

**Lac La Biche County Library Board  
Meeting of Monday, September 21, 2020  
Zoom Meeting**

**Minutes**

**Board Members Present:**

- L. Anderton                      • D. Beniuk                      • N. Broadbent                      • C. Borgun                      • R. Clark
- M. Siebold

**Staff Present:**

- K. Arsenault                      • M. Penn

**Absent:**

- V. Gladue

**Absent with Regrets:**

- J. Fulawka                      • G. Piquette

Item No.	Topic	Action required
1.0	<p><b>Call to Order</b></p> <p>Meeting was called to order at 7:02 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>- 9.5 TRAC Financial Implications – M. Penn</li> <li>- 9.6 ALTA Membership Renewal – M. Penn, L. Anderton</li> </ul> <p><b>N. Broadbent moved to adopt the Agenda for Monday, June 15, 2020 as amended. Carried unanimously.</b></p>	
3.0	<p><b>Presentations</b></p> <p><b>3.1</b> Website Presentation – the website video was well made, informative, and user friendly.</p>	All Board
4.0	<p><b>Review &amp; Adoption of Prior Minutes</b></p> <p><b>4.1</b> Review of Minutes of the Meeting of Monday, June 15, 2020 – The minutes were submitted for approval.</p> <p><b>D. Beniuk moved to approve the Minutes of Monday, June 15, 2020 as submitted. Carried unanimously.</b></p>	

<b>5.0</b>	<b>Business Arising from Minutes - None</b>	
<b>6.0</b>	<b>Friends of the Libraries - None</b>	
<b>7.0</b>	<p><b>Programming &amp; Services</b></p> <p><b>7.1 Summer Programming Highlights –</b></p> <p>Summer Literacy Program – We plan to offer both online and in person sessions for the 2021 program. An online registration form was successfully implemented this year. (POS C)</p> <p>Summer Reading Club – Our group read 2248 books in July and August. The outreach numbers were good but submissions and attendance were low in large part due to people being tired of virtual events. Next year we hope to offer 4 stand alone events and have staff doing outreach and joint programming with the Recreation Department at the Summer Shack and FCSS club activities. (POS C)</p> <p><b>7.2 Escape Room –</b> The Alice in Wonderland Escape room is this Thursday and Friday, September 24 and 25, the Board was asked to promote the event as there are still available spots. (POS V)</p> <p><b>7.3 Library Con –</b> The grand unveiling of the Musical Instrument Lending Library. The Officials invitations have been sent. Volunteers will be needed. The focus of this year’s event will be on DIY projects and gaming. (POS D)</p> <p><b>7.4 Preschool Programs – Partner Programs with FCSS – Young Family Connections</b> will resume in 2021. Right at Home video additions will begin in October and will be every two weeks. We will also be making videos to accompany our partner programs. (POS A)</p> <p><b>7.5 Rocky Mountain Book Awards (RMBA) –</b> This program is now 100% online and the main components will consist of videos, online reading log, and provide the students with a chance to vote for their favorite title. The video showcasing the titles has been uploaded to our website. Activity kits can be delivered to the schools or picked up at the library. A benefit of the new online format is that teachers can use this in classrooms, more than one school can join, and homeschooling students can access it as well. The Board was asked to share RMBA posts on social media. (POS C)</p>	<p>All Board</p> <p>All Board</p>
<b>8.0</b>	<p><b>Marketing</b></p> <p><b>8.1 Marketing Update –</b> The Rural Library Corner has completed its first 3 installments and we look forward to increasing our audience. M. Penn called for interview suggestions and ideas.</p>	<p>All Board</p>

<p><b>9.0</b></p>	<p><b>Financial Matters</b></p> <p><b>9.1</b> Treasurer’s Report – A summary of our financial position YTD was provided</p> <p><b>9.2</b> BOS August – N. Broadbent reviewed the Budget Operating Statement.</p> <p><b>9.3</b> 2021 Budget – N. Broadbent commended M. Penn on the budget preparations.</p> <p><b>N. Broadbent moved to submit the 2021 Budget to the Lac La Biche County Council as presented. Carried unanimously.</b></p> <p><b>9.4</b> Grant Updates – All forms have been submitted for the Young Canada Works grant and we can expect 75% coverage.</p> <p>Canada Summer Jobs grant has been completed and we should receive payment shortly.</p> <p>The 2021 Memorandum of Understanding between Northern Lights Library System and Lac La Biche County Libraries has been created and is now awaiting the Board Chair’s original signature. As per the MOU we will receive the amount in January 2021 as NLLS has changed their reporting year.</p> <p>We will be receiving a one time grant to assist with the Indigenous Communities Family Pack. Where we cannot currently provide onsite services, we will be distributing Family Packs to the four Indigenous Communities in our catchment area. There will books for all ages, activities, games, coloring pages all designed to send a positive and uplifting message.</p> <p><b>9.5</b> TRAC Financial Implications – TRAC renewed library memberships and extended the load periods when libraries first closed to the public. This decision has adversely affected many libraries as many people are claiming they already returned their items, have moved away, or have forgotten about them. The claimed returned cost and outstanding charges between the ALLB and APL Branches are substantial.</p> <p>We hope that in the future TRAC will not make unilateral decisions as member libraries could have followed up with their members regarding the outstanding items and renewals. If library members have moved during this time we could have contacted them with instruction how they can return at the nearest AB Public Library.</p> <p><b>9.6</b> ALTA Membership Renewal – After a full discussion, it was decided that the Lac La Biche County Libraries not renew the Alberta Library Trustees Association membership for the upcoming year.</p> <p><b>L. Anderton moved to cancel the ALTA Membership and remove from the budget for the upcoming year. Carried unanimously.</b></p>	<p>M. Penn</p> <p>M. Penn L. Anderton</p> <p>M. Penn</p> <p>M. Penn K. Arsenaault</p>
<p><b>10.0</b></p>	<p><b>Human Resources</b></p> <p><b>10.1</b> Library Director’s 360 Review –</p> <p><b>M. Siebold moved to go In Camera at 9:15 pm. Carried unanimously.</b></p>	<p>L. Anderton</p>

	<p><b>C. Borgun moved to go Out of Camera at 9:23 pm. Carried unanimously.</b></p> <p><b>D. Beniuk moved that the Board accept the performance evaluation as presented on behalf of the HR Committee and if applicable apply the annual increment for the Library Director effective on their anniversary date. Carried unanimously.</b></p> <p>10.2 Board Recruitment – L. Anderton thanked Youth Ambassador R. Clark for his application for the Youth Board Member position.</p> <p><b>L. Anderton moved that the Board support the appointment of Roary Clark to the Board as Youth Board Member and request County confirmation of this appointment. Carried unanimously</b></p> <p>L. Anderton notified the board that she had thanked Ambassador L. Toutant for her service and dedication to our Board. Her term expired during the Covid-19 isolation period.</p> <p>Community outreach to solicit interest from individuals who are directly and actively involved with youth in the community, hopefully somebody again with an educational perspective and within a school division.</p> <p>G. Piquette expressed his willingness to remain on the Board for a one-year term.</p> <p><b>C. Borgun moved that G. Piquette be reappoint for a one-year term and that the County Council be requested to affirm the same appointment. Carried unanimously.</b></p> <p>10.3 Winter Social – With AHS restrictions on gatherings and food, M. Penn recommend that our annual event be moved from December to June 2021. This way we can utilize the outdoors for an event such as a BBQ and schedule it for the same day as our PD Day. This would still provide an opportunity to socialize with the entire team while keeping the costs low. All in attendance agreed with this suggestion.</p> <p>10.4 Staff Recognition – M. Penn recommended that we support the County Dollar Program from the Chamber of Commerce for our annual staff recognition so that we will be supporting local businesses. All in attendance agreed with this suggestion.</p> <p>Due to the stress of this year and difficulties brought on by the unprecedented times of the Covid-19 Pandemic M. Penn proposed that a one-time bonus be included in the staff recognition for 2020.</p> <p><b>D. Beniuk moved to support the one-time increase in staff recognition for their perseverance throughout this pandemic. Carried unanimously.</b></p> <p>10.5 Practicum Student – M. Penn recommended that the practicum student be permitted to volunteer on site at the main branch to job shadow providing all safeguards be in place such as masks and adhering to AHS guidelines as well as signing the confidentiality policy.</p>	<p>K. Arsenault M. Penn</p> <p>All Board K. Arsenault</p> <p>K. Arsenault L. Anderton</p> <p>K. Arsenault. M. Penn</p> <p>L. Anderton K. Arsenault M. Penn</p> <p>M. Penn</p>
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	<p><b>C. Borgun moved to approve that the practicum student be permitted to volunteer on site utilizing OHS and other guidelines followed by library staff. Carried unanimously.</b></p> <p>The Board approved M. Penn’s recommendation that the practicum student receive a onetime recognition as well as we don’t have regular volunteers to recognize this year and we usually provide a small honorarium for other volunteers and authors.</p> <p><b>10.6 APL Staffing</b> – To strengthen the connection with the French community and to ensure AHS guidelines and relaunch plans, M. Penn will be the staff member onsite at the Plamondon Branch. The ILL Clerk will fill in whenever M. Penn is away.</p> <p>The Plamondon Branch is open for curbside pickup on Wednesdays from 2-8pm until the new year.</p> <p>There is hope to offer activities for the Wandering River Boys and Girls Club providing their guidelines allow this with plans to resume library visits as soon as the APL Branch is open to visitors.</p>	
<b>11.0</b>	<p><b>Policies and Procedures</b></p> <p><b>11.1 Alberta Employment Standards</b> – HR committee met and reviewed the changes by the provincial government decreasing employers’ obligations to their workforce. They unanimously recommend that we will retain all of our existing standards and practises as it relates to our employees.</p> <p>It is our belief that the existing standards serve the employer well putting us under no undue constraints and maintains a positive work relationship with our employees. It is the unanimous recommendation by our HR committee that we remain with all of our existing practices. There would be no financial savings to implement the Alberta standards as recommended.</p> <p><b>11.2 ADMIN Policy Review</b> – L. Anderton will review all admin policies by the end of the year.</p> <p><b>M. Siebold moved to approve the revised AD:PER – Personal Information Banks policy as presented. Carried unanimously.</b></p> <p><b>N. Broadbent moved to approve the revised AD:CON – Confidentiality of Records policy as presented. Carried unanimously.</b></p> <p>All trustees are to sign the revised confidentiality agreement.</p>	<p>L. Anderton</p> <p>K. Arsenault</p> <p>K. Arsenault</p> <p>All Board</p>
<b>12.0</b>	<b>Statistics</b> – None	
<b>13.0</b>	<p><b>Other Business</b></p> <p><b>13.1 NLPS Agreement</b> – L. Anderton met with a representative from NLPS. An agreed upon draft is with NLPS and will be returned after review for execution by both parties.</p>	<p>L. Anderton M. Penn</p>

	<p><b>13.2 School Visits</b> – L. Anderton and J. Fulawka will join M. Penn in meeting with local principals helping to reinforce that at a Board level we place great value in that working relationship. The purpose is to strengthen the connections with all of the schools in our catchment area and with the administrative and library staff within each of those schools.</p> <p>The presence of two board members is intended to demonstrate the value and emphasis we place on these relationships and to enter each school while fostering a positive working relationship going forward whereby our numerous services and offerings will be embraced by the schools and support of their staff and their students.</p> <p>Start meeting the schools via zooms but will have in person meetings with the indigenous schools with appropriate health and safety precautions in support of strengthening those relationships.</p> <p><b>13.3 Stronger Together Virtual Conference</b> – Alberta Libraries and a few of the Library Systems have set up this conference. Many of the session are for library staff or library managers but Board can sign up if they wish.</p> <p><b>13.4 ALC Conference</b> – The 2021 Alberta Library Conference has been cancelled. M. Penn is now serving on the LAA Advisory Committee. They expressed their disappointment that a virtual option was not pursued.</p>	<p>M. Penn L. Anderton J. Fulawka</p>
<p><b>14.0</b></p>	<p><b>Information</b></p> <p><b>14.1</b> Virtual ALA Conference – None</p> <p><b>14.2</b> Finance Committee Minutes August 2020 – None</p>	
<p><b>15.0</b></p>	<p><b>15.1 Next Meeting: Monday, November 2<sup>nd</sup>, 2020</b></p> <p><b>Meeting to be held at 7:00pm, via Zoom.</b></p>	
<p><b>16.0</b></p>	<p><b>Adjournment: 9:25pm</b></p> <p><b>C. Borgun moved that the meeting be adjourned. Carried unanimously.</b></p>	

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 \_\_\_\_\_