

**Lac La Biche County Library Board
Meeting of Wednesday, April 17, 2019
Library, Ecole Plamondon School, Plamondon
Minutes**

Board Members Present:

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

Staff Present:

- M. Penn • K. Arsenault • J. Saunders • R. Hilligas

Absent with regrets:

- C. Borgun • L. LeMay • G. Piquette

Youth Ambassadors Absent

- L. Toutant

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 7:08 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 April 17, 2019 as submitted. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 APL Tour and Update – The Board toured the APL Library and Learning commons. R. Hilligas was very informative and highlighted all the new changes that resulted from last year’s renovations and how the space fosters creativity. The Board thanked R. Hilligas as she brought the vision with the school board to life considering such a unique agreement. M. Penn thanked R. Hilligas for the awesome partnership and vibrancy.</p>	<p>L. Anderton K. Arsenault J. Saunders</p>
4.0	<p>Review of Minutes of Meeting of Wednesday, January 16, 2019 – The minutes were submitted for approval.</p> <p>N. Broadbent moved to approve the Minutes of Wednesday January 16, 2019 as submitted. Carried unanimously.</p>	
5.0	Business Arising from Minutes – None	
6.0	Friends of the Libraries – None	

<p>7.0</p>	<p>Programming & Services</p> <p>7.1 POS Review – M. Penn highlighted the achievements associated with the 2016-2020 Plan of Service which include the preschool programming, expanding the makerspace collection, software expansion, and some of the RISE videoconferencing sessions held in the last 12 months. Noteworthy changes this year include the name change from Remote Circulation to Pop-Up Libraries and moving forward Happening Homeschoolers will change from hosting monthly programs to special events. (POS A, B, C, D, & E)</p>	
<p>8.0</p>	<p>Marketing</p> <p>8.1 Photo Release – Changes were made to the Photo Release form to include digital stories rather than creating a separate form. (Marketing Plan)</p>	
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – The Voices of Amiskwaciy Grant funds that we received in November 2018 were spent in February for the Indigenous Digital Storytelling training and associated resources.</p> <p>9.2 The Budget Operating Statement dated February 2019 – N. Broadbent reviewed the BOS with the Board and noted any variances and their reasons.</p> <p>9.3 Notice to Reader & 2019 Budget – Notice to Reader was prepared by JMD Group.</p> <p>N. Broadbent moved to approve the Notice to Reader document. Carried unanimously.</p> <p>9.4 AWE Follow Up – M. Penn proposed that the Board replace one of the two AWE units with a fully portable and pre programmed tablet as this would free up space for play and would ensure the AWE software would be used more regularly by a wider age range.</p> <p>D. Beniuk moved to make the expenditure as recommended for the AWE equipment. Carried unanimously.</p> <p>9.5 Employment Grants Update – M. Penn informed the Board that we have been fully approved for the Young Canada Works grant, have received conditional approval for the STEP grant, and are still waiting on approval for the Canada Summer Jobs grant.</p> <p>9.6 Risk Assessment Online CRA – N. Broadbent created a Risk Assessment Template and used it to evaluate the risks associated with having to link personal CRA information to the Library Board’s CRA account for the submission of grant applications, processing Record of Employments, and posting to the Job Bank.</p> <p>The Board approved the new risk analysis template and will be using this model in the future. A Risk Analysis Policy will be created prior to the November Board meeting. M. Penn will consult with PLSB and other libraries about their risk policies and procedures.</p> <p>9.7 NLLS Required Computer Update – M. Penn reviewed the NLLS Update regarding Windows and ALLB branch computers. In January 2020 NLLS support will cease for</p>	<p>K. Arsenault J. Saunders</p> <p>M. Penn</p> <p>M. Penn</p> <p>M. Penn J. Saunders N. Broadbent</p>

	<p>computers still operating on Windows 7, meaning all computers that haven't already been updated to Windows 10 will need hardware upgrades in a few older desktops.</p> <p>This information was not provided with sufficient time to properly budget for the mandatory hardware upgrade to support the Windows 10 software, which results in the 2019 computer budget having to be used all at once.</p> <p>In August 2014, an online statement released from Microsoft stated that the company doesn't plan to stop fixing security problems in Windows 7 until extended support ends. The date being January 14, 2020, which is five years and a day from the end of mainstream support. The reminders to customers about the end of the life for Windows 7 were sent out mid March hence the action by NLLS.</p> <p>The Board agreed with M. Penn's recommendation to wait until 2020 for the replacement of 9 public computers/laptops for both locations. That will maintain our excellent status with the PLSB and increase the work space next to the computers.</p> <p>9.8 Signing Authority – J. Saunders needs to be added as a signor for the Library account at Servus Credit Union.</p> <p>N. Broadbent moved to authorize the addition of J. Saunders to the Lac La Biche County Library Board Bank account at Servus Credit Union. Carried unanimously.</p> <p>N. Broadbent moved to circulate the minutes from the April 17th Board meeting early and approve them electronically for banking purposes. Carried unanimously.</p>	<p>K. Arsenault J. Saunders</p> <p>K. Arsenault J. Saunders</p>
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Staff Update – M. Penn was pleased to inform the Board that the positions of Summer Literacy Program Coordinator and Temporary Administrative Assistant have been filled. She is still in the process of interviewing for the Summer Literacy Program Tutor position.</p> <p>10.2 Board Member Recognition – The Board was pleased to present a Certificate of Appreciation to R. Cofer who has decided to step down as a Board member after dedicating 12 years to the Library Board. L. Anderton highlighted R. Cofer's dedication to volunteering and has consistently attended all library events and Board meetings.</p> <p>R. Cofer presented a thank you letter to the Board.</p> <p>Thank you, Ron.</p> <p>10.3 Board Members Reappointments –</p> <p>J. Fulawka moved that L. Anderton and N. Broadbent be reappointed for 3-year terms and that the County Council be requested to affirm these appointments. Carried unanimously.</p> <p>10.4 Board Recruitment – In the future the County needs to be notified of any Board vacancies so they may begin their process of advertising for Board recruitment.</p>	<p>K. Arsenault J. Saunders</p> <p>L. Anderton J. Saunders</p>

	<p>10.5 Youth Ambassador Appointments – The HR Committee met and evaluated candidates for the position(s) of Youth Ambassador. It was recommended that R. Clark be appointed to the position of Youth Ambassador with C. Piche to be appointed as a member of the Youth Committee. With a minor amendment to the Youth Committee Terms of Reference, we may welcome any eligible candidate to the Youth Committee without needing to be a Youth Ambassador.</p> <p>M. Siebold moved to invite R. Clark to accept the position of Youth Ambassador and to invite C. Piche to accept the position of Youth Committee member. Carried unanimously.</p> <p>M. Siebold moved to make the necessary changes to the Youth Committee Terms of Reference regarding Youth Committee member acceptance. Carried unanimously.</p>	<p>L. Anderton</p> <p>HR Committee L. Anderton K. Arseneault J. Saunders</p>
<p>11.0</p>	<p>Policies & Procedures</p> <p>11.1 HR:BEN02 Medical Appointment Leave – The Libraries’ benefits policies reflect those of the Lac La Biche County’s and the HR Committee recommended the approval of the change to the HR:BEN02 Medical Appointment Leave policy to reflect the same as the County’s policies.</p> <p>D. Beniuk moved to approve the recommendation of the HR Committee to change the HR:BEN02 Medical Appointment Leave policy to reflect that of the Lac La Biche County’s policies. Carried unanimously.</p>	<p>K. Arseneault J. Saunders</p>
<p>12.0</p>	<p>Statistics – None</p>	
<p>13.0</p>	<p>Other Business</p> <p>13.1 Internet Update – M. Penn explained how the Supernet and Internet work at the Main Branch regarding NLLS provided bandwidth. The Board requested M. Penn’s continued investigation into this matter.</p> <p>13.2 NLLS Follow Up – L. Anderton and M. Penn will meet and do an analysis for the update for County Council upon request.</p> <p>13.3 Board Meeting Dates 2020 – M. Penn proposed to change the day of the week of regular Board meetings as Wednesdays currently affect operational at both locations, does not allow for future meetings to be held at the Plamondon branch, and the LMC meetings are scheduled on Wednesdays. The new suggested day would be the third Monday of the month for Board Meetings.</p> <p>The Board decided to table this until the May meeting and request that all Board Members review their schedules and arrive willing to make a decision. A draft 2020 Board Meeting Schedule will be created to assist with this process.</p>	<p>M. Penn</p> <p>M. Penn L. Anderton</p> <p>All Board Members K. Arseneault J. Saunders</p>
<p>14.0</p>	<p>Information</p> <p>14.1 BOS for January 2019 – None</p> <p>14.2 ALA Midwinter Conference Notes – None</p>	

	14.3 Shifting Services for Inclusivity Symposium – None 14.4 Indigenous Digital Story Telling Workshop – None	
15.0	15.1 Next Meeting: Wednesday, May 22nd, 2019 Meeting to be held at 7:00 p.m. in the Wild Rose Room, Library, Bold Center	
16.0	Adjournment: 9:56 p.m. R. Cofer 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 _____