

**Lac La Biche County Library Board  
Meeting of Wednesday, January 16, 2019  
Wild Rose Room, Library, Bold Center, Lac La Biche  
Minutes**

**Board Members Present:**

- L. Anderton                      • D. Beniuk                      • N. Broadbent                      • C. Borgun                      • R. Cofer
- J. Fulawka                      • L. LeMay                      • M. Siebold

**Staff Present:**

- M. Penn                      • K. Arsenault

**Absent with regrets:**

- G. Piquette

**Youth Ambassadors Absent**

- L. Toutant

Item No.	Topic	Action required
1.0	<p><b>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> <p><b>Call to Order</b> Meeting was called to order at 7:00 p.m. by L. Anderton, Board Chair.</p> <p><b>1.2</b> Introduction to new Board Member – L. Anderton welcomed returning Board Member, M. Siebold.</p>	
2.0	<p><b>Approval/Amendments to Agenda</b> – The Agenda was submitted and a request for an addition/amendment was made:</p> <ul style="list-style-type: none"> <li>- Add 13.2 Indigenous Digital Storytelling Training</li> </ul> <p><b>L. LeMay moved to adopt the Agenda as amended for Wednesday, January 16, 2019. Carried unanimously.</b></p>	
3.0	<b>Presentations</b> – None	
4.0	<p><b>Review of Minutes of Meeting of Wednesday, November 21, 2018</b> – The minutes were submitted for approval.</p> <p><b>N. Broadbent moved to approve the Minutes of Wednesday, November 21, 2018 as submitted. Carried unanimously.</b></p>	
5.0	<b>Business Arising from Minutes</b> – None	
6.0	<p><b>Friends of the Libraries</b></p> <p><b>6.1</b> Donation Letters – The Library Received Donations from Boston Pizza and The Royal Purple in 2018. The donations will be used for youth programming and the upcoming Harry Potter Themed Escape Room in June. Both organizations have received thank you letters signed by Board Chair, L. Anderton.</p>	

	<p><b>6.2 Donor Wall Update</b> – The Donor Wall video is updated through 2018 and the 2019 donation will be uploaded shortly as the new logos were only recently received. M. Penn is also in the process of learning how to effectively utilize the new software. J. Fulawka and N. Broadbent offered to assist with support of use of the software.</p>	<p>M. Penn N. Broadbent J. Fulawka</p>
<b>7.0</b>	<p><b>Programming &amp; Services</b></p> <p><b>7.1 POS Review</b> – M. Penn recommended to table the Plan of Service (POS) review to the April Board Meeting. All in attendance agreed.</p>	<p>M. Penn</p>
<b>8.0</b>	<p><b>Marketing</b> – None</p>	
<b>9.0</b>	<p><b>Financial Matters</b></p> <p><b>9.1 Treasurer’s Report</b> – N. Broadbent noted that we are still in the process of year end and that we did receive the Indigenous Grant in December.</p> <p><b>9.2 The Budget Operating Statement dated November 2018</b> – N. Broadbent reviewed the BOS with the Board and noted any variances and their reasons.</p> <p><b>9.3 County Grant Update</b> – The County Grant was received in early January and the Library commended the County for the prompt Budget process and provision of the grant. The County Representatives took this opportunity to offer praise to the Library’s accomplishments.</p> <p><b>9.4 Capital Expenditures</b> – M. Penn informed the Board that there are no capital expenditures planned for this year.</p> <p><b>9.5 HR Budget Update</b> – There will be a difference in the staff budget this year that will be addressed in item 10.2.</p> <p><b>9.6 Employment Grants</b> – M. Penn submitted grant applications for the Canada Summer Jobs, STEP, and Young Canada Works Grants in early January.</p> <p>There has been a change to the online grant application process. As she is the one responsible for these projects, they require M. Penn to link her personal CRA account to the Library’s CRA account in order to submit grant applications and to be able to access the Library’s Job Bank account.</p> <p>N. Broadbent offered to do a risk analysis with M. Penn about the situation and bring it back to the Board at a later meeting.</p> <p><b>9.7 Notice to Reader Update</b> – N. Broadbent advised that JMD has confirmed that they will do the year end audit including LAPP at the same cost as last year.</p>	<p>N. Broadbent M. Penn</p> <p>N. Broadbent K. Arsenault</p>
<b>10.0</b>	<p><b>Human Resources</b></p> <p><b>10.1 In Camera (Staff Announcement)</b></p> <p><b>C. Borgun moved to go In Camera at 7:55 pm. Carried unanimously.</b></p>	

	<p><b>D. Beniuk moved to go Out of Camera at 8:00 pm. Carried unanimously.</b></p> <p><b>10.2 Staff Coverage 2019 –</b> M. Penn presented two proposals to the Board for staff coverage needed from 2019-2020:</p> <p>The first proposal is to apply for a Federal grant for financial support towards an internship to be filled by a candidate that has a Library Degree and a background in Bookkeeping.</p> <p>The second proposal is to advertise a temporary position to be filled by a candidate that has a background in administrative support and accounting/bookkeeping and to start at Step 1 of existing Salary Grid with a 2-month orientation period with current incumbent.</p> <p>M. Penn detailed the expenses/costs and pros/cons to the Board for each proposal. The board discussed each in detail and M. Penn provided her recommendation.</p> <p><b>N. Broadbent moved to accept M. Penn’s recommendation to advertise for the Admin position in 2019 including the two months overlap and then budget for the new Library Internship position starting in late May or June 2020 in order to apply for the Federal funding. Carried unanimously.</b></p> <p><b>10.3 Board Members Update –</b> J. Fulawka’s new term and M. Siebold’s new Board Member appointment have been approved by the County. L. Anderton will do an orientation with M. Siebold next week.</p> <p><b>10.4 Youth Board Members –</b> As we have still not received a formal Youth Board Member application, M. Penn will reach out and distribute recruitment posters to the High School again shortly. Board Members will also receive the posters to distribute around Lac La Biche.</p>	<p>M. Penn</p> <p>L. Anderton M. Siebold</p> <p>M. Penn All Board Members</p>
<p><b>11.0</b></p>	<p><b>Policies &amp; Procedures</b></p> <p><b>11.1 Accountability Cycle –</b> M. Penn proposed to move the POS review on the Accountability cycle from the January and June meetings, to the April and November meetings. This would move the POS review away from the January meeting which focuses on finances and Annual Reports and also away from the June meeting which the Annual General meeting as well.</p> <p><b>D. Beniuk moved to change the POS Review on the Accountability cycle from the January and June meetings to the April and November meetings. Carried unanimously.</b></p>	<p>K. Arsenault</p>
<p><b>12.0</b></p>	<p><b>Statistics</b></p> <p><b>12.1 2018 Statistics Review –</b> M. Penn highlighted the difference in the stats between 2017 and 2018 and explained large variances. Most notable is our Wi-Fi usage, which has nearly tripled.</p> <p><b>12.2 2018 Annual Report for ALLB –</b> M. Penn presented the report and highlighted key features and changes while noting why those changes occurred.</p> <p><b>L. LeMay moved to submit the ALLB Annual Report as presented. Carried unanimously.</b></p>	<p>M. Penn</p> <p>M. Penn</p>

	<p><b>12.3</b> 2018 Annual Report for APL – M. Penn explained the key differences between 2017 and 2018 and how the school affects the hours of operation of the APL Library.</p> <p><b>C. Borgun moved to submit the APL Annual Report as presented. Carried unanimously.</b></p>	
<b>13.0</b>	<p><b>Other Business</b></p> <p><b>13.1</b> Annual General Meeting Date – M. Penn recommended changing the date of the 2019 AGM to May rather than June.</p> <p><b>R. Cofer moved that May 22 becoming the AGM and Regular Board meeting that would normally be held in June. Carried unanimously.</b></p> <p><b>13.2</b> Indigenous Digital Storytelling Training – To roll out the Provincial version of the Database. Training will be February 11-12<sup>th</sup> in the Wild Rose Room at the Library. Invitations will be sent out to Bonnyville, St. Paul, Cold Lake, Vilna, Two Hills, Morinville, Elk Point, and Fort McMurray Libraries. Portage College, Northern Lights Library System (NLLS), and Northern Lights Public Schools (NLPS) will also receive invitations. Board Members are welcome to express interest to attend as well.</p> <p>The first day will outline digital storytelling, different approaches, ethics, and consent. The second day will delve into the technical aspects.</p> <p>The Voices of Amiskwaciy Grant will cover mileage, food, and accommodations for the libraries as well as audio kits and software for audio and video editing. (Indigenous &amp; POS – Culture Diversity)</p>	M. Penn
<b>14.0</b>	<p><b>Information</b></p> <p><b>14.1</b> BOS for October – None</p>	
<b>15.0</b>	<p><b>15.1 Next Meeting: Wednesday, April 17<sup>th</sup>, 2019</b>  <b>Meeting to be held at 7:00 p.m. in the Plamondon School Library, Plamondon</b></p>	
<b>16.0</b>	<p><b>Adjournment: 9:40 p.m.</b>  <b>R. Cofer 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 \_\_\_\_\_