

**Lac La Biche County Library Board
Meeting of Wednesday, September 18, 2019
Wild Rose Room, Library, Bold Center, Lac La Biche
Minutes**

Board Members Present:

- L. LeMay • D. Beniuk • N. Broadbent (via Zoom) • M. Siebold • G. Piquette

Staff Present:

- M. Penn • K. Gagne

Absent with regrets:

- J. Fulawka • L. Anderton • R. Clark

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 7:00 p.m. by L. Lemay, Board Member.</p>	
2.0	<p>Approval/Amendments to Agenda – The Agenda was submitted and a request for an addition/amendment was made:</p> <ul style="list-style-type: none"> - Move the In-Camera portion to the end of the meeting. - Add 10.4 Youth Committee -M. Penn - Add 13.5 NLLS Update – M. Penn <p>D. Beniuk moved to adopt the Agenda for Wednesday September 18, 2019 as amended. Carried unanimously.</p>	
3.0	Presentations - None	
4.0	Review of Minutes of Meeting of Wednesday, May 22, 2019 – The minutes were approved electronically prior to the May meeting for signing purposes. Carried unanimously.	
5.0	Business Arising from Minutes – None	
6.0	Friends of the Libraries – None	
7.0	<p>Programming & Services</p> <p>7.1 Escape Room – The Harry Potter Escape Room was really successful. 145 people attended. Lots of people left really good comments.</p> <p>The next Escape Room is 80s Radical theme and will be on December 6th, which is a Family Friday for the schools. Volunteers are still needed. Board Members who wish to volunteer must send an email to Maureen with their time preferences. (POS. C)</p>	All Board Members

<p>7.2 Summer Programs – Maureen informed the Board that this was the library’s busiest summer compared to others. There has been a lot of printing, faxing, and scanning to email. Library Pages were scheduled to work most evenings as well as during the summer programs to assist as needed.</p> <p>The TD Summer Reading Club was a huge success. We had 107 people registered, 22 of those people were new. 151 people came to the programs, with Rock Painting being the highest attendance at 44 people. 31 reading logs were submitted, and 3787 titles read. Next time there will be 4 programs as opposed to 6, due to an increase in county events happening at the same time. (POS. C1, G)</p> <p>The Summer Literacy Program was also a huge success. There were 45 registrations, 12 of those were returning students. 238 tutor sessions were done. 81.1% attendance throughout the program with the week of July 15-19 being the highest attendance. (POS. C1, H)</p> <p>7.3 Preschool Programs – There was an addition of the Rattle and Read program, which is open to children 0-17 months. This program promotes use of the library as a place to read and play. (POS. A)</p> <p>The children’s area of the library is being cleaned up and reorganized. We have had a few complaints about the variety of toys as well as questions about cleanliness of the stuffed animals and pillows. Therefore, we have weeded out the puppets, stuffed animals and pillows and will be incorporating new clear bins with brand-new toys. Every second month the children’s toys are cleaned and rotated.</p> <p>7.4 Other Programs – Steampunkery: A STEAM Program – occurs every other Wednesday from 4:30pm-6:30pm starting with Magnetic Slime on September 25th, followed by Homemade Catapults on October 9th, and Maze/Marble Run on October 23rd. You can find a complete list of the projects/activities on Facebook and our website. Some of the programs will be staff led and others will be led by people from the community. (POS. C)</p> <p>Global Game Jam will be held on Friday, Jan. 30th through Feb. 2nd. Participants will join a team of developers and will have 48 hours to create a game based on a theme set by the Global Game Jam organization. The event is open to students, hobbyists and professionals, must be 18+, be willing to participate for the entire 48 hours of the event. Additional information and schedule can be found on Facebook and our website. We are looking for volunteers for this event.</p> <p>Ladies Night will be held on Friday, Feb 28th at 6pm, featuring paint night, pampering services and peruse the collection. Paint the Night Artist is Melanie Braund and other service providers will be listed under the even page on Facebook and the website as they are confirmed. This is event is for girls/ladies 13+ and pre-registration is required, which will open after the Escape Room on Dec. 6th. Snacks and hot chocolate will be provided. This event is FREE, however we are looking for cash donations to cover the supplies, as well as volunteers for this event.</p>	<p>All Board Members</p> <p>M. Penn</p> <p>All Board Members</p>
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<p>8.0</p>	<p>Marketing</p> <p>8.1 Marketing Plan – The Library Director highlighted some of the changes made to the draft marketing plan and L. LeMay asked Board Members to give any feedback via email before October 15th so the final draft can be ready for the November Board meeting.</p> <p>N. Broadbent asked if we could create a 60 second elevator speech for Board Members to help promote the Library services that are offered.</p> <p>8.2 New Procedures –</p> <ul style="list-style-type: none"> • Looking into the use of podcasts and Zines once another professional librarian is on staff. Posting the link to our newsletter which is available on our website instead of reposting all the information on social media. • Twitter no longer has automatic sharing of Facebook posts, so we must enter them in manually. • Tried Hootsuite and Zoho Social to schedule posts to our social media accounts but there are too many limitations for them to be useful, not to mention the added cost of the subscriptions. • Currently exploring the free Bitly software which is a URL shortener. Bitly helps businesses shine by transforming their links into powerful tools for marketers and customer support teams. The basic service is \$29/month or \$348 USD per year and gives users 1,500 branded links. <p>D. Beniuk moved to subscribe to the yearly subscription to Bitly. Carried unanimously.</p>	<p>All Board Members</p> <p>M. Penn L. Anderton</p> <p>M. Penn</p>
<p>9.0</p>	<p>Financial Matters</p> <p>9.1 Treasurer’s Report</p> <p>9.2 The Budget Operating Statement dated August 2019 – N. Broadbent reviewed the BOS with the Board and noted any variances and their reasons as well as the added columns to include the Indigenous and Voices of Amiskwaciy Grants.</p> <p>9.3 2020 Budget – N. Broadbent and M. Penn reviewed the budget with the Board.</p> <p>G. Piquette moved to submit the 2020 Budget to the County as presented. Carried unanimously.</p>	<p>M. Penn</p>
<p>10.0</p>	<p>Human Resources</p> <p>10.1 Staffing Update– Both Summer Students have returned to school. We were sad to see them go, however, they both would like to come back next year.</p> <p>10.2 Board Recruitment – During the HR Committee Meeting held in August, four applicants were considered for the current/upcoming Board vacancies, against the criteria of a youth oriented/connected member and also against the criteria of a candidate to reinforce/strengthen our connections with our Indigenous communities and the work we are undertaking there. Mrs. Kerri Nutbrown and Mr. Vernon Gladue were the successful candidates.</p>	

	<p>L. LeMay moved to recommend that Mrs. Kerri Nutbrown be recommended to the County Council for their affirmation of her appointment to our Board effective October 2019. Carried unanimously.</p> <p>L. LeMay moved to recommend that Mr. Vernon Gladue be recommended to the County Council for their affirmation of his appointment to our Board effective January 2020. Carried unanimously.</p> <p>10.3 Library Directors 360 Review (In-Camera)</p> <p>N. Broadbent moved to go in camera. Carried unanimously. 9:34pm.</p> <p>N. Broadbent moved to come out of camera. Carried unanimously. 9:49pm.</p> <p>N. Broadbent moved that the Board accepts the performance evaluation as previously provided by the Board Chair. Carried unanimously.</p> <p>10.4 Youth Committee – Samira Shultz is our student volunteer and she will be helping with program set up and potentially assisting with the Audio Recording Project, along with regular volunteer duties. The Youth Committee would love to add Samira as a Youth Committee Member.</p> <p>MJ moved to add Samira as a Youth Committee Member. Carried unanimously.</p>	<p>J. Fulawka K. Gagne L. Anderton</p> <p>K. Gagne M. Penn</p>
<p>11.0</p>	<p>Policies & Procedures</p> <p>11.1 AD: RCR Record Retention Schedule – Maureen reviewed the amendments with the Board and noted any variances and their reasons.</p> <p>MJ moved to approve as amended. Carried unanimously.</p> <p>11.2 AD: REC Record Retention Policy - Maureen reviewed the amendments with the Board and noted any variances and their reasons.</p> <p>G. Piquette moved to approve as amended. Carried unanimously.</p> <p>11.3 AD: RIS Risk Assessment Policy – Maureen reviewed this new policy with the Board. N. Broadbent recommended that the full name of the Board be included throughout the policy.</p> <p>G. Piquette moved to accept this new policy as amended. Carried unanimously.</p> <p>11.4 AD: FIN APPENDIX C: Annual Accountability Cycle - Maureen reviewed the amendments with the Board and noted any variances and their reasons. MJ asked whether the Marketing Plan should be showcased in this document as well. It was agreed that the Marketing Plan should be added to April and November.</p> <p>MJ moved to accept this policy as amended. Carried unanimously.</p>	<p>K. Gagne</p> <p>K. Gagne</p>
<p>12.0</p>	<p>Statistics – None</p>	

13.0**Other Business**

13.1 Provincial Funding Letters – Blue Ribbon Letter – sent to the MLA, Mayor, Minister of Finance/Treasury, PLSB and Minister of Municipal Affairs in both electronic and hard copy format. It contained a letter from the Library Board along with two accompanying letters from Beaver Lake and Kikino. It focused on the importance of library services to our Indigenous Communities including but not limited by job searching, ESL and Literacy. The electronic format was sent on August 12 while the physical copies were sent shortly thereafter.

- ALTA sent an email to all the Library Board Chairs stating that 50% of our provincial funding does not mean that we will not be receiving more.

They made the following suggestions:

- Key strategy is to use patience.
- Engage with your local MLA.
- Send meaningful statistics and pair them with stories on how we are impacting people in your community.
- Connect with your local MLA and invite them to your library to demonstrate how each dollar produces a social return on that investment which is far greater than their initial contribution.
- Get to know your representative and find out why they should be connected to your library.
- Think about what cuts would mean to your library and share these results with your MLA. Include the real cost that goes beyond the dollars and cents and what it means for your community.

13.2 ALC 2020 – It was suggested to the Board that the Library Board Member and the Library Director not attend ALC 2020 in Jasper but for the Council Rep to still attend and report back to the Board. It was also suggested that a two-day conference on Library Marketing be a better use of the library's funds.

K. Gagne
M. Penn

13.3 L. LeMay remind the Board to fill out their mileage sheets, which will be finalized at the November meeting.

13.4 Addition 2020 Board Meeting – There will be an additional Board Meeting in May 2020 that will focus only on the POS. Meeting requests will be sent for every 2020 Board Meeting, after the schedule is approved in the November 2019 meeting.

K. Gagne

13.5 NLLS Update – Currently, PLSB is supporting 300MB bandwidth for NLLS. This change was made because the system wasn't using the bandwidth that they allocated in 2016.

No change or update from NLLS regarding the slow network speed since the start of school. With all libraries open and additional devices on our network we can barely do internet searches. Staff continue to use the Bold Center WIFI or their 3G Network.

14.0	Information 14.1 Library Director PNLA Notes 14.2 ALTA Email 14.3 HR Committee Meeting Minutes	
15.0	15.1 Next Meeting: Wednesday, November 20th, 2019 Meeting to be held at 7:00 p.m. in the Wild Rose Room, Library, Bold Center	
16.0	Adjournment: 9:58pm D. Beniuk 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 _____