

**Lac La Biche County Library Board
Meeting of Wednesday, May 22, 2019
Wild Rose Room, Library, Bold Center, Lac La Biche
Minutes**

Board Members Present:

- L. Anderton • D. Beniuk • N. Broadbent • C. Borgun • G. Piquette
- M. Siebold

Staff Present:

- M. Penn • K. Arsenault • K. Gagne

Absent with regrets:

- J. Fulawka • L. LeMay

Youth Ambassadors Present

- L. Toutant • R. Clark

Item No.	Topic	Action required
1.0	<p>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.</p> <p>Call to Order Meeting was called to order at 6:44 p.m. by L. Anderton, Board Chair.</p>	
2.0	<p>Approval/Amendments to Agenda – The Agenda was submitted for approval.</p> <p>N. Broadbent moved to adopt the Agenda for Wednesday May 22, 2019 as submitted. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 Demo of Self Checkout Machine – M. Penn presented and demonstrated the new self checkout machine to the Board. It will be open to public use once all collection materials have been tagged, save for the AV collection which will be completed at a later date. The estimated date for commencing regular use is September 2019.</p>	
4.0	<p>Review of Minutes of Meeting of Wednesday, April 17, 2019 – The minutes were approved electronically prior to the May meeting for signing purposes.</p>	
5.0	<p>Business Arising from Minutes – None</p>	
6.0	<p>Friends of the Libraries – None</p>	
7.0	<p>Programming & Services</p> <p>M. Penn updated the Board on the status of existing programs such as Happening Homeschoolers, Teens at the Library, and Maker Wednesdays. (POS. C1, E1)</p>	

	<p>7.1 Escape Room Volunteers – The next escape room is Harry Potter themed and will be on Friday June 7th, which is a Family Friday for the schools. Volunteers are still needed and should contact staff at the library regarding what times they are available to volunteer. L. Anderton volunteered for the evening and R. Clark Volunteered for all day. L. Toutant will contact the high school P. E. teachers as they may have students that require volunteer hours to complete their course. (POS. C)</p> <p>Registration for the event is encouraged due to the high volume of attendance at the previous Escape Room event.</p> <p>FCSS has offered to provide snacks and beverages for the event, as well as possible volunteers.</p> <p>The next Escape Room will be in September in conjunction with the Youth Summit, but the date is still subject to change.</p>	<p>L. Anderton R. Clark L. Toutant</p>
<p>8.0</p>	<p>Marketing – None</p>	
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – The Provincial Grant will likely be delayed until the Fall due to the change in government.</p> <p>9.2 The Budget Operating Statement dated March 2019 – N. Broadbent reviewed the BOS with the Board and noted any variances and their reasons. The overall rate of expenditure is as expected for the first quarter of the year.</p> <p>9.3 Charity Return – N. Broadbent explained the Charity Return for new members of the Board.</p> <p>L. Anderton moved that N. Broadbent be entrusted to ensure accurate completion of the Registered Charity Information Return based upon the already Board approved 2018 Statement of Receipts and Disbursement figures. Carried unanimously.</p> <p>9.4 Employment Grant Update – We have been approved for all three grants, which include Canada Summer Jobs, STEP, and Young Canada Works.</p> <p>9.5 Signing Authority –</p> <p>L. Anderton moved to cancel the approval for the enactment of signing authority for J. Saunders. Carried unanimously.</p> <p>N. Broadbent moved to authorize the addition of K. Gagne to the Lac La Biche County Library Board Bank account signing authority at Servus Credit Union. Carried unanimously.</p> <p>M. Siebold moved to electronically circulate the minutes from the May 22nd Board meeting early and approve them electronically for banking purposes. Carried unanimously.</p>	<p>N. Broadbent</p> <p>K. Arsenault K. Gagne M. Penn</p> <p>K. Arsenault K. Gagne M. Penn</p>

	<p>9.6 Budget and Salary Review Meeting – M. Penn asked the HR and Finance Committee members of the Board for potential dates for the Budget and Salary Survey Results Review Meeting. It was decided that the week of Monday July 22 would be a good time to conduct this meeting. M. Penn will send a doodle poll early next week and will send an official invitation once the Committees decide on a date that works best.</p>	<p>HR Committee Finance Committee</p> <p>M. Penn</p>
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Summer Student Staff Update – Both Summer Student positions have been filled. Their first day of work was Tuesday, May 21st.</p> <p>10.2 Board Member Follow Up – L. Anderton and N. Broadbent’s reappointments to the Board were approved by County Council. After discussion regarding the two Board vacancies, M. Penn was requested to advise the County that we wish to advertise for both the Youth Board Member and Member at Large Board vacancies with the latter specifying a preferred attribute of a connection to youth groups within our community.</p> <p>The HR Committee will meet and look at the expiry dates of Board members to identify future possible Board needs and qualifications that would be desired as well as possible future candidates.</p> <p>10.3 Youth Ambassador Follow Up – L. Anderton met the new Youth Ambassador, R. Clark, for orientation.</p> <p>10.4 Youth Committee Terms of Reference – The Board reviewed the amended Youth Committee Terms of Reference document to reflect a broader possible membership.</p> <p>G. Piquette moved to approve the Youth Committee Terms of Reference as amended to include other Board members and community members. Carried unanimously.</p> <p>10.5 Outreach Librarian Job Description – L. Anderton and M. Penn presented the history and benefits of this new position referencing HR Committee conversations from 2017 and the recommendations made at the January 16th, 2019 Board meeting.</p> <p>M. Penn presented the following PLSB standards for libraries serving a population of 10,000 -20,000:</p> <ul style="list-style-type: none"> • Standard level - One site IT staff and 1 MLIS; • Enhanced level - 0.7 FTE/1000 population and 2 MLIS; • Excellent Standard (our normal level) – 2 MLIS on staff and 1 FTE/1,000 people. <p>With the municipal census currently being conducted, two budgets for the upcoming year will be created with one reflecting the new intern position starting in June 2020 as the need for the second budget depends solely on the results of the census.</p> <p>In order to employ an intern, the position must first be created by approval of the job description by the Board and the funds need to be built into our 2020 budget.</p>	<p>M. Penn</p> <p>HR Committee</p> <p>M. Penn</p>

	<p>C. Borgun moved to approve utilization of the draft job description to allow for a salary survey to identify potential budgetary costs for 2020 budget preparation. Carried unanimously.</p> <p>10.6 PD Day Recap – Staff had a PD Day on May 10th and were introduced to Mental Health training and an introductory session on LGBTQ2+ as well.</p> <p>10.7 Feedback Summary Checklist – L. Anderton presented the feedback summary, explaining the purpose and how the information is compiled allowing the Board to see where to best focus their time in meetings. The feedback for 2018 was very positive. The Board member feedback was very appreciated.</p>	
11.0	Policies & Procedures – None	
12.0	Statistics – None	
13.0	<p>Other Business</p> <p>13.1 NLLS Follow Up – Should it be requested; an update will be provided. L. Anderton and M. Penn will compile the information for the update. An update will be circulated to the Board at large for their information.</p> <p>13.2 Records Destruction – As per the Record Retention Policy, the Board is to make an annual motion for the approval of the destruction of files older than 7 years. M. Siebold suggested reviewing the policy in regard to the necessity of the required motion.</p> <p>M. Siebold moved to approve the annual destruction of the 2012 files and to further bring the Record Retention Policy to the Board’s consideration for amendment. Carried unanimously.</p> <p>13.3 2020 Board Meeting Schedule –</p> <p>D. Beniuk moved to amend the regular Board meetings from the third Wednesday to the third Monday of the meeting month beginning in 2020. Carried unanimously.</p> <p>13.4 Letter to New Municipal Affairs Minister – The Library systems took it upon themselves to write a letter to the new Municipal Affairs Minister without prior consultation of their member libraries. In all previous years, member libraries have sent their own letters. A copy of that correspondence will be shared with the Board.</p>	<p>L. Anderton M. Penn</p> <p>K. Gagne M. Penn</p> <p>K. Gagne</p>
14.0	<p>Information</p> <p>14.1 BOS for October – None</p> <p>14.2 Library Director ALC Notes – None</p> <p>14.3 NLLS Service Report to Council – It was noted that there is concern as to the meaningfulness of many of the cost/value projections provided in this document. M. Penn and L. Anderton were requested to make notes as to those areas to answer any questions that may arise regarding the content of the document.</p>	

15.0	15.1 Next Meeting: Wednesday, September 18th, 2019 Meeting to be held at 7:00 p.m. in the Wild Rose Room, Library, Bold Center	
16.0	Adjournment: 9:05 p.m. C. Borgun 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 2016-20 Goal/Objective.

Signed _____ Date _____