

**Lac La Biche County Library Board
Meeting of Wednesday, September 19, 2018
Wild Rose Room, Library, Bold Center, Lac La Biche
Minutes**

Board Members Present:

- L. Anderton • D. Beniuk • N. Broadbent • R. Cofer • L. LeMay
- G. Piquette •

Staff Present:

- K. Arsenault • M. Penn

Absent with regrets:

- J. Fulawka

Absent

- C. Borgun • 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 7:04 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, September 19, 2018 as submitted. Carried unanimously.</p>	
3.0	Presentations – None	
4.0	Review of Minutes of Meeting of Wednesday, June 13, 2018 – The minutes were approved electronically prior to the September meeting for investment purposes.	
5.0	<p>Business Arising from Minutes</p> <p>5.1 Amend Minutes from April 18, 2018</p> <p>N. Broadbent moved to amend the previously approved minutes of April 18, 2018 to correct the name D. Borgun to D. Beniuk in item 9.1. Carried unanimously.</p>	
6.0	Friends of the Libraries – None	
7.0	<p>Programming & Services</p> <p>7.1 Summer Literacy Program Report – M. Penn reported that there was positive feedback from parents and the teaching schedule was well received. We will be looking at adding a remote location option for next summer’s program and the letters to the schools will be sent prior to the summer students’ start date. (C1)</p>	

	<p>7.2 Summer Reading Club Update – This year’s summer reading club was very successful with over 2,200 titles read. Participants and parents liked the new format of only 2 main events per month. (C1)</p> <p>7.3 Preschool Year End Report – M. Penn reported that there was a high number of grandparents and second language learners that attended the preschool programs offered by the Library. There are now around 100 individuals trained to offer the Read and Roll program at their locations. The partners are developing a kindergarten age Storytime Clubhouse and Read and Roll Session #1 is being translated into French. (A1 & A2)</p> <p>7.4 Escape Room: Infection Follow Up – The event will be held Friday, October 26th. Based on the feedback so far, we are expecting up to 100 people to attend. Volunteers are still needed and some of the Board members volunteered for the event.</p> <p>7.5 Audio Recording Studio Update – M. Penn reached out to both the Girl Guides and Cadets. There are currently 5 adults and 2 youth who have volunteered for the Audio Recording Studio project. The goal is to record and edit two books and send to NNELS by the end of the year. (D2)</p> <p>7.6 Letter from B.C Resident – The Board discussed the existing conditions in which library memberships may be issued.</p> <p>The Board accepted M. Penn’s recommendation that our current standards which reflect TRAC policies and provincial resource sharing general provincial standards continue to be applied. M. Penn will correspond with the resident regarding this decision.</p> <p>7.7 APL/Learning Commons Update – Along with the new learning commons, the new staff and administration have vastly improved the atmosphere at the Plamondon branch. The Board expressed their support and congratulations and proposed the idea of having a Board meeting in Plamondon in 2019. (C1 & D2)</p>	<p>L. Anderton N. Broadbent G. Piquette L. LeMay</p> <p>M. Penn</p> <p>M. Penn</p>
8.0	Marketing – None	
9.0	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – No significant changes have occurred since the June meeting.</p> <p>9.2 The Budget Operating Statement dated August 2018 – Our financial status is as expected at this stage in the budget year. The Board requested the addition of a new account and a new line to the BOS reflecting leased equipment.</p> <p>9.3 2019 Draft Budget – The proposed budget approved by the Joint HR and Finance Committees was presented and with minor changes, approved for presentation to the County.</p> <p>N. Broadbent moved to approve the Budget as amended and that it be presented to the Lac La Biche County Council. Carried unanimously.</p> <p>9.4 Indoor Book Drop for APL Location – M. Penn discussed the current makeshift book drop at APL and proposed that a new library standard book drop be purchased and presented a quote to the Board.</p>	<p>M. Penn</p> <p>M. Penn</p>

	D. Beniuk moved to approve the purchase of the indoor book drop for APL Branch as presented. Carried unanimously.	
10.0	<p>Human Resources</p> <p>10.1 In Camera – Director’s Review</p> <p>L. LeMay moved to go In Camera at 10:00 pm. Carried unanimously.</p> <p>D. Beniuk moved to go Out of Camera at 10:10 pm. Carried unanimously.</p> <p>L. LeMay moved to apply annual increment for Library Director effective on their anniversary date. Carried unanimously.</p> <p>10.2 Staff Update – A staff member is away on leave for 6 – 8 weeks beginning Monday, September 24. There are two new Library pages and a new work experience student begins soon as well.</p> <p>10.3 Staff Recognition</p> <p>L. Anderton moved to continue to offer staff recognition in 2018 as in previous years. Carried unanimously.</p> <p>10.4 Board Member Recruitment – M. Penn will post the Board Recruitment Poster on the Website and Facebook. L. Anderton will reach out to an individual who has previously expressed interest in joining the Library Board to inform them that there is a vacant position. (Marketing)</p> <p>10.5 Board Member Reappointment – The Vice Chair’s end of term is coming due in November.</p> <p>L. Anderton moved that J. Fulawka be reappointed for a 3-year term and that the County Council be requested to affirm the same appointment. Carried unanimously.</p>	<p>M. Penn</p> <p>M. Penn L. Anderton</p> <p>L. Anderton</p>
11.0	Policies & Procedures – None	
12.0	Statistics – None	
13.0	<p>Other Business</p> <p>13.1 Secretary Assignment for November Board Meeting – K. Arsenault will be away for the November Board Meeting. N. Broadbent volunteered to take the minutes for the November meeting. K. Arsenault will provide a template for use.</p> <p>13.2 Board Mileage & Volunteer Hours Reminder – The Board was reminded to submit their volunteer hours and mileage at the November Board Meeting.</p> <p>13.3 In Camera – NLLS Response</p> <p>G. Piquette moved to go In Camera at 8:59 pm. Carried unanimously.</p> <p>L. Anderton moved to go Out of Camera at 9:57 pm. Carried unanimously.</p>	<p>K. Arsenault N. Broadbent</p> <p>M. Penn</p>

	D. Beniuk moved to cover the cost of L. Anderton’s registration for the NLLS Conference. Carried unanimously.	
14.0	<p>Information</p> <p>14.1 ALA Conference Notes from M. Penn – M. Penn highlighted the Mental Health section.</p> <p>14.2 BOS for July 2018 – Information</p> <p>14.3 Best Practice for AB Public Libraries – M. Penn reviewed the Best Practice for AB Public Libraries document for both locations and highlighted the following items:</p> <ul style="list-style-type: none"> • We are currently excellent for staffing, hours, reference questions, and computers, including the number of workstations. Once the population exceeds 10,000, the Board will have to add a second MLIS and an increase of FTE hours to maintain this ranking. • We are at excellent status for technology management, but once the Self-Checkout arrives, our ranking will be at the enhanced level. • We are in the range of enhanced for collection size for the population size of 10,000 - 20,000. • The areas of concern for the public-school library location are safety when accessing the library through the rear entrance at night, particularly during the winter months, no separate washroom, and lack proper signage on the exterior of the building. <p>14.4 PNLA Board Conference Notes from M. Penn – Information</p> <p>14.5 AIMBOT – M. Penn shared the email from AIMBOT with the Board to inform them of the situation that AIMBOT recently experienced with another organization.</p> <p>14.6 LLB County Libraries Programming Survey – Information</p> <p>14.7 Minutes from Joint HR and Finance Committee Meeting – Information</p>	N. Broadbent
15.0	15.1 Next Meeting: Wednesday, November 21st, 2018 Meeting to be held at 7:00 p.m. in the Wild Rose Room, Library, Bold Center	
16.0	Adjournment: 10:20 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 _____