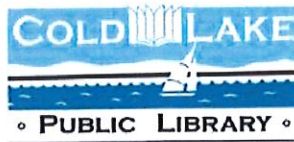


Minutes of The City of Cold Lake Library Board Meeting
Held Monday, Apr 26, 2021
Via Zoom

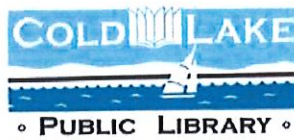
Present: Cynthia Sloychuk, Board Chair
 Marie Manning, Board Vice-Chair
 Suzanne Aessie, Board Secretary
 Alysha Hudson, Board Treasurer
 Leslie Price, Library Director
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)
 Gary Webb, Board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

Absent: Ashley Robson, Board Member

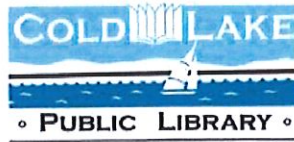
Agenda Item and Discussion	Action
1.0 Call to Order Meeting called to order by Board Chair at 4:30 pm.	N/A
2.0 Adoption of Agenda MOTION 2021-33 Moved by Vicky that the agenda as presented be adopted. Ben seconded.	Carried
3.0 Adoption of Minutes from previous meeting Suzanne would like to correct Item 8.2 on the previous meeting minutes from "second reading" to "second and third reading of the City of Cold Lake Library Bylaws." MOTION 2021-34 Moved by Ben that the minutes of the 29 Mar 2021 meeting be adopted with corrections. Gary seconded.	Carried
4.0 Correspondence	N/A
4.1 Letter from City – New Board Member The City of Cold Lake has appointed Hannah Penn as a new Cold Lake Library Board Member. Board members welcomed Hannah.	None
5.0 Reports	



Agenda Item and Discussion	Action
<p>5.1 Board Chair Report</p> <p>Cynthia mentioned on the Cold Lake Library Website it is not possible to see the Board Minutes or the Policy & Plan of Service (under “About Us”) when on a hand held device (i.e., iPad, cell phone). It is only visible on a laptop or desktop computer. Cynthia mentioned she will look into this problem.</p>	Cynthia
<p>5.2 Library Director Report</p> <p>The Library Director Report for Apr is attached as Appendix 1, and includes the statistics for Mar 2021. The highlights of the Library Director Report are as follows:</p> <ul style="list-style-type: none"> • Summer jobs have been approved for 8 weeks, 35 hours a week at \$15 per/hr. Summer wages do not come out of the library budget. • The library has a partnership with Lakeland Multicultural Society and will be a part of the May package with the Culture Bags; the library has included two pages of activities and bags can be picked up at both branches. • A total of \$10,500 has been raised from grants/donations for the “A Tipi for the Library” project. Leslie explained it is not easy to get an authentic tipi so she is working with different contractors as well as working with Agnes Gendron from the Cold Lake Friendship Centre. • Leslie will prepare documents for all new board members to understand the roles and responsibilities of a Library Board. • The new photocopy lease is done and will be \$150 a month for both branches. <p>MOTION 2021-35</p> <p>The Library Director Report was approved by unanimous consent.</p>	Carried
<p>5.3 NLLS Rep Report</p> <p>No report this month.</p>	None
<p>5.4 Personnel Committee Report</p> <p>No report this month.</p>	None
<p>5.5 Policy Committee Report</p> <p>There will be a meeting soon and Leslie will set up the Zoom meeting.</p>	Leslie



Agenda Item and Discussion	Action
<p>5.6 Financial Committee Report</p> <p>The Library Financial Committee Report for Apr is attached as Appendix 2. A few highlights of the report are as follows:</p> <ul style="list-style-type: none"> • Tracking over budget on items such as telephone, board development, copier, licence, permits, and memberships • Summary of projects approved in 2020 but completed in 2021 such as light replacement, painting, flooring, and new circulation desk • Other items mentioned were the top 5 spending categories for the month of March and surplus tracking <p>MOTION 2021-36</p> <p>The Financial Committee Report was approved by unanimous consent.</p>	Carried
6.0 Priority Items	N/A
6.1 None	
7.0 Old Business	N/A
<p>7.1 Plan of Service – Update</p> <p>Library staff gave out “Library Service Responses” papers to curbside pickup patrons during April. It was also available on the Cold Lake Library Website. It was suggested by a board member to also reach out to elementary schools in Cold Lake and the Seniors Society (Lodge & Points West) to fill in the “Library Service Responses.”</p> <p>Board members will choose their top 6 service responses in May and email their responses to the Library Director.</p> <p>On-line Survey (Form 1A) will be distributed from May to end of June on social media platforms.</p> <p>Item Open.</p>	None
8.0 New Business	N/A
<p>8.1 Draft Cold Lake Public Library Audited Financial Statements – Review and Approval</p> <p>The Draft Cold Lake Public Library Financial Statements was completed for review, and is attached as Appendix 3 to the meeting minutes. The Library Board reviewed the draft Financial Statements. Item closed.</p> <p>MOTION 2021-37</p> <p>Vicky moved to approve the Draft Audited Financial Statements, as currently written. Suzanne seconded. All members voted in favour.</p>	Carried



Agenda Item and Discussion	Action
8.3 Board Hours Suzanne shared a draft Google Form to track board hours on a monthly basis. The board agreed the Form will work well to capture board hours each month. Board members will start using the Form for April and each month following.	None
9.0 Next Board Meeting – Monday, May 31, 2021 @ 4:30 PM	N/A
10.0 Meeting Adjourned at 5:24 pm	N/A

S. Alessie

Board Chair or Delegate

31 May, 2021

Date