www.nlls.ab.ca/about-us/board2#grid</p>	None
<p>5.4 Personnel Committee Report</p> <p>No report this month.</p>	None
<p>5.5 Policy Committee Report</p> <p>No report this month.</p>	None
<p>5.6 Financial Committee Report</p> <p>The Library Financial Committee Report for Mar is attached as Appendix 2. The report summarizes how we are tracking over budget on the following categories: telephone, advertising, copier, collections, and beautification. We have the money to cover these items this year.</p> <p>MOTION 2021-31</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
<p>6.0 Priority Items</p>	N/A



Agenda Item and Discussion	Action
6.1 None	
7.0 Old Business	N/A
<p>7.1 Plan of Service – Review</p> <p>The Plan of Service Proposed Timeline and Library Service Response is attached as appendix 3. Board members were introduced to the document titled “Library Service Responses” which describes the high level of services that public libraries deliver in response to community needs.</p> <p>The various points discussed regarding the Plan of Service were:</p> <p>April: Library staff have already picked their top 6 service responses. Next public distribution will be distributed at the circulation desks. Results will be tabulated to choose the top 4 service responses.</p> <p>May: Through discussion it was decided that board members will choose their top 6 service responses in May. April results will be brought to Board Meeting. On-line Survey (Form 1A) will be distributed from May to end of June on social media platforms.</p> <p>June: Mailing of questionnaire to Service Based Organizations in the community.</p> <p>All data will be compiled in July and sent to Board to review. Board Members vote on service responses at the August Board Meeting. Item open.</p>	None
8.0 New Business	N/A
<p>8.1 Policy 2000: Legal Status – Review and Approval</p> <p>The policy was due for review, and is attached as Appendix 4 to the meeting minutes. Changes were made to the spelling of “Bylaw” and the name “City of Cold Lake Library Board.” Item closed.</p> <p>MOTION 2021-32</p> <p>Suzanne moved to renew Policy 2000: Legal Status, as currently written. Ashley seconded. All members voted in favour.</p>	Carried
<p>8.2 City of Cold Lake Library Bylaws – Second Reading and Review</p> <p>The City of Cold Lake Library Bylaws (Aug. 2019) was due for a second reading, and is attached as Appendix 5 to the meeting minutes. The board completed a second and third reading of the City of Cold Lake Library Bylaws. Item closed.</p>	None
<p>8.3 Board Hours</p> <p>Leslie would like board members to track their board hours. Board hours are part of the annual report to the government. Suzanne suggested a Google Form to track board hours on a monthly basis. Suzanne will share a draft Google Form to track board hours at the May 31 board meeting. Item open.</p>	Suzanne



Agenda Item and Discussion	Action
9.0 Next Board Meeting – Monday, May 31, 2021 @ 4:30 PM	N/A
10.0 Meeting Adjourned at 5:33 pm	N/A

Board Chair or Delegate

Date