

**Lac La Biche County Library Board
Meeting of Monday, January 20, 2020
Wild Rose Room, Library, Bold Center, Lac La Biche
Minutes**

Board Members Present:

- N. Broadbent • L. Anderton • J. Fulawka • K. Nutbrown • D. Beniuk
- M. Siebold • C. Borgun • L. Toutant • R. Clark • V. Gladue

Staff Present:

- M. Penn • K. Gagne

Absent with regrets:

- G. Piquette

Item No.	Topic	Action required
1.0	<p>Call to Order Meeting was called to order at 7:05 p.m. by L. Anderton, Board Chair.</p> <p>1.1 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>1.2 Introduction to new Board Member – L. Anderton introduced V. Gladue as the new Board Member.</p>	
2.0	<p>Approval/Amendments to Agenda</p> <p>2.1 The Agenda was submitted and a request for an addition/amendment was made: <ul style="list-style-type: none"> - 5.1 NLLS Follow Up - 10.4 Board Development </p> <p>C. Borgun moved to adopt the Agenda for Monday, January 20, 2020 as amended. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 New Games – M. Penn asked the Board to view the new Board Games that were purchased for the Library’s collection and thanked the Youth Committee for their suggestions and assistance.</p>	
4.0	<p>Review & Adoption of Prior Minutes</p> <p>4.1 Review of Meeting of Monday, November 18, 2019 – The minutes were submitted for approval.</p> <p>N. Broadbent moved to approve the Minutes of Monday, November 18, 2019 as submitted. Carried unanimously.</p>	
5.0	<p>Business Arising from Minutes</p> <p>5.1 NLLS Follow Up – M. Penn gave an update on NLLS services and issues:</p>	M. Penn
6.0	Friends of the Libraries - None	

<p>7.0</p>	<p>Programming & Services</p> <p>7.1 WRC 2020 “Snow Many Books” – M. Penn updated the Board on the new Winter Reading Club theme. (POS C1)</p> <p>7.2 Library Con – M. Penn informed the Board of the successes of Library Con, even with the extreme cold warnings, there were 162 attendees including vendors, presenters, and staff. Attendees had many great things to say about the Library and its staff in the Love Library Survey. (POS D3)</p> <p>7.3 Steampunkery: A STEAM Program – M. Penn informed the Board that Steampunkery will be held on select Wednesdays from 4:30-6:30pm. (POS C2)</p> <p>Upcoming projects:</p> <ul style="list-style-type: none"> • January 29th: Stop Animation Video • February 26th: Ice Making 	
<p>8.0</p>	<p>Marketing</p> <p>8.1 Boom New Contract – M. Penn was able to renegotiate the contract with Boom. This new contract costs less but allows us to keep our weekly time slots for live broadcast but reduces the number of 15 second commercials advertising the libraries. (Marketing Plan)</p>	
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer’s Report – N. Broadbent notified the Board of some incorrect procedures regarding LAPP reporting and that we are working to make corrections before we do the reporting for 2019.</p> <p>9.2 Review of Budgeting Operating Statement dated December 2019 - N. Broadbent reviewed the BOS with the Board and noted any variances and their reasons.</p> <p>9.3 2020 Budget – Amended Budget was reviewed with the Board based on the County Grant that was received.</p> <p>9.4 Capital Expenditures – M. Penn requested a Board motion to extend the life span of the all-in-one public computers for an additional year and replace one staff computer.</p> <p>M. Siebold moved to extend the lifespan of the all-in-one computers for one year. Carried unanimously.</p> <p>N. Broadbent moved to replace one staff computer in 2020. Carried unanimously.</p> <p>9.5 LAPP Follow Up – See 9.1.</p> <p>9.6 Rupertsland Institute Metis Youth Summer Employment Program follow up – M. Penn recommended pursuing this grant for a special summer project. (Indigenous)</p> <p>The YCW Grant and the CSJ Grant will be applied for again this year.</p> <p>C. Borgun moved to pursue the Rupertsland Program. Carried unanimously.</p>	<p>K. Gagne</p> <p>K. Gagne</p> <p>M. Penn</p> <p>M. Penn</p>

<p>10.0</p>	<p>Human Resources</p> <p>10.1 Volunteer Time Tracking – L. Anderton informed the Board that tracking their volunteer hours is extremely important. To make sure we are tracking accurately, Board Members will come to the meeting prepared to fill out their forms and hand them back in to the Library Admin at the end of the meeting.</p> <p>10.2 Board Member Contact List – L. Anderton asked the Board to review the contact list and to inform the Library Admin of any changes that need to be made.</p> <p>10.3 Staffing Update – M. Penn provided a staffing update to the Board.</p> <p>10.4 Board Development – The Board was advised of upcoming Board Workshops in St. Paul, Lamont and Red Deer. K. Gagne will send registration forms and information to Board Members who are interested in attending.</p>	<p>All Board Members</p> <p>All Board Members</p> <p>All Board Members K. Gagne</p>
<p>11.0</p>	<p>11.1 Bylaws – No changes are required at this time.</p>	
<p>12.0</p>	<p>Statistics</p> <p>12.1 PLSB ALP Annual Report – M. Penn reviewed the report with the Board.</p> <p>C. Borgun motioned for submission of Annual Report for APL as presented. Carried unanimously.</p> <p>12.2 PLSB ALLB Annual Report – M. Penn reviewed the report with the Board.</p> <p>N. Broadbent motioned for submission of the Annual Report for ALLB as presented. Carried unanimously.</p> <p>12.3 Annual Review – Board members indicated they had no feed back for changes.</p>	<p>M. Penn</p> <p>M. Penn</p> <p>M. Penn</p>
<p>13.0</p>	<p>Other Business</p> <p>13.1 NLPS Agreement – L. Anderton and J. Fulawka to follow up regarding the NLPS contact and updating of the agreement.</p> <p>13.2 Confirm AGM Date –</p> <p>N. Broadbent moved to confirm the date of the AGM. Carried unanimously.</p>	<p>L. Anderton J. Fulawka</p> <p>K. Gagne</p>
<p>14.0</p>	<p>Information</p> <p>14.1 Youth Committee Meeting</p> <p>14.2 Health and Safety Summary</p>	
<p>15.0</p>	<p>15.1 Next Meeting: Monday, April 20th, 2020 Meeting to be held at 7:00pm in the Wild Rose Room, Library, Bold Center.</p>	
<p>16.0</p>	<p>Adjournment: 9:33pm D. Beniuk moved that the meeting be adjourned. Carried unanimously.</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 _____