

**Lac La Biche County Library Board
Meeting of November 21, 2022
Zoom**

Minutes

Board Members Present:

- D. Craig
- D. Beniuk
- N. Broadbent
- J. Fulawka
- L. Anderton
- C. Borgun
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Regrets:

- A. Peoples-Sprecker
- S. Makokis

Staff Present:

- M. Penn

Item No.	Topic	Action required
1.0	<p>Call to Order</p> <p>Meeting was called to order at 6:00 by L. Anderton</p> <p>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. We are dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis, and Inuit peoples.</p>	
2.0	<p>2.1 Approval/Amendments to Agenda – Added 10.5 Library Board Recruitment: Move 10.4 Director’s Review to In Camera at the end of the meeting</p> <p>N. Broadbent moved to adopt the Agenda for November 21, 2022 as presented. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 NLLS Update J. MacDonald J. MacDonald reported that NLLS installed monitoring equipment and collected feedback from vendors as to the network concerns our library has faced. It appears to be related to the way the computers are imaged. All computers will need to be re-imaged at many libraries. LLB County Libraries will be prioritized for the re-imaging. NLLS is looking to purchase software to help with remote support of the network and computers. The hope is to have the network speed issues resolved in early 2023.</p>	

	<p>J. MacDonald also noted that the budget for NLLS will be presented at the end of the month with a 1.5% increase to the levy and that a grant was received by NLLS to help increase the bandwidth in smaller libraries.</p> <p>L. Anderton thanked J. MacDonald for acknowledging our network concerns for working with us to find solutions and for attending to update the Board.</p>	
4.0	<p>Review & Adoption of Prior Minutes</p> <p>4.1 Review of Minutes of the Meeting of September 19, 2022</p> <p>C. Borgun moved to formally adopt the September 19, 2022 Board Meeting minutes. Carried unanimously.</p>	M. Penn K. Jones
5.0	<p>Business Arising from Minutes –</p> <p>5.1 None</p>	
6.0	<p>Friends of the Libraries</p> <p>6.1 Update J. Fulawka</p> <p>J. Fulawka noted that updates to the Terms of Reference for Friends of the Libraries will be forthcoming. Board members were asked to recommend individuals to J. Fulawka from the general public who could contribute as active FOTL members.</p>	J. Fulawka Board Members
7.0	<p>Programming and Services</p> <p>7.1 Programming Survey Results - M. Penn</p> <p>M. Penn providing highlights from the survey including awareness of programming and requests for services that currently overlap with other service providers. The response rate was quite low which led to some suggestions from the Board. Follow-up will occur so that survey respondents know we heard their feedback. (POS A, B, C, D, E)</p> <p>7.2 POS Review - M. Penn</p> <p>The report was accepted with no questions. (POS A, B, C, D, E)</p>	M. Penn
8.0	<p>Marketing</p> <p>8.1 Website Adjustments – L. Anderton</p> <p>The report from NLLS on our website was presented in the Agenda package. There were no questions from the Board. M. Penn reported that some recommendations have already been implemented.</p>	

<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer Report - N. Broadbent The report was provided in the Agenda package for information. L. Anderton noted that the budget presentation to LLB County is scheduled for December 6, 2022.</p> <p>9.2 Review of Budget Operating Statement dated September 2022 – N. Broadbent N. Broadbent noted that we are trending to a surplus due to the Canada job grant and savings in benefits. She noted that the Finance Committee will be watching for the Bank of Canada decision in December and will be investing the redeemable GIC which is currently earning a low return.</p> <p>9.3 2023 Auditor – N. Broadbent</p> <p>L. Anderton moved to appoint JMD as the 2023 Auditor. Carried unanimously.</p>	<p>N. Broadbent</p> <p>N. Broadbent</p>
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Staffing Update - M. Penn A resignation was received from a staff member and a part time cover off is in place.</p> <p>10.2 Program Coordinator Position – L. Anderton & M. Penn The Finance and HR Committee had previously reviewed a potential restructure for the library’s future succession planning including a new Program Coordinator position. With the recent resignation of a Circulation Clerk, it was noted that we would have sufficient budget to fill the Program Coordinator role earlier than planned and begin the training required for some pieces of the succession plan. The HR Committee recommends adoption of the job description and associated wage band and filling the Program Coordinator position in January.</p> <p>L. Anderton moved to approve recruitment of the Program Coordinator as presented. Carried unanimously.</p> <p>10.3 Annual Staff Recognition – L. Anderton L. Anderton overviewed past practice for annual staff recognition.</p> <p>L. Anderton motioned to approve the staff recognition as recommended for full time, regular part time and temporary part time staff. Carried unanimously.</p> <p>10.4 Director’s Annual Review – L. Anderton (in camera)</p> <p>D. Beniuk motioned to go in camera at 7:14. Carried unanimously M. Penn left the meeting.</p>	<p>M. Penn</p> <p>M. Penn K. Jones</p> <p>K. Jones L. Anderton</p> <p>L. Anderton</p>

	13.3 2023 Board Meeting Schedule – L. Anderton D. Craig moved to accept the 2023 Meeting Schedule as presented. Carried unanimously.	
14.0	Information 14.1 Executive Meeting Minutes November 9, 2022 – L. Anderton There were no questions on the minutes	
15.0	15.1 Next Board Meeting: January 23, 2023 at 6pm on Zoom	
16.0	Adjournment: 7:42 pm D. Beniuk moved that the meeting be adjourned. Carried unanimously.	

Note: The letter/number shown in brackets, e.g. (A1) at the end of topics refer to the Plan of Service 2021-25 Goal/Objective.

Signed _____ Date _____