

**Lac La Biche County Library Board
Meeting of Monday, May 25, 2020
Zoom Meeting**

Minutes

Board Members Present:

- N. Broadbent • L. Anderton • J. Fulawka • K. Nutbrown • D. Beniuk
- V. Gladue
arrived 7:57pm • C. Borgun • G. Piquette • R. Clark

Staff Present:

- M. Penn • K. Gagne

Absent:

- L. Toutant

Absent with Regrets:

- M. Siebold

Item No.	Topic	Action required
1.0	<p>Call to Order Meeting was called to order at 7:03 p.m. by N. Broadbent, Board Treasurer, on behalf of 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>	
2.0	<p>Approval/Amendments to Agenda</p> <p>2.1 The Agenda was submitted and a request for an addition/amendment was made: - 3.1 Calendar Invitations 101 C. Borgun moved to adopt the Agenda for Monday, May 25, 2020 as amended. Carried unanimously.</p>	
3.0	<p>Presentations</p> <p>3.1 Calendar Invitations 101 - M. Penn reviewed how to accept calendar invites with the Board.</p>	M. Penn
4.0	<p>Review & Adoption of Prior Minutes</p> <p>4.1 Review of Meeting of Monday, April 20, 2020 – The minutes were submitted for approval.</p> <p>D. Beniuk moved to approve the Minutes of Monday, April 20, 2020 as submitted. Carried unanimously.</p>	
5.0	Business Arising from Minutes - None	

6.0	Friends of the Libraries - None	
7.0	<p>Programming & Services</p> <p>7.1 Summer Programs - M. Penn gave an update on this summer’s virtual Summer Literacy Program. J. Fulawka offered to confer with schools re communicating this offering to families. (POS C.1)</p> <p>7.2 Plan of Service 2021-2025 – M. Penn reviewed the details of the Plan of Service for 2021-2025 to the Board. The Board would like to express their gratitude to M. Penn and the library staff for all the work they put into developing this Plan of Service.</p> <p>L. Anderton moved approval of the Plan of Service for 2021-2025 as presented with the noted amendments and typographical changes. Carried unanimously.</p>	<p>J. Fulawka</p> <p>M. Penn</p> <p>K. Gagne</p>
8.0	<p>Marketing</p> <p>8.1 Marketing Update – M. Penn advised that the library staff’s motivational quote for the community and library members, posted on Facebook, went viral. The post reached 20,909 people, with 1,235 reactions, comments, and shares, 366 post clicks, and a total engagement of 1,566.</p>	
9.0	<p>Financial Matters</p> <p>9.1 Treasurer’s Report</p> <p>9.2 Review of Budgeting Operating Statement dated April 2020 - N. Broadbent reviewed the BOS with the Board and noted any variances and their reasons.</p> <p>9.3 Brainfuse Proposal – M. Penn presented a case for purchasing a license for Brainfuse which offers learning support to students from kindergarten to grade 12. This is a particularly excellent resource related to our Service Priority – Homework Help.</p> <p>L. Anderton moved to make this expenditure. Carried unanimously.</p>	<p>M. Penn</p>
10.0	<p>Human Resources</p> <p>10.1 LLBCL Re-Opening Plan – M. Penn reviewed the Lac La Biche County Libraries proposed re-opening plan in detail. It follows the current AHS and PLSB Guidelines. Libraries are Stage 2 of the Alberta Relaunch Plan, which is tentatively scheduled for June 19th. In the meantime, our main branch would start contactless curbside pick up by appointment only as of June 1st and fully reopen to the public on Monday, June 22nd. The Plamondon Branch and all Pop-Up Library locations will remain closed until at least the Fall. L. Anderton and M. Penn will further review the OH&S documents required to demonstrate that a full hazard review has been undertaken for this plan.</p> <p>L. Anderton moved to approve the plan as presented including the curbside pick up date. Carried unanimously.</p>	<p>M. Penn</p> <p>L. Anderton</p>

11.0	Policies and Procedures – None	
12.0	Statistics - None	
13.0	Other Business 13.1 June AGM and Board Meeting Format – The Board discussed both an in-person or on-line format and the majority of the Board Members preferred remaining with the already publicized on-line schedule for the June meetings. We hope to return to in-person meetings in September.	M. Penn K. Gagne
14.0	Information - None	
15.0	15.1 Next Meeting: Monday, June 15th, 2020 Meeting to be held at 7:00pm via Zoom Meeting Note: The AGM will commence at 6:30pm prior to the regular Board Meeting. Two separate meeting invites will be forthcoming for those meetings.	
16.0	Adjournment: 9:20pm 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 _____