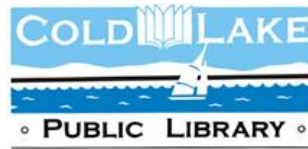


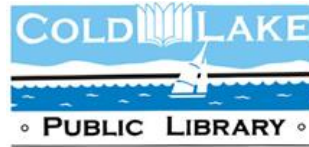
**Minutes of The City of Cold Lake Library Board Meeting**  
**Held Monday, October 31, 2022**  
**4:30 PM at the South Branch Library and/or Zoom**

Present: Hannah Penn, Board Chair  
 Gary Webb, Board Vice-Chair  
 Suzanne Aessie, Board Secretary  
 Leslie Price, Library Director  
 Vicky Lefebvre, Board Member (City of Cold Lake Councillor)  
 Ben Fadeyiw, Board Member (MD of Bonnyville Councillor)  
 Ryan Bailey, Board Member (City of Cold Lake Councillor)

| Agenda Item and Discussion   | Action  |
|--|---------|
| <b>1.0 Call to Order</b><br>Meeting called to order by Board Chair at 4:36 pm.   | N/A     |
| <b>2.0 Adoption of Agenda</b><br><b>MOTION 2022-52</b><br>Moved by Hannah that the agenda be adopted as presented.   | Carried |
| <b>3.0 Adoption of Minutes from previous meeting</b><br><b>MOTION 2022-53</b><br>Moved by Hannah that the minutes of the 26 September 2022 meeting be adopted as presented.  | Carried |
| <b>4.0 Correspondence</b>  | N/A     |
| <b>4.1</b> Letter from James MacDonald regarding System Levy explains that the province will continue to use 2016 population numbers in 2023. As well, the budget proposes a 1.5% levy increase for 2023 (a move from \$5.23 to \$5.31/resident or \$10.62 combined board and municipality). | None    |
| <b>4.2</b> Letter from Alberta Municipal Affairs regarding request from Cold Lake Library Board to increase funding for Northern Lights Library System.  | None    |
| <b>5.0 Reports</b>   |         |
| <b>5.1 Board Chair Report</b><br>No report this month.   | None    |



| Agenda Item and Discussion  | Action  |
|---|---------|
| <p><b>5.2 Library Director Report</b><br/>           The Library Director Report for October is attached as Appendix 1, and includes the statistics for September.</p> <p><b>MOTION 2022-54</b><br/>           The Library Director Report was approved by unanimous consent.</p>   | Carried |
| <p><b>5.3 NLLS Rep Report</b><br/>           Weekly updates sent out from Executive director to Cold Lake Library Board Members. The spring conference will be on May 25 and 26. The location for the conference is to be determined. The conference is in-person but they might offer some online sessions as well (hybrid). NLLS is considering having the conference every two years instead of yearly. Glendon is joining NLLS.</p> | None    |
| <p><b>5.4 Personnel Committee Report</b><br/>           Survey evaluation for Library Director is coming due soon. Board Secretary will use previous survey examples to make a new Google Form for the survey.</p>  | Suzanne |
| <p><b>5.5 Policy Committee Report</b><br/>           Library director is working on a draft policy to help with cell phone data when staff are working off-site, for example, when staff are working at a pop-up library.</p>   | None    |
| <p><b>5.6 Financial Committee Report</b><br/>           The Library Financial Committee Report for October is attached as Appendix 2 and is attached to the meeting minutes.</p> <p><b>MOTION 2022-55</b><br/>           The Financial Committee Report was approved by unanimous consent.</p>  | Carried |
| <p><b>6.0 Priority Items</b></p>  | N/A     |
| <p>6.1 None</p>   | N/A     |
| <p><b>7.0 Old Business</b></p>  | N/A     |
| <p>7.1 None</p>   | None    |
| <p><b>8.0 New Business</b></p>  | N/A     |
| <p><b>8.1 Christmas Bonus for Staff</b><br/>           For the last few years, the Board has approved a \$50 gift card for all Staff members as a thank you at Christmas. Item closed.</p> <p><b>MOTION 2022-56</b><br/>           Hannah moves that the Board approve \$50 gift cards for all Library Staff this Christmas. Gary seconded. All members voted in favour.</p>  | Carried |



| Agenda Item and Discussion   | Action  |
|--|---------|
| <b>8.2 Charity Status</b><br>Requested information was required on the 2021 charity status. Library director has sent information and is waiting to hear from CRA.   | None    |
| <b>8.5 In Camera</b><br>Hannah motioned to go in camera at 5:30 pm.<br>Hannah motioned to move out of camera at 5:49 pm.<br><b>MOTION 2022-57</b><br>Hannah moves that the Library Board will provide a written response to address the concerns received. Ryan seconded. All members voted in favour. | Carried |
| <b>9.0 Next Library Board Meeting – Monday, 28 November, 2022 @ 4:30 PM</b>  | N/A     |
| <b>10.0 Meeting Adjourned at 5:50 pm</b>   | N/A     |

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 Board Chair or Delegate

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 Date