

**Lac La Biche County Library Board  
Meeting of Monday, June 15, 2020  
Zoom Meeting**

**Minutes**

**Board Members Present:**

- N. Broadbent                      • L. Anderton                      • J. Fulawka                      • M. Siebold                      • D. Beniuk
- V. Gladue                          • C. Borgun                          • G. Piquette                      • R. Clark

**Staff Present:**

- M. Penn                              • K. Gagne

**Absent:**

- L. Toutant

**Absent with Regrets:**

- K. Nutbrown

Item No.	Topic	Action required
1.0	<p><b>Call to Order</b> Meeting was called to order at 7:13 p.m. by L. Anderton, Board Chair.</p> <p><b>1.1 We recognize that we are on Treaty 6 land and the homeland of the Metis. We are grateful to the original caretakers of the land and seek to create a new relationship that is respectful and truthful.</b></p>	
2.0	<p><b>Approval/Amendments to Agenda</b></p> <p><b>2.1</b> The Agenda was submitted and a request for an addition/amendment was made:</p> <ul style="list-style-type: none"> <li>- 8.1 LLB Online Festival</li> <li>- 9.3 Investment Discussion</li> <li>- 14.1 Children’s Programmer Report</li> </ul> <p><b>C. Borgun moved to adopt the Agenda for Monday, June 15, 2020 as amended. Carried unanimously.</b></p>	
3.0	<b>Presentations - None</b>	
4.0	<p><b>Review &amp; Adoption of Prior Minutes</b></p> <p><b>4.1 Review of Minutes of the Meeting of Monday, May 25, 2020</b> – The minutes were submitted for approval.</p> <p><b>N. Broadbent moved to approve the Minutes of Monday, May 25, 2020 as submitted. Carried unanimously.</b></p>	

5.0	<b>Business Arising from Minutes - None</b>	
6.0	<b>Friends of the Libraries - None</b>	
7.0	<p><b>Programming &amp; Services</b></p> <p><b>7.1 COVID-19 Screening Checklist</b> – M. Penn reviewed the COVID-19 Screening Checklist with the Board.</p> <p><b>M. Siebold moved to implement the COVID-19 Screening Checklist upon the libraries re-opening for the circumstances required. Carried unanimously.</b></p> <p><b>7.2 CreativeBug</b> – M. Penn reviewed the CreativeBug features with the Board and outlined ways in which it augments our programming and expands our e-resource options. POS 2021-2025 D:1</p>	
8.0	<p><b>Marketing</b></p> <p><b>8.1 LLBC Online Festival</b> – M. Penn advised the Board that the Library will be doing a Facebook live on the first day of the LLBC Online Festival. There will be a discussion about the reopening plans and focusing on the new collection of musical instruments to be initiated at the time of Library Con 2021.</p>	
9.0	<p><b>Financial Matters</b></p> <p><b>9.1 Treasurer’s Report</b></p> <p><b>9.2 Summer Budget Meeting</b> – M. Penn will be sending a Doodle Poll to the Finance Committee re: potential dates for the summer budget meeting to be held online via Zoom.</p> <p><b>9.3 Investment Discussion</b> – N. Broadbent recommended to the Board that an additional \$25000 be put aside in investments in order to meet our Financial Policy guidelines in the event of service disruption or discontinuation and for our computer replacement guidelines.</p> <p><b>M. Siebold moves to invest \$25,000 of the operating surplus into investments. Carried unanimously.</b></p>	
10.0	<p><b>Human Resources</b></p> <p><b>10.1 Re-Opening Update</b> – M. Penn reviewed the stages of the reopening plan with the Board.</p> <p><b>10.2 Hazard Assessment</b> – L. Anderton reviewed the Hazard Assessment process and document required by Provincial Occupational Health &amp; Safety standards.</p> <p><b>C. Borgun moved to approve and adopt the Hazard Assessment as presented. Carried unanimously.</b></p>	

<b>11.0</b>	<b>Policies and Procedures – None</b>	
<b>12.0</b>	<b>Statistics - None</b>	
<b>13.0</b>	<b>Other Business</b>  <b>13.1 Board Meeting Dates 2020</b> – The Board agreed to moving the November Board Meeting date from November 16 <sup>th</sup> to November 2 <sup>nd</sup> , due to scheduling conflicts.	
<b>14.0</b>	<b>Information</b>  <b>14.1 Children Programmer’s Report</b> – M. Penn presented the Children’s Programmer’s Report. The Board appreciated the dedication and creativity of the Children’s Programmer while she was still learning the virtual aspects of the role throughout the COVID-19 Pandemic.	
<b>15.0</b>	<b>15.1 Next Meeting: Monday, September 21<sup>st</sup>, 2020</b>  <b>Meeting to be held at 7:00pm, Wild Rose Room, Bold Center, Library</b>	
<b>16.0</b>	<b>Adjournment: 8:04pm</b>  <b>V. Gladue moved that the meeting be adjourned. Carried unanimously.</b>	

Note: The letter/number shown in brackets, e.g. (A1) at the end of topics refer to the Plan of Service 2016-20 Goal/Objective.

Signed \_\_\_\_\_ Date \_\_\_\_\_