

**Lac La Biche County Library Board
Meeting of Wednesday, April 18, 2018
Wildrose Room, Library, Bold Center, Lac La Biche
Minutes**

Board Members Present:

- L. Anderton
- D. Beniuk
- C. Borgun
- R. Cofer
- J. Fulawka
- D. Nowicki
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Youth Ambassadors Present:

- L. Toutant
- E. Uganecz

Staff Present:

- K. Arsenault
- M. Penn

Absent with regrets:

- N. Broadbent
- L. LeMay

Absent:

- G. Piquette

Item No.	Topic	Action required
1.0	<p>We recognize that we are on Treaty 6 land and the homeland of the Metis.</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 and a request for an addition/amendment was made: - Add 7.5 All Access Passes</p> <p>C. Borgun moved to adopt the Agenda for Wednesday, April 18, 2018 as amended. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 Audio Recording Studio – M. Penn demonstrated the audio recording studio, explaining its possible uses. This studio was made possible by the CIP Grant received in 2017. Board assistance was requested in the promotion of the recording studio. (POS D.2.f)</p> <p>Volunteers are needed to begin the process of recording audio books for NNELS. The Board agreed to assist in the recruitment of volunteers. L. Anderton and J. Fulawka volunteered.</p> <p>3.2 Makerspace and Games – M. Penn presented the Makerspace Games, STEM, and Coding circulation materials to the Board. These materials can be circulated to NLLS member libraries but not the entire TRAC system in accordance with TRAC Policies. (POS C.2)</p>	

<p>4.0</p>	<p>Review of Minutes of Meeting of Wednesday, January 17, 2018 - The minutes were submitted for approval.</p> <p>J. Fulawka moved to approve the Minutes of Wednesday, January 17, 2018 as submitted. Carried unanimously.</p>	
<p>5.0</p>	<p>Business Arising from Minutes – None</p>	
<p>6.0</p>	<p>Friends of the Libraries</p> <p>6.1 Donor Wall Update – Per computer specialist recommendations, M. Penn will install new software that will run the new file format of the Donor Wall Video. The tentative goal is to have this process completed by the end of this year.</p>	
<p>7.0</p>	<p>Programming & Services</p> <p>7.1 Audio Recording Studio Follow Up – M. Penn informed the Board that the goal is to have 1 audio book completed by volunteers by the end of the year. She reiterated which organizations/community groups that will be approached for volunteers and which Board members offered to talk to each. The Volunteers will only need to do the recording of the audio book, editing will be done by staff and work experience students. (POS D.2.f)</p> <p>L. Anderton suggested that a cover letter be created from the Board to community groups to approach for volunteers. The correspondence will be created by M. Penn and L. Anderton.</p> <p>E. Uganecz will ask the Interact Club of J.A. William High School for volunteers as a classroom project for the Fall term.</p> <p>7.2 Health and Wellness Fair – the fair will be held on May 17th from 4-7 pm. There are currently 9 confirmed tables with more verbal confirmations, but we are still awaiting on the return of the registration forms. Board Members took event posters to post at locales throughout our community. (POS B.2)</p> <p>D. Beniuk and C. Borgun offered to encourage the inclusion of the Library’s events to be published in the County In Touch Newsletter as well as to encourage the Bold Center and County to share Library Events on Facebook.</p> <p>7.3 Escape Room Event – The Youth Committee is spearheading this event which will take place at 6 pm on Friday, June 1st. The theme will coincide with the first level of the game – Prison Break. The slide has been created to post on Facebook and the Website. L. Toutant will follow up with library staff about the completion of the event poster. (POS E.2)</p> <p>As the event budget is within our approved 2018 budget no Board approvals for expenditures is required. M. Penn will be attending an Escape Room Seminar for Libraries at the ALC Conference and hopes to come back with helpful tips.</p>	<p>M. Penn L. Anderton</p> <p>E. Uganecz</p> <p>C. Borgun D. Beniuk</p>

	<p>7.4 Summer Programs – There will be four main events for the TD Summer Reading Club (SRC), rather than weekly ones as in previous years. The confirmed SRC entertainer is the Edmonton Reptile Parties, which will be at both locations on July 4th. (POS C.1.g)</p> <p>C. Borgun and D. Beniuk will confer with the County Administration regarding opportunities to enhance cooperation and collaboration for programming and activities.</p> <p>7.5 All Access Passes – The library is now offering Bold Center Day Use All Access Passes as part of circulation materials to library members. There are conditions as to how many times and how often they can be checked out. Library members are already using them.</p>	<p>C. Borgun D. Beniuk</p>
<p>8.0</p>	<p>Marketing</p> <p>8.1 PAL Follow Up – To further promote opportunities for collaboration or support of literacy, it was decided that the Board will reach out to PAL at a board level, rather than only a staff level. An invitation will be sent to their Board for a specifically tailored tour of the library, so they may see how the library can support and assist them with meeting their clients’ needs. L. Anderton and M. Penn will draft the invitation letter with a proposed date some time after the Health and Wellness fair.</p>	<p>L. Anderton M. Penn</p>
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – D. Borgun presented the Treasurer’s Report as prepared by N. Broadbent.</p> <p>L. Anderton moved to approve the Notice to Reader document. Carried unanimously.</p> <p>9.2 The Budget Operating Statement dated March 2018 – D. Beniuk reviewed the document with the Board. Our financial standing is as projected to be at this time of the budget year.</p> <p>9.3 2017 financial Statement (Notice to Reader) – Refer to motion in item 9.1.</p>	
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Summer Employment Update – The library has been approved for all three (3) grants that were applied for. This includes the STEP, Young Canada Works, and Canada Summer Jobs grants. (POS C.1.h)</p> <p>10.2 Board Appointment – Board Membership status was discussed.</p> <p>It was suggested that the Board recruit candidates to fill the 10th position available in the total Board composition. This will assist with regularly achieving a quorum of six (6) members per meeting and add an additional member to perform Board Committee responsibilities as well. Recruiting will begin during the summer months using the Board Recruitment package previously created. A candidate with a financial background would be an ideal complement to our existing Board composition.</p>	

	<p>The Board will also begin recruitment for the Youth Board Member and a Youth Ambassador position which will both become vacant as of September as those two members leave the community for post-secondary education. If candidates are identified prior to September, the HR Committee will review all applicants and make recommendations at the September Board Meeting for appointment to the vacancies. In turn, County Council will be requested to formally appoint the recommended candidates as per the normal procedure.</p> <p>L. Anderton moved that the Board recruit for the tenth (10th) position vacancy, looking for a Fall date to fill. Carried unanimously.</p> <p>L. Anderton moved to fill the Youth Board Member voting vacancy that will come available over the summer months, to be filled for the Fall. Carried unanimously.</p> <p>10.3 Board Committee Appointments –</p> <p>L. Anderton moved to appoint C. Borgun to HR Committee of the Board. Carried unanimously.</p> <p>10.4 Spring/Summer Coverage – In Camera.</p> <p>D. Beniuk moved to go In Camera at 9:46 pm. Carried unanimously.</p> <p>R. Cofer moved to go Out of Camera at 9:50 pm. Carried unanimously.</p> <p>L. Anderton moved to provide Spring/ Summer Library coverage as per M. Penn’s recommendation. Carried unanimously.</p>	
<p>11.0</p>	<p>Policies & Procedures</p> <p>11.1 HR Policies Reflecting New Employment Standards – L. Anderton reviewed the changes made in accordance with changes to Alberta Legislation. K. Arsenault will circulate the policies to the HR Committee noting that they are confidential and are provided for Committee reference purposes only.</p> <p>C. Borgun moved to approve the changes to the affected HR Policies to meet Legislative requirements. Carried unanimously.</p> <p>11.2 ADMIN & HR Social Media Policies Tabled – These policies will be tabled at the June 2018 meeting.</p>	<p>K. Arsenault</p>
<p>12.0</p>	<p>Statistics</p> <p>12.1 2017 Annual Review – M. Penn reviewed the 2017 Annual Review with the Board.</p> <p>R. Cofer moved to adopt the 2017 Annual Review. Carried Unanimously.</p>	
<p>13.0</p>	<p>Other Business</p> <p>13.1 November Board Meeting Date Change – A request for a date change for the November Board meeting was made due to scheduling conflicts. The date has been changed</p>	<p>K. Arsenault</p>

	from November 21 to November 14. K. Arsenault with update the Board Meeting Schedule and send to Board Members via email.	
14.0	Information 14.1 BOS For February 2018 – None 14.2 Youth Committee Minutes March 7 th , 2018 – None 14.3 Youth Committee Minutes March 29 th , 2018 – None 14.4 Administrative Assistants Conference Notes – None	
15.0	15.1 Next Meeting: Wednesday June 13th, 2018 Meeting to be held at 7:00 p.m. in the ATB Room, Library, Bold Center	
16.0	Adjournment: 10:05 p.m. J. Fulawka 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 _____